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PREAMBLE

The University of Gondar stands ever resolute to:

- Be a sanctuary for the search for the truth and intellectual excellence through the pursuit of free inquiry and scholarship;

- Promote such excellence through the dissemination of advanced scientific knowledge, the production of development-orientated research result, the inculcation of student-centered education and governance which best support the achievement of the major national goals of democratization, development, and the maintenance of peace;

- Promote robust institutional autonomy which facilitates free inquiry and the practice of self-government with a strict sense of accountability that leads to the fulfillment of the primary goals upheld by the nation;

- Utilize the national focus accorded to the expansion of higher education to popularize and recast the University mission of working to meet the ever increasing demand for skilled human power and thereby enable it to shoulder its responsibility for enhancing the nation’s capacity for higher education;

- Tailor its support services in such a way that they stand subservient to its core activities of teaching, research and community service leading toward the fulfillment of its vision as well as the attainment of its mission and values;

- Create a democratic university with a student-centered educational environment where the role of students is transformed from that of passive consumers of ready-made facts and information to that of active actors in the collective pursuit and production of authentic knowledge and the creation of productive and dispassionate citizens;

- Promote student-centered education which is indispensable for nurturing the essential qualities of the mind and developing habits of free inquiry, critical thinking and problem-solving capacity as well as for inculcating the attitude and values of respect for the wide diversity of views all of which are essential for the achievement of excellence in the pursuit of knowledge and the creation of characteristics for seasoned and responsible citizenship;

- Withstand the challenges of shifting from the traditional teacher-centered system to a student-centered process even though it demands nothing less than a cultural transformation constituting far-reaching behavioral and attitudinal reorientation of the educators and the students;
• Acknowledge that the Higher Education Proclamation NO. 650/2009 confers a marked financial and administrative autonomy on the nation’s higher education institutions with a view of enabling their financial and administrative systems adaptable to the requirements of their core activities and determining their organizational structures as well as their duties and responsibilities;

• Harmonize University's rules and practices with the Ministry of Education Harmonized Academic Policy to have a common, if not the same, academic policies with other public institutions of higher learning in the country; make smooth transfer of staff and students among the institutions; maintain uniformity in academic and technical support human resource management; produce graduates with more or less similar standards and create equal chance and similar opportunities for the graduates of the University to pursue further studies in any educational institutions; and

• Conform the University’s practice with the enacted Higher Education Proclamation 650/2009 and launch the Business Process Reengineering (BPR) ideals.

It is to ensure the fulfillment of the vision, and the attainment of the mission and values of the University successfully and to tackle its tasks as set in its Strategic Plan as well as to contribute to the success of the outstanding goals of the nation in a systematic and judicious manner that this Senate Legislation of the University of Gondar is produced by virtue of the power vested in it by the Council of Ministers Regulation Charter No. 112/2004, Article 10(11) in the year two thousand and thirteen(G.C).
PART I
GENERAL PROVISIONS

Article 1 Short Title

This Legislation may be cited as “the Senate Legislation of the University of Gondar of 2013.”

Article 2 Issuing Authority

This Legislation is issued by the Senate of the University of Gondar pursuant to the powers vested in it under Article 10 of the Council of Ministers Regulation Establishing the University of Gondar NO. 112/2004 and the Higher Education Proclamation No 650/2009.

Article 3 Definitions, Interpretation and Gender Reference

3.1. Definitions

In this Legislation, unless the context requires otherwise:

3.1.1. “Academic Community” shall mean all students and academic staff of the University.

3.1.2. “Academic staff” shall mean members of the University employed and engaged in teaching, conducting research and/or rendering community services.

3.1.3. “Academic Unit” shall mean College, Faculty, School, Institute, Department or Unit of the University, which may coordinate academic program sharing similar resources and resolve, inter program issues.

3.1.4. “Academic Unit Council” shall mean the council of each college/faculty/school or institute established under Article 137 of this Legislation.

3.1.5. “Academic year” shall mean duration within a year, which normally consists of two semesters of 16 weeks each and shall be determined by the University academic calendar.

3.1.6. “Administrative Support Staff” shall mean all employees of the University other than the academic and technical staff.

3.1.7. “Board” shall mean the Board of the University whose power and composition are stated under Article 44 and 45 of the Higher Education Proclamation, No. 650/2009.
3.1.8. “Center” shall mean a unit that is directly attached to the University for defined purpose.

3.1.9. “College” shall mean a unit that has at least eight degree offering departments including postgraduate programs.

3.1.10. “Continuing education” shall mean all instructions offered outside the regular full-time program through formal and non-formal means, such as evening programs, summer in-service programs, distance education, correspondence and radio programs as well as seminars and workshops to working adults and those who, for various reasons, are not enrolled in the regular programs.

3.1.11. “Dean” shall mean the deans of colleges, faculties or solo schools.

3.1.12. “Department” shall mean a unit within a college/faculty/school that enrolls students, offers courses, awards degree, conducts research and provides community service.

3.1.13. “Director” shall mean the executive manager of an institute or University offices.

3.1.14. “Faculty” shall mean a unit in the University that has at least four degree offering departments including postgraduate programs.

3.1.15. “Fiscal year” shall mean the fiscal year of the country (Hamle 1 to Sene 30).

3.1.16. “Head” shall mean heads of departments, schools within colleges/faculties, or of any other equivalent units.

3.1.17. “Hospital” shall mean the University of Gondar Teaching Hospital entrusted with teaching, research and community services and shall be accountable to the President.

3.1.18. “Institute” shall mean a unit within the University, which primarily conducts research and renders community services in addition to offering at least one-degree program.

3.1.19. “Module” shall mean a set of courses within a program. A set of modules would enable one to finish a program of study and graduate thereof.

3.1.20. “President” shall mean the President of the University.

3.1.22. “Program” shall mean a set of modules in the undergraduate and graduate study disciplines.

3.1.23. “Registrar” shall mean an executive manager responsible for operations pertaining to student admission, placement, registration and academic records.

3.1.24. “School” shall mean a unit of the University or college that has at least three degree offering departments including postgraduate programs or that offers specific trainings like law regardless of the number of degree programs.

3.1.25. “Senate” shall mean the Senate of the University whose power and composition are stated under Article 49 and 50 of the Higher Education Proclamation, No. 650/2009.

3.1.26. “Staff” shall mean the academic, administrative support and/or technical staff of the University.

3.1.27. “Student” shall mean any person admitted and registered at the University in the regular, continuing education or any other program.

3.1.28. “Technical staff” shall mean non-administrative personnel employed to support the teaching-learning, research and community service processes and non-academic professional medical personnel employed by the teaching hospital.

3.1.29. “Unit” shall mean a section of a college/faculty/school without a program of its own but offers courses not owned by other departments by its instructors, who shall not be less than three.

3.1.30. “University” shall mean the University of Gondar.

3.1.31. “University Community” shall mean staff and students of the University.

3.2 Interpretation of this Legislation

3.2.1. This Legislation shall be interpreted in good faith, in accordance with the ordinary meaning to be given to its terms and in their context as well as in the light of its objectives.
3.2.2. The interpretation of provisions of this Legislation shall be compatible with the provisions of the Higher Education Proclamation No. 650/2009 and the objectives of this Legislation.

3.2.3. The determination of the objectives or purposes of this Legislation shall be made considering the following:

3.2.3.1. The preamble

3.2.3.2. Supplementary means of interpretation include the preparatory work of the Legislation and Minutes of the Committee for Senate Legislation Amendment and the deliberations thereof.

3.2.3.3. The Senate shall have a final say concerning the interpretation of disputed provisions of this Legislation.

3.3 Gender Reference

Unless the context provides otherwise in this Legislation, provisions stated in the masculine shall also apply to the feminine.
PART II
THE UNIVERSITY SENATE

CHAPTER 1
GENERAL PROVISIONS

Article 4  Scope of Application

Unless expressly provided otherwise in this Legislation and subject to the provisions of relevant laws of the country, all provisions of this Legislation shall apply to the University academic community.

Article 5  Membership of the Senate

The Senate shall be designated by the Board on the recommendation of the President and shall consist of the following members:

5.1. The President;
5.2. The Vice Presidents;
5.3. Director, Office of the University Registrar;
5.4. Director, The Students Services Core process;
5.5. Deans of Colleges/Faculties/Schools;
5.6. Director of the University Hospital;
5.7. Director, Teaching Learning Core Process;
5.8. Director, Public and International Relations;
5.9. Director, The University Librarian;
5.10. Director, Quality Assurance and Audit Office;
5.11. Gender, HIV/AIDS and Special Needs Officer;
5.12. Two academic staff members, one of whom shall be female, to be elected by the academic staff;
5.13. Two student representatives from regular graduate and undergraduate programs, one of whom shall be a female student;
5.14. Others to be designated by the Senate or the President.

Article 6  Powers and Duties of the Senate

Without prejudice to the provisions of the Proclamation No. 650/2009, Establishing Regulation (Charter) No. 112/2004 and other appropriate laws, as well as directives of the Board, the Senate shall:

6.1. Examine and approve the academic calendar of the University;
6.2. Approve various academic programs of the University;
6.3. Decide the conferring of degrees (including honorary degrees), diplomas and certificates as well as medals and prizes;

6.4. Set criteria for the determination of academic standards and oversee the quality and excellence of programs;

6.5. Provide governing guidelines for the settlement of disciplinary problems;

6.6. Determine criteria for graduation and its ceremony processions;

6.7. Recommend to the Board the conferring of the rank of Professor;

6.8. Approve promotions to the ranks of Associate Professors;

6.9. Issue guidelines on conditions and procedures of competitions for grants, fellowships, and scholarships;

6.10. Formulate policies and guidelines for the planning and utilization of resources;

6.11. Formulate, modify and revise the organization of colleges, faculties, schools, departments and units of the University;

6.12. Decide the establishment of new academic units, subject to the approval of the Board;

6.13. Decide the type, number, membership and responsibilities of its standing committees;

6.14. Formulate and develop policies to be designed to promote principles of tolerance and accommodate issues of diversity in the various activities and programs of the University;

6.15. Formulate policies towards fostering a university community with a robust social and cultural events and activities;

6.16. Formulate policies and devise mechanisms for academic staff recruitment, retention and promotion;

6.17. Determine its own rules and procedures, and

6.18. Perform such other duties as may be given to it by the Board.
Article 7  Senate Meetings

7.1. The President is the Chairperson of the Senate and shall preside over Senate meetings.

In the absence of the President, the Academic Vice President, or in his absence, the Vice President for Research and Community Services or in his absence, the Vice President for Administration, or in his absence, the Vice President for Business and Development shall preside over the meetings of the Senate.

7.2. The Senate shall have a minimum of four sessions in one academic year and two sessions in a semester.

7.3. The presence of more than half of the members of the Senate shall constitute a quorum.

7.4. Decisions of the Senate shall be passed by a simple majority vote (50% plus 1) of the voting members present, and in case of a tie, the chairperson shall have a casting vote.

7.5. The Senate may hold extraordinary sessions upon the request of the President, the Board or one third of its members. The request from the members of the Senate shall be presented in writing to the President or the Board of the University.

7.6. The Senate at its discretion may invite resource persons, who shall not have voting right, it deems necessary to any of its sessions.

Article 8  Communication of Senate Deliberations and Decisions

Deans and heads of academic units shall call meetings of Academic Unit Councils within ten days of every Senate meeting and communicate the businesses transacted and reports delivered. Unless confidential, directives given by the Senate must be conveyed to the community through the proper channel.

Article 9  The Secretariat of the Senate

There shall be a secretariat of the Senate, to be established by the President, within the Office of the President whose functions shall be to:

9.1. Follow-up and ensure the implementation of the decisions of the Senate and of the Executive Committee;

9.2. Follow-up the activities of the standing committees;
9.3. Maintain records of the meetings of the Senate and its Executive Committee;

9.4. Compile, publish and disseminate rulings of the Senate and/or revisions of this Senate Legislation on a regular basis.
CHAPTER 2  
PROVISIONS ON COMMITTEES OF THE SENATE

Article 10  Committees of the Senate

10.1.  General provisions

10.1.1.  The Senate shall have Executive, Standing and Ad-hoc Committees.

10.1.2.  The Committees shall serve as the arm of the Senate and function on its behalf in accordance with the mandates in them.

10.1.3.  The Committees are accountable to the Senate.

10.1.4.  Each committee shall adopt its own guidelines with regard to the relevant provisions of the Legislation.

10.1.5.  Committee work is expected of all University staff as part of their obligation to the University.

10.1.6.  Unless provided otherwise in this Legislation, election of members of the committees of the University Senate shall be conducted at the Senate meeting.

10.1.7.  Students elected by the student body to serve in the Senate and its committees shall be so notified by the President in writing.

10.1.8.  The President shall promptly notify elected members of the Senate Committees in writing of their election with attachment of the duties of the committees.

10.1.9.  The President shall name the member responsible for calling the first meeting of each Senate committee.

10.1.10.  Unless provided otherwise in this Legislation, the committee of the Senate shall elect its chairperson who shall be a member of the senate.

10.1.11.  The standing committees shall conduct their first meetings and begin their functions within a month of their establishment, at the latest.

10.1.12.  The Senate shall dismiss a committee member whenever his failure to cope with his duties and responsibilities is reported/confirmed.
10.2. **Standing Committees**

The Senate functions through standing committees as provided hereunder. The standing committees of the Senate shall be the following:

10.2.1. Policy, Strategic Plan and Development Committee (PSPDC);

10.2.2. Post Graduate, Research and Community Service Committee (PGRCSC);

10.2.3. Academic Standards and Curriculum Review Committee (ASCRC);

10.2.4. Cultural and Social Affairs Committee (CSAC);

10.2.5. Library, Information, and Communications Technology Committee (LICTC);

10.2.6. Academic Staff Recruitment, Promotions and Scholarship Committee (ASRPSC); and

10.2.7. Ethics and Code of Conduct Committee (CECC).

10.3 **Ad Hoc Committees**

10.3.1. The Senate may establish *ad hoc* committees whenever it deems it necessary. Unless otherwise provided by the decision of the Senate, these committees shall be disbanded upon completion of the tasks for which they are set up and upon submission of their reports to the Senate.

10.3.2. The terms of reference of *ad-hoc* committee shall be issued by the Executive Committee subject to approval by the Senate.

10.4 **Membership of Standing Committees**

10.4.1 Each committee shall have a minimum of five members.

10.4.2 As far as circumstances warrant, members of the various standing committees of the Senate shall include representatives of the pertinent bodies of the University. It shall also take expertise, individual merit, gender and diversity into account.

10.4.3 An academic staff member shall not be a member of more than two standing Committees.
10.4.4 Notwithstanding the above sub articles of this Article, the President and the Vice Presidents of the University may serve as *ex-officio* members of all Senate committees in their own discretion.

10.4.5 The chairpersons of the standing committees of the Senate are encouraged to co-opt into their committees additional members from among the University staff and representatives of stakeholders where it is deemed helpful.

10.4.6 Each standing committee shall determine its own rules and procedures, which shall include disciplinary rules of its members.

10.5 **Decisions of the Committees**

10.5.1 In the exercise of the powers vested in it by the Senate, a standing committee may take decisions on matters under its competence and may propose decisions to the Senate.

10.5.2 The Senate may at its discretion review any decision of a committee.

10.5.3 A committee may also make interim decisions in between the meetings of the Senate, which shall be subject to final approval by the Senate.

10.5.4 The reasons for passing interim decision could be the weight of the matter under consideration, or the absence of clearly spelt out provisions in this Legislation, other University rules or relevant laws of the country.

10.5.5 Whenever an interim decision is taken, the chairperson of the committee taking such action shall forthwith communicate this fact to the President.

10.5.6 The President shall subsequently forward the interim decision to the Senate meeting for review and/or approval.

10.6 **Terms of Service**

Each elected member of a standing committee shall serve for a period of three years at the end of which he may be re-elected.
10.7 **Regularity of meetings**

Unless provided otherwise, each standing committee shall meet at least four times a year and two times a semester.

10.8 **Requests for a meeting**

If the majority makes a request for a meeting of a standing committee, the chairperson shall call a meeting of the committee within two weeks of such a request.

10.9 **Quorum**

A simple majority of any committee shall constitute a quorum.

10.10 **Reports to the Senate**

At the end of each semester, the chairperson of each standing committee shall submit a written report to the Senate on the activities of his committee.

**Article 11  Information to Deans, Directors and Officers**

11.1. The chairpersons of the committees shall inform deans, directors and officers whenever the agenda of a particular committee includes a matter of direct concern to a particular faculty/college/school.

11.2. Deans and directors shall have the right to appear personally or through a representative and to present their college’s/faculty’s/school’s position on the matter provided. However, the deans and directors or their representatives shall not have the right to vote unless they are at the same time members of the committee in question.

11.3. The secretary of the committee shall communicate the minutes of the committee to the dean or director within five days following its rendition.

**Article 12  Major Functions of the Committees**

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

12.1. Monitoring the implementation of this Legislation, strategic plans, and decisions of the Senate;
12.2. Deliberating on matters under their competence and jurisdictions and decide according to the rules that are provided in this Legislation, guidelines of the Senate and their own working guidelines;

12.3. Reporting to the Senate the results of their deliberation and the implementation of their mandate;

12.4. Initiating and proposing new policy guidelines as well as directives to be deliberated on by the Senate;

12.5. Submitting recommendations for Senate deliberation and decisions.

Article 13  Secretaries of Senate Standing Committees

Each standing committee of the Senate shall have a secretary elected out of its members.

Article 14  The Executive Committee

14.1. Membership

14.1.1. The Executive Committee shall have five members elected by the Senate from its voting members due regard being had to representation of the different disciplines and areas of specialization. Its membership shall in addition include the President, the Vice Presidents and the Secretary of the Senate.

14.1.2. The Chairperson of the Senate shall also be the Chairperson of the Executive Committee; and the Secretary of the Senate shall serve as the Secretary of the Executive Committee.

14.1.3. The academic Vice President shall preside over the meetings of the Executive Committee in the absence of the Chairperson.

14.2. Duties and Responsibilities

The Executive Committee shall:

14.2.1. Advise the Chairperson of the Senate on the agenda of meetings of the Senate and on ways in which issues and problems brought before the Senate can be clarified to promote orderly and efficient deliberation;

14.2.2. Keep the Senate advised on recommendations and interim decisions of its standing committees by receiving and transmitting, as expeditiously as possible, all reports of standing committees and its own comments thereon to each member of the Senate;
14.2.3. Recommend the convening of extraordinary sessions of the Senate whenever a matter within the jurisdiction of the Senate assumes such urgent importance as to warrant the action;

14.2.4. Establish procedures for nomination of candidates eligible for honorary degrees and the modalities of review thereon and consider nominations for eventual submission of names of candidates to the Senate;

14.2.5. Refer issues and problems that shall come before the Senate to the appropriate standing committee for advice and recommendations, unless in those cases where, in the opinion of the Executive Committee, the matter is of such extraordinary urgency as to warrant direct submission to the Senate;

14.2.6. Review or suspend any recommendation or report made by any one of the standing committees of the Senate where appropriate but any such review or suspension and the circumstances thereon shall be notified to all members of the Senate in a week’s time;

14.2.7. Determine, whenever the need arises, the limits of jurisdiction of the standing committees and select the appropriate committee to which a matter falling within the general jurisdiction of the Senate shall be referred;

14.2.8. Submit nominations of faculties for membership in each Senate Standing Committees;

14.2.9. Evaluate the performance of academic units, committees and appraise its own performances; and

14.2.10. Take all measures necessary in the exercise of its powers and duties as outlined hereof, including the co-operation of and consultation with other members of the Senate in the course of its deliberations.

14.3. Meeting and Reporting

14.3.1. The Executive Committee shall meet at least once before each Senate meeting;

14.3.2. The Chairperson may also convene a meeting of the Executive Committee whenever he deems it appropriate or whenever three of its members make a request for such a meeting; and
14.3.3. The committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 15 Policy, Strategic Plan and Development Committee (PSPDC)

15.1. Membership

Policy, Strategic Plan and Development Committee shall consist of the following members:

15.1.1. The President
15.1.2. The Vice Presidents
15.1.3. The Dean of the School of Law
15.1.4. Finance, Procurement, and Property Administration Director
15.1.5. Plan and Budget Director
15.1.6. Others to be assigned by the Senate

15.2. Duties and Responsibilities

15.2.1. General Responsibilities

15.2.1.1 In the Area of Development Planning

The PSPDC is charged with the responsibility of initiating and coordinating development plans for the overall growth of the University and for the expansion and improvement of infrastructure in all academic and research sectors. The purpose of this development plan will be:

15.2.1.1.1 To provide a framework for decision making and planning to the Senate,
15.2.1.1.2 To provide more adequate guidance concerning the fiscal implications debated by the Senate,
15.2.1.1.3 To assist the Senate to carry out its various responsibilities, and
15.2.1.1.4 To provide the University administration and the Board with considered views of the Senate on developmental policy and thus generally, to contribute to sound development of the University.

15.2.1.2 In the Area of Fiscal and Budget Planning

The Senate charges the PSPDC with the responsibility of resources, its fiscal policies and plans.
15.2.2. Specific Responsibilities

15.2.2.1 In the area of development planning, the PSPDC shall:

15.2.2.1.1 Continuously request development plans and objectives from the faculties and other related University institutions, review these plans and coordinate them into an integrated University development plan;

15.2.2.1.2 Identify land use and physical space requirements, both short term and long term, and submit recommendations concerning these needs to the Senate;

15.2.2.1.3 In co-operation with appropriate bodies within the University and government agencies, continuously study and attempt to identify national needs for trained manpower that could be met, at least in part, through University programs of instruction and research;

15.2.2.1.4 Study the whole problem of college/faculty budgeting for research expenses and lay down general budget guidelines for faculty budgets on research matters;

15.2.2.1.5 Collaborate with the Post Graduate, Research and Community Service Committee of the Senate in facilitating the conduct of institutional research, which the University might undertake in line with national development policies and objectives;

15.2.2.1.6 In co-operation with the University Planning Office, the Registrar’s Office, and the Dean of Student’s Office, study the number of incoming student population to the University for each coming year and, over a longer period, submit recommendations to the Senate concerning the total number of students to be admitted to the regular and other programs of the University, as well as recommendations concerning the distribution of students among the faculties of the University;
15.2.2.1.7 Study progress made in the development of staff and in developing more effective measures to ensure that the University will have a core of high quality permanent staff in its entire major academic sector;

15.2.2.1.8 Study the fiscal implications of college/faculty and student wellbeing and Ethiopianization of curricular and text material with view to aiding faculties to realize their objective where it is necessary and possible; and

15.2.2.1.9 Evaluate and review the performance of past-approved budget, and report on the effective utilization of resources to the Senate with a view of ensuring the enhancement of educational objectives of the University.

15.2.2.2 In the areas of fiscal and budget planning the PSPDC shall:

15.2.2.2.1 In consultation with the University Administration, review the annual budget for the forthcoming budget year and submit its reports to the Senate, and

15.2.2.2.2 Review existing practices and wherever necessary develop with the University Administration efficient procedures for:

15.2.2.2.2.1 The preparation and submission of budget by the budget centers of the University;

15.2.2.2.2.2 Budget hearings; and

15.2.2.2.2.3 The expenditure of budgets following proper approval and clearance in accordance with the provisions in 1 and 2 hereof.

15.2.2.3 In the areas of Policy and Legislation the PSPDC shall:

15.2.2.3.1 Identify, examine, draft and recommend to the Senate policies, strategies and new legislations;

15.2.2.3.2 Initiate the development of policies on issues such as affirmative action, equal opportunity, recruitment and promotion;
15.2.3.3 Initiate and develop policies on academic freedom, academic standards and program expansion, cost sharing, academic conduct and responsibility, academic disruptions, and misconduct;

15.2.3.4 Develop comprehensive policy and strategy to reward merit;

15.2.3.5 Draft new or amend rules and regulations and submit them to the Senate for approval;

15.2.3.6 Receive reports and/or comments of Senate standing committees;

15.2.3.7 Communicate to the appropriate legislative authorities its proposal for review of legislations;

15.2.3.8 Update university rules and regulations with the relevant provisions of newly issued Federal laws and regulations, and developments within the University;

15.2.3.9 Prepare guidelines for the implementation of policies, and

15.2.3.10 Develop indicators for evaluation of policies and of their implementation.

15.2.3 Other Responsibilities

The PSPDC in discharging the general and specific responsibilities stipulated in the provisions of this Sub-Article may, with the operation of and in consultation with other standing committees the Senate and the University Administration, discuss other areas related to its work in development, planning and legislating policies.

15.2. Meeting and Reporting

15.2.4. The committee shall meet at least four times a year.

15.2.5. The Chairperson may also convene a meeting of the Committee whenever he deems it appropriate or whenever one third of its members make a request for such a meeting.

15.2.6. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 16 Post Graduate, Research, Community Service and Technology Transfer Standing Committee (PGRCSTTSC)
16.1. Membership:

The PGRCS TTS C shall consist of the following members:

16.1.1 The Academic Vice President
16.1.2 The Research and Community Services Vice President
16.1.3 The Teaching Learning Core Process Director;
16.1.5 The University Registrar and
16.1.6 Officer of Graduate Programs

16.2 Duties and Responsibilities

16.2.1 In the area of Graduate Programs

In the area of Graduate Programs, the PGRCS TTS C shall:

16.2.1.1 Propose the formulation, revision and amendment of rules and regulations governing graduate programs to the Senate;

16.2.1.2 Examine proposals by the various graduate programs for improvement, revision or adjustment of existing rules and regulations;

16.2.1.3 Promote and co-ordinate interdisciplinary programs for graduate studies and ensure research and teaching programs are well integrated;

16.2.1.4 Recommend for approval by the Senate the graduate programs submitted to it by AUCs;

16.2.1.5 Set guidelines for admission of candidates to graduate programs;

16.2.1.6 Propose suggestions on tuition fees and waivers to the Senate;

16.2.1.7 Facilitate collaboration with graduate programs in other universities or with organizations that seek such collaboration;

16.2.1.8 Recommend to the Senate the award of the appropriate postgraduate diploma, degree or certificate in accordance with University rules and regulations;

16.2.1.9 Participate in the periodic assessment of the graduate programs of the University;

16.2.1.10 Advise the Senate on all matters regarding Graduate Programs; and
16.2.1.11 Establish its own rules of procedure and set up ad hoc Committees as necessary.

16.2.2. In the area of Research, Community Services and Technology Transfer

In the area of Research and Community Services, the PGRCSTTSC shall:

16.2.2.1. Formulate strategies for promoting research, community services and technology transfer and dissemination of the research results;

16.2.2.2. Guide the Research and Community Service Vice President and other units of the University in designing and conducting training workshops on research methods, technology transfer issues and research writing and preparation of teaching materials;

16.2.2.3. Help Research and Community Service Vice President Office specify priorities for research and community services and identify research thematic areas the University shall be doing for years to come;

16.2.2.4. Set guidelines for the approval of research, community service and technology transfer proposals;

16.2.2.5. Monitor the activities of the Research and Community Service Vice President in relation to approved research work;

16.2.2.6. Provide procedure for launching of new journals;

16.2.2.7. Determine criteria for establishing the reputability of journals and, re-assess the reputability thereof every three years;

16.2.2.8. Determine courses of action in the case of breach of agreement by researchers;

16.2.2.9. Specify the calendar for submission of research, community service and technology transfer proposals and research reports;

16.2.2.10. Examine and endorse the activity reports of Faculty/College/School PGRCSTTSCs;

16.2.2.11. Advise and assist the Research and Community Service Vice President in securing annual budget from the government and funds from organizations outside the University;

16.2.2.12. Design, facilitate and endorse collaborative activities with local, regional, national and international institutions;
16.2.2.13. Establish award system for recognizing outstanding research, community service or technology transfer projects;

16.2.2.14. Assist the Research and Community Service Vice President in preparing the code of ethics governing/safeguarding research and intellectual property rights;

16.2.2.15. Issue guidelines pertaining to visiting researchers who wish to be affiliated with various units of the University and present them to the Senate for approval;

16.2.2.16. Promote the publication of outstanding theses and dissertations;

16.2.2.17. Ensure the appropriate academic standard of publications;

16.2.2.18. Set standards for the preparation and review of teaching materials text books and books; and

16.2.2.19. Advise the Senate on all matters pertaining to research and publications.

16.3 Meeting and Reporting

16.3.1 The Committee shall meet at least once before each Senate meeting.

16.3.2 The chairperson may also convene a meeting of the committee whenever he deems it is appropriate or whenever one-third of its members make a request for such a meeting.

16.3.3 The committee shall submit bi-annual reports to the Senate on the implementation of its duties and responsibilities.

Article 17 Academic Standards and Curriculum Review Committee (ASCRC)

17.1 Membership

The Committee shall consist of the following members:

17.1.1 The Teaching Learning Core Process Director;
17.1.2 The University Registrar Director;
17.1.3 Quality Assurance and Audit Director;
17.1.4 Gender, HIV/AIDS and Special Needs Officer;
17.1.5 Student Service Support Process Director;
17.1.6 Two more members to be designated by the Senate
17.2  **Duties and Responsibilities**

The Academic Standards and Curriculum Review Committee (ASCRC) shall:

17.2.1. Assess intake capacity against available human and material resources;

17.2.2. Examine retention rate and advise the Senate on mechanisms for improvement;

17.2.3. Make arrangements to promote diversity in admission;

17.2.4. Set clear and transparent criteria for admission;

17.2.5. Set and review readmissions and placement guidelines;

17.2.6. Examine and review admission criteria set by college, faculties, schools and department;

17.2.7. Seek and act upon the advice of the ASCRC on certificates that do not fall into any one of the categories already recognized by the University;

17.2.8. Provide expert advice on curriculum design and facilitate review and approval;

17.2.9. Formulate guidelines for curricular revision, course changes and exemptions;

17.2.10. Where appropriate, ensure the inclusion of pedagogical methods that encourage and reward open and active interaction between faculty and students;

17.2.11. Enhance practice-orientated, community and team-approach based system of education through inclusion into the curricula programs of internship, attachments, and the like;

17.2.12. Enhance the cultivation of educational environment that fosters the creative and critical capacities of students;

17.2.13. Screen proposals for course changes;

17.2.14. Review class size policy and practices in the university;

17.2.15. Initiate and monitor periodic review of courses;
17.2.16. Check the balance among components of programs and courses;

17.2.17. Develop procedure regarding phasing in and phasing out courses;

17.2.18. Advise faculties on the offering of interdisciplinary courses;

17.2.19. Foster interdisciplinary discussion about general education;

17.2.20. Set the principles of and criteria for general education courses, and approve courses for inclusion within the general education requirements;

17.2.21. Review and regulate semester academic load of students;

17.2.22 Periodically reviews policies and practices of the University relating to academic workload;

17.2.23 Formulate an effective evaluation and appraisal system of academic staff and prepare guideline for the preparation of questionnaires used for evaluation;

17.2.24 Review the process and procedures used to evaluate the University’s undergraduate, graduate, and other programs;

17.2.25 Review modes of assessing students’ academic performance, the frequency thereof, the manner of distributing scores as well as regrading procedures;

17.2.26 Act as a board of appeal for complaints of students that could not be handled by their respective faculties and institutes and, propose solutions to the Senate;

17.2.27 Propose effective means in which faculties and other units of the University can help students with registration, selection of majors, minors, electives, realistic course loads and tutorial programs administration;

17.2.28 Initiate trainings on goal setting, study skills, test-taking skills, tutorial, motivation, time management, stress and the campus environment in general;

17.2.29 Oversee the conduct of academic advising and ensure the preparation of guidelines on student advising;

17.2.30 Oversee that retention data is regularly reported by the University registrar;
17.2.31 Initiate and organize studies for the identification of the causes of attrition, preventive methods and possible interventions and communicate the results of these research to the Senate;

17.2.32 Devise, provide monitor and implement all possible retention and enhancement strategies and initiatives;

17.2.33 Develop strategies for early identification of students’ academic problems; and

17.2.34 Examine disputes regarding course ownership between departments, schools, institutes, faculties, or colleges and propose recommendations for the Senate.

17.3 Meeting and Reporting

17.3.1 The Committee shall meet at least twice a semester.

17.3.2 The Chairperson may also convene the meeting of the committee whenever he deems it appropriate or whenever one-third of its members make a request for such a meeting.

17.3.3 The Committee shall submit a bi-annual report to the Senate on the implementation of its duties and responsibilities.

Article 18. Cultural and Social Affairs Committee (CSAC)

18.1 Membership

The CSAC shall consist of the following members:

18.1.1 Student Services Core process Director;
18.1.2 The Public and International Relations Director;
18.1.3 Gender, HIV/AIDS and Special Needs Officer;
18.1.4 Head, Sports Science Department;
18.1.5 Head, Department of Tourism Management;
18.1.6 Head, Department of Anthropology;
18.1.7 Heads, Department of Sociology;
18.1.8 Student Union President and V/President;
18.1.9 Head, Cultural and Fine Arts Center
18.2 Duties and Responsibilities

The Cultural and Social Affairs Committee shall:

18.2.1. Promote unity in diversity tolerance, sense of equality and partnership in the University;

18.2.2. Promote excellence and reward initiatives in educational and cultural activities of extracurricular nature;

18.2.3. Facilitate the enhancement and sustenance of a vibrant, active and strong academic system suitable to the development of not only an academically competent personality but also responsible citizenry;

18.2.4. Advise the Senate on the possible contribution of the University regarding the promotion and preservation of the historical and cultural heritage of peoples of Ethiopia;

18.2.5. Formulate and recommend to the Senate policies and strategies that promote educational and cultural activities of an extramural nature;

18.2.6. Advise the Senate on the planning, co-ordination and stimulation of cultural life in the University through sponsorship and encouragement of activities such as sports activities, literary and artistic events, public lectures, debates etc.;

18.2.7. Advise the Senate on the organization of cultural units and bodies including voluntary student cultural groups;

18.2.8. Advise any unit of the University on matters of cultural and social affairs;

18.2.9. Oversee and promote activities that promote scientific and technical outlook; and

18.2.10. Promote cultural exchanges at local and international levels.

18.2.11. The Committee has a general responsibility for advising the Senate on all matters relating to student affairs as prescribed in part VIII.
18.3. **Meeting and Reporting**

18.3.1 The Committee shall meet at least four times a year.

18.3.2 The Chairperson may also convene a meeting of the Committee whenever he deems it is appropriate or whenever three of its members make a request for such a meeting.

18.3.3 The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

**Article 19** **Library, Information, Communications and Technology Committee (LICTC)**

**19.1 Membership**

The LICTC shall consist of the following members:

- 19.1.1. The Academic Vice President
- 19.1.2. Research and Community Services Vice President;
- 19.1.3. The Vice President for Administration;
- 19.1.4. Vice President for Business and Development;
- 19.1.5. The University Libraries Director;
- 19.1.6. Head, Department of Information science;
- 19.1.7. Director for Information and Communications Technology (ICT);
- 19.1.8. Two student representatives from graduate and undergraduate students.

**19.2 Duties and Responsibilities**

The LICTC shall:

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

- 19.2.2. Oversee that the libraries, are maintained as a national and international scholarly resource;

- 19.2.3. Formulate policy for the allocation of funds for the libraries;

- 19.2.4. Set mechanisms to enhance the potential of libraries to contribute to maximize the information resources available to researchers, and the facilitation of their access;
19.2.5. Formulate rules and regulations on the distribution, utilization, etc of donated books, manuscripts, projects, pieces of arts and other materials including the rights of donors and their families;

19.2.6. Formulate regulations on the implementation of the University’s library and information service policy;

19.2.7. Set regulations on the control, management, and security of the use of the facilities of the University Library Services;

19.2.8. Formulate a policy for the acquisition, development, management, and disposal of collections in the libraries;

19.2.9. Formulate guidelines for the preservation of materials in the University’s library collections;

19.2.10. Devise strategy and plan for the provision of electronic information resources;

19.2.11. Prepare and submit to the Senate a strategy for the development, utilization and maintenance of all types of teaching/learning materials including textbooks, references, manuals, manuscripts, technical equipment, modules, films, etc;

19.2.12. Participate actively in the effort to secure suitable teaching materials from external sources;

19.2.13. Develop a system for assessing the relevance, appropriateness and other similar qualities of audio-visual teaching materials in cooperation with the relevant units of the university;

19.2.14. Assess periodically the major needs of the various programs of the University for educational materials;

19.2.15. Ensure the formulation and continued development of a University-wide strategic plan on information and communications technology (ICT) in furtherance of the University’s aims and objectives;

19.2.16. Facilitate the efficient utilization of ICT in the University;

19.2.17. Formulate policy to enhance the University’s potential in information and communications technology, and its application in teaching-learning research and administrative services;

19.2.18. Facilitate and establish link with user organizations and collect feedback about the quality of the University graduates at work;
19.2.19. Establish contacts with agencies, NGOs and potential donors for the purpose of engaging in collaborative projects;

19.2.20. Publicize the University’s periodic achievements to the University community, the public and other institutes abroad through various means such as information newsletters;

19.2.21. Formulate policy on University related website publication; and

19.2.22. Set regulations on the control management, and security of the use of the University’s ICT facilities.

19.3. Meeting and Reporting

19.3.1. The Committee shall meet at least four times a year.

19.3.2. The Chairperson may also convene a meeting of the Committee whenever he deems it appropriate or whenever on a third of its members make a request for such a meeting.

19.3.3. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 20 Academic Staff Recruitment, Promotions and Scholarship Committee (SRPSC)

20.1 Membership

The SRPSC shall consist of the following members:

20.1.1 Academic Vice President;
20.1.2 Teaching and Learning Core Process Director;
20.1.3 Vice President for Administration (VPA);
20.1.4 Gender, HIV/AIDS and Special Needs Officer;
20.1.5 Human Resource Management Director; and
20.1.6 Two representatives of the academic staff to be elected by the Senate

20.2. Duties and Responsibilities

The Staff Recruitment, Promotions and Scholarship Committee shall:

20.2.1 Devise policies on human resource development schemes;

20.2.2 Formulate guidelines on recruitment and selection, contractual matters, training and development, with equal opportunities for all;
20.2.3 Set criteria and procedures for academic promotion, probation and confirmation of promotions, renewal of tenure, resignation and retirement;

20.2.4 Examine and recommend promotions in rank and pass same to the Executive Committee;

20.2.5 Formulate various mechanisms of rewarding merit and innovation in teaching and research;

20.2.6 Formulate policies for retention of academic staff;

20.2.7 Set criteria for scholarship and propose candidates;

20.2.8 Formulate policies and devise strategies to enhance diversity of staff through affirmative recruitment system for applicants for disadvantaged groups such as women, persons with disability and marginalized communities;

20.2.9 Receive and consider complaints regarding recruitment and promotion as well as oversee implementation of policies in this regard; and

20.2.10 Handle other policy issues related with recruitment, promotion and scholarship.

20.3 Meeting and Reporting

20.3.1 The Committee shall meet at least 4 times a year.

20.3.2 The Chairperson may also convene a meeting of the Committee whenever he deems it is appropriate or whenever one-third of its members make a request for such a meeting.

20.3.3 The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 21 Committee for Ethics and Code of Conduct (CECC)

21.1. Membership

The CECC shall consist of the following members:

21.1.1 The Dean of the School of Law;
21.1.2 The Head of the University Ethics and Anti-Corruption Office;
21.1.3 Two representatives of the Academic Staff;
21.1.4 Two representatives of the student union, each from the undergraduate and graduate programs;
21.1.5 Head, Gender, HIV/AIDS and Special Needs Officer;
21.1.6 Legal Service Director; and
21.1.7 The Head of Department of Civics and Ethics

21.2 Duties and Responsibilities

The Committee on Ethics and Code of University Conduct shall:

21.2.1. Produce a full-fledged Code of University Conduct for the academic community and make amendments thereon;

21.2.2. Formulate guidelines, rules and procedures for determination of causes related to ethics and violation of code of university conduct;

21.2.3. Initiate appropriate training on ethical issues for the University community and particularly for officers with specific responsibility relating to ethical issues.

21.3 Meeting and Reporting

21.3.1 The Committee shall meet at least four times a year.

21.3.2 The Chairperson may also convene a meeting of the Committee whenever he deems it appropriate or whenever one-third of its members request such a meeting.

21.3.3 The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.
PART III
ACADEMIC AND TECHNICAL HUMAN RESOURCES POLICY

CHAPTER 3
GENERAL PROVISIONS ON UNIVERSITY ACADEMIC STAFF, PROFESSIONAL LIBRARIANS AND TECHNICAL SUPPORT STAFF

Article 22 Policy Premises on University Academic Staff

22.1 The satisfactory fulfillment of the vision of the University and the effective realization of its mission and objectives set out in the Preamble of this Legislation is premised on the professional competence and quality as well as intellectual and moral discipline of its academic staff.

22.2 It is through the instrumentality of its academic staff that the University can best accomplish its core activities and strives to serve the society in the production of skilled and knowledgeable human resources and in the creation of knowledge relevant to meet the needs of the country in all spheres of life and to develop itself as a community of scholars devoted to teaching, research and community and national services in the best traditions developed by universities throughout the world.

22.3 The academic staff of the University shall endeavor to attain the requisite level of competence and expertise in their respective discipline and to maintain and improve such competence and expertise by keeping abreast with the new developments and changes in their respective fields of studies.

22.4 On its part, the University shall strive to create conducive environment that nurtures excellence and assists the staff in the endeavor to develop itself and discharge its responsibility with efficacy.

22.5 The University shall also clearly define what is required of its academic staff in the areas of teaching, research and community services.

22.6 The University shall propose to relevant governmental institutions policies with respect to salary scales, academic ranks and promotion, which enable members of the academic staff to enjoy a standard of living compatible with the responsibility, dignity and competence, which the University might demand from them.

22.7 The University is also duty bound to enact rules and regulations governing the academic right, freedoms and responsibilities of its staff.
Such rules and regulations shall have the purpose of regulating opportunities for regular, research or sabbatical leave to enable academic members to complete research projects, to pursue courses of study at other universities or to engage in activities related to their University duties and areas of specialization, which will advance their capacities as teachers, researchers and scholars.

Article 23 Status of this Legislation in the University Contracts

23.1 This Legislation shall form an integral part of the employment contracts for full-time University staff.

23.2 The academic staff shall be bound by this Legislation upon their employment unless the parties in the employment contract thereof expressly waive the latter or a part. In case of conflict between the terms of the employment contract and rules in this Legislation, the latter shall prevail.

Article 24 Academic Freedom

All members of the academic community:

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

24.2 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 groups or as an excuse for defamation.

24.3 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 DC and approval of the RCSCP.

Article 25 Duties and Responsibilities of Academic Staff

25.1 An academic staff member of the University is required to be a scholar with full devotion to the advancement of the frontiers of knowledge in accordance with the best traditions developed by scholarly circles throughout the world. It shall be the primary duty of the Academic Staff to carry out functions in the best interest of the University and the nation having due regards to professional etiquette.
An academic staff of the university shall design, develop and implement courses in an area of specialization following established university procedures in such a way that the course material may be delivered over the entire semester in a balanced way.

Without limitation to the generality of the provisions of Sub-article 1 of this Article, a member of the Academic staff at the University shall:

25.3.1 Uphold the objectives of higher education and the guiding principles applicable to the University;

25.3.2 Prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;

25.3.3 Treat and interact with students and other members of the University community giving due respect to their human dignity, emotions, effort and the particular circumstances they may find themselves and rid of oneself from injuries bias and prejudice, iniquitous and discriminatory practices;

25.3.4 Participate and play due role in curriculum development, review, enhancement and/or enrichment;

25.3.5 Respect the constitution, higher education proclamation, legislations of the University and other pertinent laws of the country;

25.3.6 Refrain from promotion of ethno-centrism, discrimination against any individual or group on the basis of race, ethnicity, sex or creed, political partisanship, preaching of religion, impositions of one’s belief and views on students of the University in class rooms;

25.3.7 Be evaluated for his performance by students, colleagues and the University and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;

25.3.8 Contribute to the best of his ability and as a member of the University’s community to prevalence of orderly conduct and peaceable operations of the University and to peaceful resolutions of intra-institutional conflicts;

25.3.9 Give course lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the University;

25.3.10 Educate, examine, and evaluate students;

25.3.11 Conduct problem solving research that contributes to the advancement of knowledge or has direct impact on community development;
25.3.12. Participate in University Affairs as required;

25.3.13. Participate in organizing, directing and developing the activities of the respective Academic Unit as required by the University;

25.3.14. Render services to the University as full-time employment;

25.3.15. Consult and advice students;

25.3.16. Accept teaching assignments in Continuing Education Programs;

25.3.17. Submit exams and grade reports on time to the academic units;

25.3.18. Use and properly handle all University properties;

25.3.19. Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University;

25.3.20. Maintain a democratic and civil outlook by demonstrating a willingness to work with others and respecting the ideas of fellow academic staff members and students;

25.3.21. Accept additional teaching assignments when compelling circumstances arise in any Academic Unit of the University;

25.3.22. Submit periodic reports to the respective Academic Unit on assigned courses, current research and/or study leave progresses;

25.3.23. Be empathic to the solidarity of the University community;

25.3.24. Carry out required tasks in an efficient and effective manner as assigned by the academic unit head or any other senior University body;

25.3.25. Within the resources available, endeavor to stay abreast of the latest thinking in the area of specialization and shall periodically update pedagogical skills and teaching material;

25.3.26. Inform the respective immediate supervisor well in advance if and when he cannot report to duty due to involvement in field work, seminars, workshops or any similar events;

25.3.27. Arrange make up classes, in consultation with the head of the academic unit and students, for all classes missed due to involvement in fieldwork, seminar, workshop or other activities. However, such make up classes should not exceed 25% of the course unless approved by academic Vice President;
25.3.28 Not handover pre-assigned courses to any other individual for any length of time without the approval of the academic unit head; and

25.3.29 Participate in community service and technology transfer activities of the department and beyond.

Article 26  Rights of the Academic Staff

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

26.1 Exercise academic freedom consistent with the university mission;

26.2 Conduct research and render consultancy services; take research and sabbatical leave to conduct research and studies beneficial to the University and the country in accordance with the provisions given in this Legislation;

26.3 Be entitled to enjoy institutional mission-bound and informed academic freedom;

26.4 Be entitled to further education and or training for professional development and subject to internal rules and regulations of the University;

26.5 Be promoted and assume new academic rank on the bases of merit in accordance with the University rules and regulations;

26.6 Enjoy transparent, fair and equitable administration and system of remuneration and benefits that shall be instituted by Government as the economic condition of the country may permit;

26.7 Be adequately and timely informed of his performance results and of any records kept in his personal file without his prior knowledge;

26.8 Be informed appropriately, timely and regularly on the University plans, developments, directions, conditions, and performance results;

26.9 Receive equal and fair treatment as a person with human dignity and as an academic staff member equally in the service of the University and through it in the service of people and the country;

26.10 Compete for academic offices and leadership positions on the bases of the applicable University criteria and be treated in selection process based on merit and without any discrimination, transparent, or otherwise;
26.11 Elect and be elected where election of academic and/or by academic staff shall be necessary or is the norm;

26.12 Receive due process in disciplinary matters, demand, and receive redress in cases of injurious decisions;

26.13 Disseminate, with the approval of the appropriate University authority, his research findings within or outside the University through any media;

26.14 Demand the establishment of media for the dissemination of his findings where such appropriate media do not exist subject to unavailability of resources.

Article 27 University Ranks for Academic Staff

University academic ranks and general qualifications for these ranks are fixed by this Legislation.

27.1 The University shall use the following hierarchy of teaching staff in the ascending order:

27.1.1 Graduate Assistant I
27.1.2 Graduate Assistant II
27.1.3 Assistant Lecturer
27.1.4 Lecturer
27.1.5 Assistant Professor
27.1.6 Associate Professor
27.1.7 Professor

27.2 The rank of Research staff shall be as in 27.1 above.

27.3 A research staff may change his status to his teaching staff or vice versa where requested by academic unit and approved by both the academic Vice President and the Research and Community Service Vice President with the consent of the staff member.

27.4 A person joining any academic unit of the University as a full-time academic staff member shall be assigned an academic rank in accordance with the general criteria established by the University and with other procedures and criteria established for that faculty/college/school. Each person assigned to a rank shall be eligible for promotion in accordance with the procedures and rules set forth in this Legislation.
27.5 Unless specific contractual arrangements are made to the contrary, an academic staff joining the University for the first time shall be subjected to a probationary period during the first year with the University in which time the University may terminate employment for the following year within one semester’s notice.

27.6 Adjunct/honorary academic ranks may be assigned to qualified instructors employed based on joint appointment, part-time, or other arrangements in accordance with the general University policy.

27.7 Persons joining the University to perform administrative or non-teaching duties may, in exceptional cases when they fulfill the minimum criteria set to be appointed as academic staff, be assigned an academic rank within a relevant academic unit provided the services are highly demanded by the University. However, the Senate shall approve such appointment.

27.8 Adjunct and honorary staff may be considered as academic staff

Art. 28 Ranks for Professional Librarians and Technical Support Staff

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

28.1 Professional Librarian

28.1.1 Assistant Librarian V
28.1.2 Assistant Librarian IV
28.1.3 Assistant Librarian III
28.1.4 Assistant Librarian II
28.1.5 Assistant Librarian I
28.1.6 Associate Librarian

28.2 Technical Support Staff

28.2.1 Technical Assistant I
28.2.2 Technical Assistant II
28.2.3 Technical Assistant III
28.2.4 Senior Technical Assistant I
28.2.5 Senior Technical Assistant II
28.2.6 Senior Technical Assistant III
28.2.7 Chief Technical Assistant I
28.2.8 Chief Technical Assistant II
28.2.9 Chief Technical Assistant III
CHAPTER 4
REGULATIONS FOR THE APPOINTMENT AND PROMOTION OF ACADEMIC STAFF, PROFESSIONAL LIBRARIANS AND TECHNICAL SUPPORT STAFF

Article 29 The Procedures for Promotions of Academic Staff

29.1 The academic staff concerned should apply for his promotion.

29.2 To all ranks up to lecturer the concerned department shall assess the application and upon denial, inform the applicant of it and, upon acceptance, refer it to the Dean who then forwards it to the college/faculty/school Promotion Committee. The Dean shall then bring the Promotion Committee’s recommendation to the attention of AUC within two weeks of the receipt of application. The AUC approval of the promotion shall be final and it shall be communicated by the Dean to the candidate and relevant University bodies within one week from the date of approval, or returned to the department if denied.

29.3 Promotion requests to the rank of assistant Professor, associate Professor or Professor, endorsed by the AUC, are forwarded by the Office of the Academic Vice President to the ASRPSC, which in turn processes the promotion request within two weeks, and upon acceptance, recommends same to the Executive Committee, or returns the document to the college/faculty/school if the request is denied.

29.4 Promotions to the rank of assistant Professor, associate Professor and Professor are considered by the Executive Committee during a meeting following recommendation of it by the ASRPSC for final approval by the Senate in case of assistant and associate Professorship, and for submission to the Board in case of Professorship.

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

29.6 Upon approval by the Senate or by the Board, as appropriate, the President communicates the appointments to the candidates and relevant University bodies within one week.

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

29.8 When the head of a department is a candidate for promotion, the dean shall designate a senior member of the department to act as chair of the department or its equivalent for the specific purpose of processing the promotion. The person so designated shall be responsible for:
29.8.1 Convening and chairing all department meetings for the purpose;

29.8.2 Having in custody of all relevant forms, documents and confidential correspondence relating to the case;

29.8.3 Selecting, in confidential consultation with appropriate senior members of the department, relevant evaluators for the publications submitted;

29.8.4 Handling all confidential correspondence on the case; and

29.8.5 Submitting the final recommendations of the department on the promotion to the dean.

29.9 When the dean is a candidate for promotion a department head or a senior elected member of the Academic Unit Council shall chair the meeting.

**Article 30  Effective Dates of Promotion**

A case of promotion shall be said to have reached a final stage if the following conditions are satisfied:

30.1 Promotion to the rank of Professor when approved by the Board;

30.2 Promotions to the ranks of Assistant Professor and Associate Professor when approved by the Senate;

30.3 Promotions up to the rank of Lecturer when approved by the respective AUC;

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

**Article 31  Criteria for Promotions of Academic Staff**

**31.1 Principles Governing Promotions**

The length of service with a given rank, effectiveness in teaching or effectiveness or quality of research, publications, participation in the affairs of the University, and public and professional service rendered to the public in various capacities shall be the basic criteria on the basis of which promotion is determined. 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. The Academic Staff Recruitment, Promotions and Scholarship Committee may provide detailed guidelines regarding the components of the requirements for promotions.
31.2 **Length of Service with a Given Rank**

31.2.1 There shall be a minimum number of years an academic staff member has to serve with a given rank for promotion to the next higher rank.

31.2.2 For an academic staff member who has served in other accredited institutions of higher learning before being employed by the University in a given department, the years of service outside shall be considered for the fulfillment of this criterion. However, such a member must serve for at least one year at the University before submitting application for promotion.

31.2.3 The provision of the preceding sub-Article shall not apply where the length of service in other institutions of higher learning has been considered and used to determine the rank of an academic staff member at the time of employment.

31.2.4 Promotion request of a staff member on any kind of leave shall not be entertained. However, the promotion request of a staff member who fulfills all the requirements for promotion and submitted the application before taking the leave shall be entertained. Additionally, an academic staff member on a study leave and who contribute greater than or equal to 50% of workload, which is expected from full time staff, are eligible to apply for promotion.

31.3 **Effectiveness in Teaching**

31.3.1 Effectiveness in teaching of an academic staff shall be measured by the evaluations of the performance of the staff member by his students, colleagues or professional peers and the department head, director or dean at the end of each semester or academic year as the case may be.

31.3.2 The contribution of each of the components of the system of evaluation to the overall rating of the teaching effectiveness of an academic staff shall be as follows:

- Evaluation by students -----------50%
- Evaluation by colleagues ---------15%
- Evaluation by heads --------------35%

31.3.3 For fulfillment of the criteria of effective teaching, the weighted average of the evaluation over a given number of years the academic staff has served after his last promotion shall not be less than 75%.
31.3.4 The different courses the academic staff has taught since his last promotion shall be indicated with the corresponding students’ evaluation on the delivery of these courses. For measuring his teaching effectiveness, results of evaluations shall be computed as follows:

31.3.4.1 A one-year effective teaching means 10 months effective and active service during which an academic staff member is engaged in preparing syllabus, delivering the course and assessing/grading the students.

31.3.4.2 For promotion to the ranks of assistant Professor, associate Professor, and Professor evaluations of the last two years of service and for other ranks the last ten months shall be considered.

31.3.4.3 The fact that an academic staff member is on sabbatical, study, or research leave does not have any bearing on the processing and approval of his application for promotion as far as he fulfills requirements for promotion before departure.

31.3.5 In exceptional cases where an academic staff member is not handling courses due to other assignments given by the University, the weighted evaluation of students may be waived and the of the rest of the criteria evaluation can be taken out of 100%.

31.4 Requirements on the Number and Quality of Publications

31.4.1 Publication of a book, text book, an article or articles in reputable journals, production of realized pieces of work or projects demonstrating professional and creative talent are a mandatory requirements for promotions to the ranks of Assistant Professor, Associate Professor, or Professor.

31.4.2 Publications and production of realized pieces of work or projects considered for promotion shall be the outcome of continuous research focusing on one’s area of specialization.

31.4.3 The reputability of journals shall be determined by the academic unit and approved by the PGRCSSC.

31.4.4 A teaching material/module/manual/handbook can be considered for promotion to ranks below Professor with points allocated in this Article.
31.4.5 Research papers presented at conferences, seminars, symposia, etc. and published in proceedings of same or published in journals whose reputability has not been established (emerging journals) or chapters in books or contributions as editor of books or proceedings may be considered for purposes of fulfilling the publications criteria for promotion, for promotion points allocated to them being 25% of a full-fledged solo-authored article in a reputable journal. However, such papers and contributions have to be assessed for their academic merit and contributions to knowledge in the particular discipline. The criteria and procedures for the assessment of such papers or articles shall be issued by the PGRCSC. However, such points shall not exceed 50% of the publication requirement. Abstracts shall not be considered for promotion.

31.4.6 Publications that appear in reputable journals under the titles such as technical notes, short communications, discussions, case reviews, etc. 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. However, such equivalence points shall be determined as depicted in the following table.

Values of Scientific publications in reputable (peer reviewed) journal and book for solo author

<table>
<thead>
<tr>
<th>No</th>
<th>Types of contribution</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Original research output</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>Review papers</td>
<td>100%</td>
</tr>
<tr>
<td>3</td>
<td>Short/brief communication</td>
<td>30%</td>
</tr>
<tr>
<td>4</td>
<td>A chapter in a book</td>
<td>30%</td>
</tr>
<tr>
<td>5</td>
<td>Technical notes, case reports, discussion</td>
<td>25%</td>
</tr>
<tr>
<td>6</td>
<td>Text Book</td>
<td>200%</td>
</tr>
<tr>
<td>7</td>
<td>Book Based on Original Research</td>
<td>300%</td>
</tr>
</tbody>
</table>
31.4.7 Where research papers are published under joint authorship, each co-author of an article published in a reputable journal or coauthor(s) of a teaching material, textbook or book shall be given a share as per the following table

<table>
<thead>
<tr>
<th>No. of co-authors</th>
<th>Share of first author (%)</th>
<th>Share of each Co-author (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>75</td>
<td>65</td>
</tr>
<tr>
<td>3</td>
<td>60</td>
<td>50</td>
</tr>
<tr>
<td>4</td>
<td>45</td>
<td>35</td>
</tr>
<tr>
<td>5</td>
<td>40</td>
<td>30</td>
</tr>
<tr>
<td>6 or more</td>
<td>All authors share 160% points equally</td>
<td></td>
</tr>
</tbody>
</table>

Sole author publication will have 100 % value.

31.4.8 Publications arising out of the applicant’s thesis or dissertation shall not be used for promotion unless;

31.4.8.1 The author has not uses the thesis presentation for rank adjustment, and

31.4.8.2 The publication has been significantly extended by not less than 50% of the work in the thesis or dissertation and is published by the staff after his last promotion. However, when a research work during a study leave is done outside the requirements of a degree, it should count towards the staff member’s next promotion.

31.4.9 Equivalence of Publications

31.4.9.1 One teaching material for a 1 cr. hr. course is worth 60% and 2 credit-hour course 80% of a publication in a reputable journal.

31.4.9.2 One teaching material for a 3-4 credit hour course is equated with one publication in a reputable journal.

31.4.9.3 One teaching material for 5 or more credit hour course is worth 120 percent of a publication in reputable journal.

31.4.9.4 One textbook is equated to two publications in a reputable journal.

31.4.9.5 One book based on an original research is equated with three publications in a reputable journal.
31.4.9.6 Two realized professional projects (art, music, etc) are equated with one publication.

31.4.9.7 A solo-authored publication in a reputable journal shall receive one hundred publication points.

31.4.9.8 Module, handbook, manual and case study shall each receive 50% publication points.

31.4.10 Definitions and Clarifications of Publications

31.4.10.1 Reputable journal

The reputability of a professional journal is best determined, in the first instance, by the relevant department and/or faculty. Each department in collaboration with the Director for University Libraries should have as complete list of reputable journals as possible alongside less reputable journals, and should make available to staff, faculty/college/school, and Post Graduate, Research and Community Services Standing Committee.

If a new journal appears in the scene or less reputable journals become reputable through time (or for some explicit reasons), additions and subtractions may be made to the list of the reputable journal periodically. However, to be able to establish University-wide standards in these matters, the Standing Committee should also be involved, especially when there are disputes on the status of such professional journals. The following shall constitute the criteria on which reputability of journals is determined:

31.4.10.1.1 The professional reputation and competence of the editor(s), the advisory board and editorial staff;

31.4.10.1.2 Sound editorial policy regarding selection and evaluation of articles submitted for publication;

31.4.10.1.3 Seriousness of the journal as judged by such factors as its regularity and continuity, and its maintenance of standards;

31.4.10.1.4 The backing and respect given to the journal by relevant professionals and/or their association(s);

31.4.10.1.5 Foreign journals shall be considered only if they are indexed and have their impact factor examined.

31.4.10.1.6 Reputability of Journals published by the University shall be determined by the Senate.
31.4.10.2 Manual/ Module/Hand book

To qualify as a manual /module/handbook a material must:

31.4.10.2.1 Be prepared by a staff member with the rank of lecturer and above;
31.4.10.2.2 Be prepared by a staff member who has an effective teaching experience of at least two years;
31.4.10.2.3 Have 100% coverage of the course;
31.4.10.2.4 Comply with the rules, procedures and ethics of academic research and publishing;
31.4.10.2.5 Be prepared in as simple and comprehensive a manner as possible taking in to consideration the level of understanding of its primary audience, the student;
31.4.10.2.6 Have an approach to the course prepared for; and
31.4.10.2.7 Be positively evaluated by at least by one internal assessor of a higher or equivalent rank.

31.4.10.3 Teaching Material

To qualify as a teaching material a manuscript must:

31.4.10.3.1 Have at least 80% coverage of the course for which it is prepared;
31.4.10.3.2 Include current views in the field whether controversial or settled;
31.4.10.3.3 Have a practical approach to the subject dealt with;
31.4.10.3.4 Be prepared in as simple and comprehensive a manner as possible taking into consideration the level of understanding of its primary audience, the student;
31.4.10.3.5 Comply with the rules, procedures and ethics of academic, research and publishing;
31.4.10.3.6 Include all tabulations, graphs, illustrations and exercises where necessary for a comprehensive understanding of the subject matter it deals with;
31.4.10.3.7 Meet the existing situation of Ethiopia and be compatible with other available materials;

31.4.10.3.8 Be prepared by an academic staff member who has at least a rank of lecturer and one year of effective teaching experience, provided that the teaching material in question is in the area of the specialty of the staff; and

31.4.10.3.9 Be positively reviewed both by internal and external assessors.

31.4.10.4 Textbook

To qualify as a textbook a manuscript must:

31.4.10.4.1 Have at least 80% coverage of the subject;

31.4.10.4.2 Include current views in the field whether controversial or settled;

31.4.10.4.3 Have a practical approach to the subject dealt with

31.4.10.4.4 Be prepared in as simple and comprehensive a manner as possible taking into consideration the level of understanding of its primary audience, the student;

31.4.10.4.5 Comply with the rules, procedures and ethics of academic research and publishing;

31.4.10.4.6 Include all tabulations, graphs, illustrations and exercises where necessary for a comprehensive understanding of the subject matter it deals with;

31.4.10.4.7 Meet the existing situation of Ethiopia and be compatible with other available materials;

31.4.10.4.8 Be prepared by an academic staff member who has published two articles on the specific subject when he writes on his area of specialization;

31.4.10.4.9 Be prepared by staff member with the rank of lecturer and above who has effectively taught the course 5 times in different semesters;
31.4.10.4.10 Must be positively assessed by one internal and two external assessors. When the author has used the teaching material, manual or module for a previous promotion and developed it into a textbook thereafter, the work will receive 50% of the points for a textbook, i.e., 100 points.

31.4.10.5 Book

To qualify as a book a material must:

31.4.10.5.1 Be based on original research on the subject;
31.4.10.5.2 Be indexed and meet the standards of printing;
31.4.10.5.3 Comply with the rules, procedures and ethics of academic research and publishing;
31.4.10.5.4 Be prepared by a staff member who has publications worth 400 points, which are in the specific subject area, and not considered in previous promotion;
31.4.10.5.5 Be prepared by a staff member who has taught the subject at least 5 times in different semesters;
31.4.10.5.6 Be prepared by a staff member with the rank of lecturer and above;
31.4.10.5.7 Be positively reviewed by two external and one internal assessor.

31.5 Participation in the Affairs of the University and Professional Activities

Participation in the University affairs is one of the major requirements for promotion to all ranks. The requirement may be fulfilled by holding a post of academic administration at any academic unit level as well as work in standing, and ad hoc committees and taking assignments whenever called upon by such academic unit administration. Participation in activities such as journal editing, organizing conferences, reviewing articles, and research proposals, etc. that enhance one’s profession shall also count towards the fulfillment of this criterion. The following constitute examples of what this criterion shall include:

31.5.1 Academic Post: Willingness to accept and being very effective in positions of academic administration.
31.5.2 **Committee Work:** Willingness to participate and effectiveness in the work of committees or other study groups whenever called upon to do so by the department, faculty/college/school, the Senate and/or the university administration.

31.5.3 **Professional Activities:** Active involvement in the enhancement of one’s profession, for instance, by helping organize and playing an active role in relevant professional associations. Organizing and participating in professional conferences or seminars, and initiating, helping to edit, or contributing to professional journals.

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

Assistant Lecturer and below
- Academic administration………..30%
- Work in committees………………60%
- Professional activities …………..10%

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

Assistant Professor and above
- Academic administration……….. 60%
- Work in committees………………20%
- Professional activities……………20%
31.5.5 The Table below shall be used as a guideline for the rating of involvement in University affairs and professional activities.

<table>
<thead>
<tr>
<th>No.</th>
<th>Type of activity</th>
<th>Points Awarded</th>
<th>Maximum points for</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Committee work</td>
<td>25-40</td>
<td>Multiple active and successful membership</td>
</tr>
<tr>
<td>2</td>
<td>Income generation</td>
<td>10-25</td>
<td>Direct self-accounted income generation</td>
</tr>
<tr>
<td>3</td>
<td>Conference organization</td>
<td>5-15</td>
<td>National or international conference organizing</td>
</tr>
<tr>
<td>4</td>
<td>Academic office holding</td>
<td>30-50</td>
<td>Successive, multiple and effective</td>
</tr>
<tr>
<td>5</td>
<td>Review of articles and proposals, participation in institutional publications, editorial work</td>
<td>10-20</td>
<td>Multiple, efficient</td>
</tr>
<tr>
<td>6</td>
<td>Project implementation</td>
<td>10-15</td>
<td>Active involvement and successful</td>
</tr>
<tr>
<td>7</td>
<td>Membership on professional organizations</td>
<td>5-10</td>
<td>More than one and active</td>
</tr>
<tr>
<td>8</td>
<td>Membership on editorial board of institutional, national, and international journals</td>
<td>5-10</td>
<td>Depending on the scope of the journal</td>
</tr>
<tr>
<td>9</td>
<td>Miscellaneous with description</td>
<td>5-10</td>
<td>More than two successful undertakings that could not be categorized under items 1-8</td>
</tr>
</tbody>
</table>

31.5.5.1 The points will be awarded on the presentation of a written attestation from immediate heads and other relevant bodies.

31.5.5.2 For each category of promotions, if the points exceed the maximum allotted scores the maximum allotted score will be taken.

31.5.5.3 A body or committee mandated with the reviewing of promotion requests could further standardize and stratify the contributions and their points based on necessities.

31.5.6 An academic staff member who, for no justifiable reason, refuses to accept position of academic administration or committee assignments shall forgo the points for participation in University Affairs.
31.5.7 Those who do not have the opportunity to do so or those who, for valid reasons decline to accept such offers, may be evaluated with regard to their willingness and participation in other University-wide, college/faculty/school or departmental committees, ad hoc committees and such other assignments as may be deemed appropriate by the department head or the dean of the faculty/college/school. For this purpose, the points members score in committee work and professional activities shall be converted to 100%.

31.5.8 In all cases, an academic staff member should at least score 80% of the points allotted to each of these criteria to qualify for promotion to the next academic rank.

31.6 Community Service

This criterion is also an important component in the package of services expected of all, but especially the senior faculty of the University. The following may constitute examples of community services:

31.6.1 Readiness to participate in local or national committees whenever required to do so;

31.6.2 Running series press, radio, and/or TV programs to elucidate to the public some basic problems of socio-economic nature, such as health, law, education, technology, science, etc.; and

31.6.3 Making attempts in all ways to contribute towards the general welfare of the community at large along with call of one’s academic duties;

31.6.4 Membership on boards and councils of any regional or national organization based on merit or interest;

31.6.5 Participation in any other socially important activities such as HIV/AIDS, gender, democratic culture cultivation, environmental clubs, etc;

31.6.6 Professional service, preferably unpaid, to the community as may be determined by the concerned department of the university;

31.6.7 Producing publications, which do not fall in one’s area of specialization but have contributions to alleviate problem in the community;
31.6.8 Any other relevant contribution attested by relevant documents and could fall in this category;

31.6.9 An institutional body or committee mandated with the reviewing of a request for promotion could further standardize and stratify the contributions and their values based on necessities;

31.6.10 The table below can be used as a guideline for the approximate rating of active service to the community at large. Maximum points shall be awarded for two or more activities in the same category.

<table>
<thead>
<tr>
<th>Type of activity</th>
<th>Approximate points to be awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active membership in regional or national voluntary committees/boards, etc,</td>
<td>25-35</td>
</tr>
<tr>
<td>Public education and awareness programs (radio, TV, etc…)</td>
<td>30-40</td>
</tr>
<tr>
<td>Health and legal services (rendered freely or at reduced price)</td>
<td>25-45</td>
</tr>
<tr>
<td>Contribution to the general welfare of the community – One tangible project</td>
<td>25-35</td>
</tr>
<tr>
<td>Participation in any other socially important activities such as HIV/AIDS, gender, democratic culture cultivation, environmental clubs, etc.</td>
<td>35-45</td>
</tr>
<tr>
<td>Others (to be specified accordingly)</td>
<td>25-35</td>
</tr>
</tbody>
</table>

31.6.11 In all cases, an academic staff member should score at least 60 points for assistant and associate Professorship and 65 points for Professorship, which should constitute 10% and 15% of the total requirements, respectively.

**Article 32  Weighted Values of the Criteria for Academic Promotions**

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

32.1.1 For promotion to the rank of Assistant Lecturer and below:

a) Effective teaching .................................................60%

b) Participation in University affairs etc. ................................40%

Total ......................................................... ..............100%
32.1.2 For promotion to the rank of lecturer

a) Effective teaching ..................................................50%
b) Publication ..............................................................30%
c) Participation in University affairs .............................20%

Total .................................................................100%

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

a) Effective teaching ..................................................40%
b) Publications ..............................................................35%
c) Participation in University affairs .............................15%
d) Professional and related public services ......................10%

Total .................................................................100%

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

a) Effective teaching ..................................................35%
b) Publications ..............................................................40%
c) Participation in University affairs .............................15%
d) Professional and related public service ......................10%

Total .................................................................100%

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

32.3 Accelerated Promotion

An academic staff member who demonstrates exceptional accomplishments in his area of specialization may qualify for accelerated promotion. For this purpose, an academic staff should achieve at least twice as much publication points as the required points for the requested promotion. However, a staff member should at least serve 75% of the required term of service for his rank and score 90% weighted average on students’, heads and colleagues’ evaluation.
32.4 Extra-ordinary Promotions or Appointments

32.4.1 Appointments or promotions to any of the academic ranks may be considered through extra-ordinary recommendation of candidates who have very exceptional merits with an award for contribution to science by a national or international institution or whose work has been patented or copyrighted notwithstanding that such candidates do not strictly fulfill any one of the criteria for promotion specified in this Legislation.

32.4.2 Members of the academic staff with achievements that have been widely acclaimed or who have won recognition through awards and/or meritorious achievement, citations from recognized professional bodies or institutions, may be recommended for appointments and/or promotions to a given rank.

32.4.3 A particular department, faculty/college/school in which the candidate is a member can initiate recommendations for extra-ordinary appointments and/or promotions. Such recommendation should be supported by documents that proved the special merits of the candidate.

32.4.4 Review of the recommendations shall follow the normal process and shall be submitted to the senate and/or the Board for approval.

32.4.5 Lack of required points for regular promotion should not be an excuse for asking for extra-ordinary promotion.

Article 33 Requirements for Appointment and Promotion of Academic Staff

33.1 General Requirements

33.1.1 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 shall get three (3) additional points as affirmative action and given priority when they have tie points with male candidates.

33.1.2 The maximum age limit for the appointment of academic staff shall be 40 and 50 years for masters and PhD holders, respectively. However, the maximum age limit can be waived under special circumstances justified by an academic unit and approved by the academic Vice President.
33.2 **Graduate Assistant I**

33.2.1 A candidate shall be Graduate Assistant I with the qualification of a three-year Bachelor’s degree and a minimum CGPA of 2.75. The CGPA required may be dispensed under special circumstances justified by the department and approved by the AUC, and finally authorized by the Dean. However, the minimum CGPA shall not be less than 2.5.

33.2.2 The candidate shall be supported by a strong recommendation of the recruiting department and approved by the AUC.

33.2.3 A candidate should pass an entrance exam to be prepared by the Exam Center or academic units.

33.3 **Graduate Assistant II**

33.3.1 A candidate with the qualification of four-year Bachelor’s degree and a CGPA of at least 2.75. The CGPA requirement may be dispensed under special circumstances justified by the department and approved by the AUC. However, the minimum CGPA should not be less than 2.5, or

33.3.2 A Bachelor's degree with one year of effective service as Graduate Assistant I:

33.3.3 A minimum average score set for promotion (i.e., 80%)

33.3.4 Participation in the affairs of the university; and

33.3.5 A candidate under employment should pass an entrance exam to be prepared by the Exam Center or relevant academic units.

33.4 **Assistant Lecturer**

33.4.1 A candidate with the qualification of five year Bachelor’s degree, who passes an entrance exam to be prepared by the Exam Center or relevant academic units and possesses a CGPA of at least 2.75. The CGPA requirement may be dispensed under special circumstances justified by the department and approved by the AUC. However, the minimum CGPA should not be less than 2.5, or

33.4.2 A bachelor’s degree with one year of effective service normally as full-time Graduate Assistant II;

33.4.3 A minimum average score for promotion (i.e., 80%); and

33.4.4 Participation in the affairs of the university;
33.5 Lecturer

A candidate with the qualification of:

33.5.1 A Master’s degree with at least CGPA of 2.5 during BA/BSc./LL.B studies;

33.5.2 An M.D. or DVM with no specialization;

33.5.3 A Bachelor’s degree or its equivalent with:

33.5.3.1 At least two years of effective teaching as Assistant Lecturer;

33.5.3.2 Publication worth at least 100 point;

33.5.3.3 A minimum average score set for promotion (i.e., 80%); and

33.5.3.4 Participation in the affairs of the university.

33.5.5 A candidate under employment should pass an entrance exam to be prepared by the Exam Center or relevant academic units.

33.6 Assistant Professor

33.6.1 A candidate with the qualification of the degree of doctor of philosophy (PhD), or equivalent or an MD or DVM degree with specialty certificate; or

33.6.2 A candidate with the qualification of a Master’s degree or MD or DVM degree or equivalent; and

33.6.3 A minimum of four years of effective teaching and research as lecturer; and

33.6.4 At least one article or one teaching material (equivalent to 100 publication points);

33.6.5 A minimum average score set for promotion (i.e., 80%) and

33.6.6 In some fields such as music and fine arts, two recognized and realized projects or pieces of work which demonstrate professional and creative talent and which must have been critically and positively evaluated by internal and external assessors who are specialists in the area; and

33.6.7 Active participation in the affairs of the University; and
33.6.8 Community service; or

33.6.9 The qualifications of a Master’s Degree or its equivalent; and a minimum of three years of effective teaching as a Lecturer; and

33.6.10 At least two publications in a reputable journal (s); or one publication in reputable journal and a teaching material; OR one textbook or reference book (to be Publications worth of 200%); OR in some fields such as architecture, music and the fine arts two recognized and realized (implemented) projects which demonstrate professional and creative talent and which must have been critically and positively evaluated both by internal and external assessors who are specialists in the area; or release of two technological packages through a nationally accredited mechanism; since becoming Lecturer; and

33.6.11 Active participation in the affairs of the University as well as in the enhancement of his profession,

33.6.12 Community service; and

33.6.13 A minimum average score set for promotion (i.e., 80%); or

33.6.14 A candidate with the qualification of a bachelor’s degree or its equivalent; and

33.6.15 A minimum of four years of effective teaching as lecturer; and

33.6.16 Two published articles since last promotion; or one article and one teaching material; or four realized and recognized artistic or professional pieces of work or projects; and

33.6.17 Active participation in the affairs of the University; and

33.6.18 Community service; and

33.6.19 A minimum average score set for promotion (i.e., 80%)

33.7 Associate Professor

33.7.1 The qualification of a PhD degree or equivalent or Master’s degree or MD or DVM degree with specialty and/or sub-specialty certificate;

33.7.2 Four years of effective teaching as assistant Professor;

33.7.3 Publications or professional works as provided hereunder;
33.7.3.1 A textbook in one’s area of specialization published since last promotion; or

33.7.3.2 Two articles published in reputable journal/s in his field of specialization since last promotion; or

33.7.3.3 One published article and one teaching material; or

33.7.3.4 Four realized and recognized artistic or professional pieces of work or projects; or

33.7.3.5 One article published in a reputable journal and two realized and recognized artistic or professional pieces of work or projects; and

33.7.3.6 Active participation in the affairs of the University; and

33.7.3.7 Community Service.

33.7.3.8 A minimum average score set for promotion (i.e., 80%); or

33.7.3.9 A minimum of three years of effective teaching as Assistant Professor; and

33.7.3.10 At least three publications in reputable journal(s); OR three published articles in reputable journal(s) and one teaching material for a course he teaches; OR release of four technological packages through a nationally accredited mechanism; OR two articles and one textbook or reference book; OR three published articles in reputable journal(s) and release of one technological package through a nationally accredited mechanism; OR in some fields such as architecture, music and the fine arts six recognized and realized (implemented) projects which demonstrate professional and creative talent and which must have been critically and positively evaluated both by internal and external assessors who are specialists in the area; since becoming an Assistant Professor; and

33.7.3.11 Active participation in the affairs of the University and in the enhancement of his profession; and

33.7.3.12 Rendering active service to the public at large; and

33.7.3.13 A minimum average score set for promotion (i.e., 80%)
33.8 Professor

33.8.1 The qualification of a Ph.D. degree or its equivalent or MD or DVM degree with specialty or sub-specialty certificate or its equivalent or a Master’s degree;

33.8.2 Four years of effective teaching as an associate Professor; and

33.8.3 Publications or professional works as provided hereunder:

   33.8.3.1 A book based on original research in one’s area of specialization published since last promotion and one article published in reputable journal; or

   33.8.3.2 Two textbooks in one’s area of specialization published since last promotion; or

   33.8.3.3 One textbook in one’s area of specialization and two articles published since last promotion;

   33.8.3.4 Four articles in reputable journal(s) published since last promotion; or

   33.8.3.5 Eight realized and recognized professional or artistic pieces of work or projects since last promotion; or

   33.8.3.6 A textbook and four realized and recognized professional or artistic pieces of work or projects since last promotion; and

33.8.4 A minimum average score set for promotion (i.e., 80%)

33.8.5 Active participation in the affairs of the University;

33.8.6 Community service;

33.8.7 Or minimum of three years of effective teaching as associate Professor, and

33.8.8 At least publications worth 800 points, and

33.8.9 A minimum average score set for promotion, and

33.8.10 University affaires, and

33.8.11 Community service
33.9 Articles already accepted for publication in a reputable journal may also be considered as published articles for purposes of promotion as far as a galley proof is submitted.

33.10 Additional Criteria for the rank of Professor

33.10.1 A candidate for promotion should at least gain an average 3.25 out of 4 of both external and internal evaluation.

33.10.2 75% of the publications shall unambiguously focus on the field of specialty the remaining 25% contribution can be related field in the profession.

33.10.3 A teaching material/manual/module/handbook shall not be considered for promotion to Professorship rank.

33.10.4 The internal evaluator of the article or textbook or technology should be a Professor by academic rank. However, if there is no evaluator of such 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.

33.10.5 The external evaluators of the article or textbook or technology should be a Professor by academic rank in the field of specialization.

Article 34 Promotion of Research Staff

34.1 Promotions pertaining to research staff shall follow the same roots as in the teaching staff as stipulated in article 33 of this Legislation on condition that he invests 25% of his time for teaching and has produced 1.5 times the publications requirement of the teaching staff for respective academic rank.

34.2 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 35 Appointment and Promotion of Adjunct Academic Ranks

35.1 Principle

As per Article 34 of the Higher Education Proclamation No. 650/2009 the University is empowered to establish adjunct employment and academic position to selected and willing academicians and professionals so that they can formally participate in the teaching, research and community service activities of the University and in curriculum development as well as supervision of theses/dissertations. Accordingly, the University of Gondar may confer the following title and promotion for adjunct academic staff:
35.1.1 Adjunct Lecturer;

35.1.2 Adjunct Assistant Professor;

35.1.3 Adjunct Associate Professor;

35.1.4 Adjunct Professor.

35.2 Conferring of these titles shall be based on the professional competence and experience of the candidate with regard to teaching, research and creative works. The criteria and procedure governing adjunct appointments and promotions shall be as follows:

35.2.1 At the time of appointment, 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

35.2.2 Promotion in the adjunct series shall follow the current practice of promotion of academic staff of the University. The Academic Staff Recruitment, Promotions and Scholarship Committee (ASRPSC) shall formulate detailed guidelines.

35.3 Conditions of Appointment

35.5.1 A staff member 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 of the University of similar rank, participating in departmental meetings (when possible), attending seminars;

35.5.2 Termination of contract for unsatisfactory performance shall occur only after appropriate review;

35.5.3 Termination of contract because of misconduct, the University Code of Conduct for academic staff applies;

35.5.4 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;

35.5.5 *Mutatis mutandis*, all rules and regulations of the University and relevant laws of the country are applicable to adjunct academic staff.
35.4 Terms of Service

35.4.1 A staff on which the University has conferred an appropriate rank in the adjunct series shall enter into a contractual agreement with the University. Such contract shall constitute as part of the contact between the University and the employee.

35.4.2 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.

35.4.3 Renewal of contract shall be subject to appropriate institutional review by the University based on performance evaluation.

Article 36 Joint Appointment

36.1 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.

36.2 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.

36.3 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.

36.4 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.

36.5 Appointment and promotion pertaining to joint appointment shall be governed by guidelines that would be formulated by SRPSC of the University.

Article 37 Honorary Academic Staff Appointment

37.1 Overview

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

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

37.3 Description

The University may appoint as an Honorary Academic staff those professionals retired from the university, person of great distinction and international standing who can serve the University in a teaching and/or research capacity but who, by virtue of the existing appointment, cannot be considered for a full-time position. Such 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.

37.4 Procedure

The University shall, from time to time, appoint retiring academic staff, professionals from national and international institutions and recognized industry experts to honorary research and teaching positions in the following categories and titles:

37.4.1 Honorary Lecturer

37.4.2 Honorary Assistant Professor

37.4.3 Honorary Associate Professor

37.4.4 Honorary Professor

37.4.5 Professor Emeritus

37.5 The candidate to be appointed with honorary rank should at least fulfill the requirements of the respective academic ranks as per Article 33 of this Legislation. Appointments and reappointments of honorary academic staff to level of Lecturer are approved by the relevant Dean/Head of academic unit, on the recommendation made by the department. Written support for the appointment must accompany the nomination. Appointments and reappointments of honorary staff at Assistant Professor and above are recommended by the faculty and recommended SRPSC. The Vice President for Academic affairs will subsequently approve the appointment of Assistant and Associate Professor and report to the Senate any such appointments. Appointments of Honorary Professor shall be approved by the University Board.
37.6 Nomination and appointment of honorary staff request of an academic unit must contain the following specific information that should be addressed to the approving organ:

37.6.1 The duties and responsibilities of the proposed appointee;

37.6.2 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;

37.6.3 The benefits that will flow through to the department from the appointment; and

37.6.4 In case of reappointment, how the university has realized the expected benefits from the previous appointment.

37.7 Offer of Appointment

After the honorary appointment has been approved, academic Vice President will arrange for an offer to be sent to the nominee. Appointments of the level of honorary lecturer will be referred to the relevant faculty/academic unit. All appointment and promotions are bound by the University staff appointment and promotion regulation.

37.8 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.

37.9 Renewal of Appointment

37.9.1 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.

37.9.2 No numerical limitation is placed upon the number of appointments, although in considering each nomination, the SRPSC should bear in mind that appointment to Honorary staff position should be of rare occurrence.

37.10 Conditions of Appointment

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

Honorary academic staff may request promotion during the period of appointment if he fulfills the requirements set by this Legislation.

37.12 Patents and Exploitation of Inventions

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

Article 38 Tenure

38.1 Principle

Tenure is awarded in recognition of merit, not as a matter of right. Tenure provides guarantees of security in employment to instructors, irrespective of changes in remuneration, but does not constrain the University in its rights to either dismiss or discipline a faculty member as set out in the provisions of Articles 54-58 of this Legislation. As such, tenure constitutes expression of the University’s confidence that the staff will justify the award in his continued professional career.

38.2 Tenure may be awarded to full-time University academic staff who:

38.2.1 Holds the rank of assistant Professor and has served the University for 10 years with this rank;

38.2.2 Holds the rank of Associate Professor or above and has serves the university for a total of ten years;

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

38.2.4 Has demonstrated throughout his professional career scholarly ability through teaching, research, publications, community service or other contributions to the advancement of his field; and

38.2.5 Has rendered services of merit to the University through contributions to University committees or its faculty governance or in connection with other tasks, which may have been assigned to him.

38.3 The Academic Staff Recruitment, Promotions and scholarship Committee may issue guidelines based on which tenures may be awarded.
38.4 An academic staff member awarded tenure is guaranteed continued employment by the University at his present rank, or any rank to which he may be promoted, and at his present salary scale or any other salary scale to which he may be elevated, so long as he does not violate any of the conditions justifying termination of his status as an academic staff member of the University.

38.5 The retirement age of an academic staff of the university may be extended by the Ministry, for two consecutive sets of terms of three years each, where:

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

38.5.2 The University reasonably justifies, based on actual and projected demand, the need to extend the retirement age;

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

Article 39  Designation of Emeritus

39.1 Principle

39.1.1 A natural corollary of the lifetime commitment of a faculty/college/school member to the University is the expectation that he will be a welcome and contributing member of the University community, even after formal retirement has occurred. The University’s treatment of retired faculty/college/school member should be consistent with this expectation.

39.1.2 It is appropriate to assume that a person who was a creative scholar or scientist will continue his creativity afterwards. The University should, therefore, devise regulations which are sensitive to these facts and which maximize the opportunities for continuous contributions that can be made by retired faculty;

39.1.3 The designation of Emeritus is offered in a University setting to individuals who have left the employment of the University and who have earned by service the privilege of such an honorific title since the honor is provided in recognition of distinguished service to the University.

39.1.4 The major criterion for nomination and approval should be the associative benefit to the University in continuing a formal relationship with a previous faculty member who has maintained a distinguished record of scholarly service to the University.

39.2 Mode of Appointment

39.2.1 Designation for the title of Emeritus may be initiated by the department in which the scholar has rendered his services, by another academic staff of the department concerned, or any other unit of the University;
39.2.2 The proposal, along with the recommendation of the department and the candidate’s curriculum vitae, shall be submitted to the relevant academic commission.

39.2.3 The recommendation of the faculty/college/school shall be submitted to the Office of the academic Vice President who shall submit for eventual consideration of the Senate;

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

39.2.4.1 Has a rank of associate Professor and above
39.2.4.2 Served the University for a minimum of ten years;
39.2.4.3 Is retired at the time of application from the University;
39.2.4.4 Has the desire to work for the University after retirement; and
39.2.4.5 Is a distinguished scholar with notable publications or a significant body of work.

39.3 Privileges

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

39.3.1 To hold a University identification card which allows him to make full use of libraries, sport facilities, e-mail and any other system privilege enjoyed by the regular academic staff provided, however, that direct cost items such as travel, office space, photocopying and clerical support may not be construed as consisting automatic system privileges;
39.3.2 To attend campus events that are open to other staff;
39.3.3 To participate in public ceremonies, commencements, processions and convocations;
39.3.4 To participate in campus seminars, colloquia, lectures, ad-hoc committees and other scholarly pursuits as and where appropriate;
39.3.5 To be listed in the University catalogue and appropriate publications with other academic staff; and
39.3.6 To be invited to serve as a member of a Senate Committee or other bodies of the University;

39.4 There shall not be formal duties and remuneration associated with the title of Emeritus.

Article 40 Criteria for Appointment and Promotion of Professional Librarians

40.1 Assistant Librarian V

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

40.2 Assistant Librarian IV

40.2.1 B.A., B.Sc. or the equivalent; and

40.2.1 One year of effective experience as Assistant Librarian V.

40.3 Assistant Librarian III

40.3.1 B.A., B.Sc. or the equivalent; and

40.3.2 Two years of effective experience in a library after the bachelor’s degree; or

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

40.4 Assistant Librarian II

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

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

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

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

40.5 Assistant Librarian I

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

b) Four years of effective experience, at least three years of which must have been spent at the rank of an Assistant Librarian II; and
c) At least one publishable bibliography/catalogue favourably assessed by competent librarians, preferably senior advisors; and
d) Effective performance in any relevant teaching assignment; or

40.5.2 a) Three years of effective experience two of which must have been spent at the rank of Assistant librarian II; and
b) At least one publication in a reputable journal; and
c) Effective performance in any relevant teaching assignment; or

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

40.6 Associate Librarian

40.6.1 a) The degree of Master of Library and Information Science or its equivalent; and
b) At least seven years of effective library experience four years of which must have been spent at the rank of Assistant librarian I; and
c) At least two articles published in a reputable journal(s) since becoming Assistant librarian I; and
d) Effective performance in any relevant teaching assignments; or

40.6.2 a) The degree of PhD in Library Science or its equivalent; and
b) At least four years of effective library experience at the rank of Assistant librarian I; and
c) Active participation in the development and running of academic and other teaching programs in library science within the University and in the country at large; and
d) At least two articles published in a reputable journal(s) since becoming Assistant librarian I.

40.7 Librarian

40.7.1 a) Degree of Master of Library and Information Science or its equivalent; and
b) Four years of library service as Associate Librarian; and
c) Effective teaching in the training programs of the University relevant to the library profession; and
d) Four articles published in reputable journals or three such articles and an appropriate teaching material in Library and Information Science; and
e) Dedication to and creative participation in University affairs and in community services outside the University; or
40.7.2  a) PhD in Library Science or its equivalent; and
       b) At least three years of effective library experience as Associate Librarian; and
       c) Effective teaching in the training programs of the University relevant to the library profession; and
       d) At least one textbook in the field of Library Science and two publications in peer reviewed journal; or

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

Article 41 Criteria for Appointment 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.

41.1 Technical Assistant

40.1.1 Technical Assistant I

Appointment

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

40.1.2 Technical Assistant II

Appointment

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

Promotion

   a) One year of effective service as a Technical Assistant I; and
   b) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively); and
   c) Active and effective service in the University.

41.3 Technical Assistant III

Promotion
a) Two years of effective service as a Technical Assistant II; and
b) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively); and
c) Active and effective service in the University.

41.4 Senior Technical Assistant

41.4.1 Senior Technical Assistant I

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

Promotion
A minimum of two years of effective service as Technical Assistant III; and
a) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively); and
b) Active and effective service in the University.

41.4.2 Senior Technical Assistant II

Promotion
Senior Technical Assistant I with two years of effective experience; and
a) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively); and
b) Active and effective service in the University.

41.4.3 Senior Technical Assistant III

Promotion
Senior Technical Assistant II with two years of effective experience; and
a) Evaluation: Very good (above 75% average by both supervisors and students, which accounts 60% and 40%, respectively); and
b) Active and effective service in the University.

41.4.4 Chief Technical Assistant

41.4.4.1 Chief Technical Assistant I
Appointment

A Master’s Degree or its equivalent in the specific or related field

Promotion

a) Senior Technical Assistant III with two years effective service; and
b) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively); and
c) One published Lab/practical manual positively assessed by one internal and one external specialist in the area

41.4.4.2 Chief Technical Assistant II

Promotion

a) Chief Technical Assistant I with two years effective service; and
b) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively); and
c) Active and effective service in the service; or

a) Senior Technical Assistant III with three years effective service; and
b) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively); and
c) Two published Lab/practical manuals positively assessed by one internal and one external specialist in the area

41.4.4.3 Chief Technical Assistant III

Promotion

a) Chief Technical Assistant II with two years effective service; and
b) Evaluation: Very good (above 75% average by both supervisors and students, which accounts 60% and 40%, respectively); and
c) Active and effective service in the service; or
d) Chief Technical Assistant I with three years effective service; and
e) Evaluation: Very good (above 75% average by both supervisors and students, which accounts 60% and 40%, respectively); and
f) One published Lab/practical manual positively assessed by one internal and one external specialist in the area
Art 42 Salary Scale and Increments

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

Article 43 Extra-Teaching Load Payment

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

Article 44 Housing and other Benefits

1 The University may, subject to a general scheme, which takes into account academic rank and type of service to the University, provide housing allowances or house or other benefits to academic staff based on clearly stated criteria on a separate guideline.
CHAPTER 5
LEAVE AND OTHER ADMINISTRATIVE MATTERS

Article 45  Study Leave

45.1 Any academic staff member who is awarded fellowship through the University or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a recognized foreign/local university leading to a higher degree in his field of specialization may be granted a study leave provided that it is in line with the staff development scheme worked out by the University.

45.2 The leave provided in this Article may be taken only after an academic staff member has served for a minimum of two years following his employment or reinstatement after a study leave. He may however be given such a leave after one year of service provided that the respective department recommends that there is an extra ordinary reason to send him for further education so shortly.

45.3 For an academic staff member who takes a study leave the University shall cover round trip of Gondar- Addis with ten days’ per diem (five before departure and five after return) for local scholarship grantee and fifteen days per diem(ten before departure and five after return) for foreign scholarship grantee in addition to local transportation expense. Payment of salaries to a staff member on study leave shall be governed by the applicable Government policy during the tenure of the leave or any other rules that may be issued by the University.

45.4 A staff member who is on a study leave shall keep the University informed of his progress by means of biannual reports starting from the end of the first six months into his leave. The University or college he has joined as a student shall in all cases endorse these regular reports. Failure to submit such reports may result in the discontinuation of payment of salary that may be due or in other appropriate actions.

45.5 An academic staff member who, for acceptable reasons, cannot complete his studies within the originally granted period of absence has to formally request the University for an extension of the leave. Such an extension shall be limited to a maximum period of one year for those pursuing masters’ degrees and a maximum of two years for those pursuing a PhD or its equivalent.

45.6 An academic staff member who has been on a study leave abroad shall have a grace period of six months after completion of the study to organize his return to the University. The grace period for local scholarships shall be one month.

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

45.9 A staff member who fails to complete required studies due to incompetence or for unjustified reasons shall lose standing with the University, unless he is reemployed with advertised notice of employment by competing with other applicants. In the event of reemployment, the case shall be handled as though it were employment of first instances and services rendered to the University prior to the award of the study leave shall not count towards any benefits that may accrue.

Article 46 Research Leave

46.1 A full-time lecturer and above who has served the University for a minimum of four consecutive years may be entitled to a research leave for a maximum period of six months provided he has not taken any other academic leave of more than 3 months during the four years preceding the anticipated starting date of the leave sought;

46.2 A staff member requesting research leave under this Article shall present a specialized program of study or research to improve scholarly capabilities to the respective Academic Unit. In certain cases such a leave could be a study leading to certificate, diploma or higher degree. The applicant is required to continue rendering services to the University for a minimum of one year upon completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff during the leave period plus damages;

46.3 Research leave provided in this Article shall be granted with full pay and all benefits available except position allowances unless external resources are obtained;

46.4 Application for research leave shall be submitted by the staff member to the concerned academic unit six months in advance of the start of the leave. The dean/ head in consultation with Academic Unit Counsel and the Academic Vice President for shall grant the request 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 during the next academic year;

46.5 Research leave may be extended without pay for a period not exceeding six months on condition that:
46.5.1 The academic unit confirms that such extension will not seriously impede its academic or research programs;

46.5.2 The faculty 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 individual staff member; and

46.5.3 There is adequate funding for research and maintenance during the period for which the leave is sought.

**Article 47  Sabbatical Leave**

47.1 A full-time academic staff member holding the rank of lecturer and above who has served the University continuously for a period of seven years and intends to continue his association with the University is entitled to a sabbatical leave, as of right and with full pay, for a period of a year provided that the service has not been interrupted for more than 4 months within the seven years:

47.2 Sabbatical leave shall be applied for and granted as follows:

47.2.1 The application for a sabbatical leave shall be submitted to the department head six months before the staff anticipates leaving on a sabbatical;

47.2.2 The department to which a request for sabbatical has been submitted shall ensure that the normal function of teaching and research will not be adversely affected by the departure of the staff in question, but such a department shall not delay the leave by more than six months.

47.2.2.1 A beneficiary of a sabbatical leave shall upon completion of his leave submit a report on his experiences or accomplishments to his department;

47.2.2.2 In exceptional cases an academic staff member may apply for an unpaid leave of absence for a maximum period of seven months contiguous to his sabbatical leave if he can demonstrate to the satisfaction of his department and the University that returning to full time duty would seriously affect the completion of work on which he had spent the full length of his sabbatical. This additional leave of absence can be granted only if the department determines that teaching activities in the department would not be compromised and the right of other staff for leave would not be jeopardized by the granting of the leave. Such a determination shall be effected when endorsed by the AUC of the college/faculty/school and by the Academic Vice President.
47.2.2.3 Irrespective of Sub Article 1 of the this Article, 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.

47.2.3 An academic staff member who is granted sabbatical leave shall be required to sign an undertaking that he will continue his services to the University for a minimum period of two year after the completion of his leave. Failure to comply with the undertaking shall entitle the University to claim the salaries that were paid to him during the leave plus any other damages.

47.2.4 An academic staff member of the University on sabbatical leave may be employed in the university if his services are needed.

47.2.5 A request for a sabbatical leave cannot be entertained if the person forwarding the request is already past the retirement age as determined by law.

Article 48 Other Leave

48.1 An Academic Staff member who has served the University for more than one year shall be granted sick leave with full pay for three months and an additional six months of leave with half pay in the event of protracted illness within a given year. However, such sick leave should not exceed 16 months in four years’ time. In either case, the leave shall be granted only where the staff member produces proof from a recognized medical institution that such a leave is medically required;

48.2 University employed spouse of an academic staff member who is on a study leave that is at least two years long, may be granted leave of absence without pay for a maximum period of one year to be in the company of the latter 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;

48.3 Occasional private leave such as leave to attend seminars, workshops, symposia, short courses, etc. may be granted with full pay for a period not exceeding thirty calendar days in one semester in one year; if such leave are required for longer than one month in a semester the following conditions must be met:

48.3.1 The teaching assignment of the Academic Staff can be covered by another staff;

48.3.2 The training is relevant to the professional development of the Academic Staff and the capacity building of the University;
48.3.3 The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;

48.3.4 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.

48.3.5 Such leave of absence must be approved and endorsed by department council (DC), and any leave longer than one month at a time should be approved by the academic Vice President.

48.4 A full time academic staff member may be granted leave without pay for a maximum period of two years if the following conditions are fulfilled:

48.4.1 The staff member is seeking the leave upon secondment to or upon having been offered an appointment at an institution of high repute and that such secondment or appointment is deemed to be an honor for the University and an opportunity for experience that would not only benefit the country at large but also enhance the professional capacity of the scholar;

48.4.2 The staff is not eligible for any kind of leave at the time of applying for an unpaid leave and that the secondment or the appointment for which the leave is sought cannot be postponed, and cannot, therefore, be made to coincide with the period of time for which the staff would be eligible for research, sabbatical or other kinds of leave he would normally have been entitled to as per this Legislation.

48.4.3 The staff applying for the unpaid leave of absence had not benefited from a study, a research or a sabbatical leave during the three years prior to applying for such a leave;

48.4.4 There is a determination, by the department of which the petitioner for such a leave is a member, that the granting of the leave will not seriously disrupt the normal functioning of academic activities in the department;

48.4.5 The period of time for which the academic staff would be on such a leave shall not be counted as a period of service to the University.

48.4.6 A staff member eligible for such a leave must have effectively served the University for a Minimum of five years altogether.

48.5 Other leave like maternal and occasional leave shall be granted to academic staff in accordance with the civil service proclamation.
Article 49  Accumulating Leave

Sabbatical and research leave can be split but may not be accumulated.

Article 50  Property Clearance

50.1 University property clearance shall be required of all members of the academic and administrative staff within ten days after termination of their contracts or being granted long-term study/sabbatical leave except his house and its furniture, which shall be used by officially recognized family members.

50.2 The University shall have a duty to provide clearance within a week.

50.3 Subject to applicable laws of agency, a staff member on a leave may authorize another person to complete the clearance process on his behalf.

Article 51  Arrest or conviction

An academic staff member, who is arrested, charged with or convicted of any criminal offence, save for petty offences, shall take all reasonable measures to inform any one of the legal officers of the University.

Article 52  Use of University Property for Personal purposes

The use of any University property by an academic staff member for personal purposes is subject to the written approval of the appropriate University officer. Guidelines to this effect shall be developed by Vice President for Administration.

Article 53  Working for other Institutions or for Private Interest

53.1 During the official working hours, an academic staff member shall give full energy and attention, to the best of his ability, to the job to which he is assigned unless the University unit, the Vice President for Administration and the academic Vice President in consultation with the head of the responsibility center, permit him to perform duties for other institutions.

53.2 No academic staff member shall undertake any outside activity, which may impair his usefulness to the University or conflict with his duties.

53.3 The provisions of this Article shall, however, not be deemed to constitute a bar on an academic staff from participating in social organizations, civil societies, professional associations, or consultancy and community services.

53.4 Community/Consulting service shall be governed by the University consultancy policy as provided under chapter VI, Articles 129-135 of this Legislation.
CHAPTER 6
RULES ON DISCIPLINARY MATTERS GOVERNING ACADEMIC STAFF

Article 54 Breaches of Duty and Disciplinary Regulations

54.1 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.

54.1.1 Unpunctuality to any of duties/responsibilities to be discharged in the University;

54.1.2 Dressing clothes below the standard of an instructor and inappropriate clothing, this does not go with the profession of teaching;

54.1.3 Inappropriate wordings and annoying intonation in speeches;

54.1.4 Failure to give the appropriate responses to any requests presented by the concerned body of the University;

54.1.5 Absence from classes, invigilation duties, meetings, etc., without adequate reasons and prior permissions from the immediate responsible body of the University;

54.1.6 Negligence of responsibilities and duties;

54.1.7 Failure to submit grades on time according to the centralized schedule produced and distributed by the concerned body (the Office of the Registrar).

54.2 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.

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

54.2.2 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 25 of this Legislation;
54.2.3 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;

54.2.4 Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty;

54.2.5 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;

54.2.6 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;

54.2.7 Harassment of any kind, and discrimination on unjustifiable grounds such as membership of a social and political group, political opinion, race, ethnicity, religion, gender, disability, HIV/AIDS, or other unreasonable status.

54.2.8 Favoritism in grading, sexual harassment, molestations, physical violence, incitements of riots and ethnic clashes, theft or breach of trust, abuse of power and accepting bribes.

54.2.9 Plagiarism on research work, publications and violations of patent rights etc.

54.3 Breaches of duty and/or violations of disciplinary regulations not specified in this Article shall, for the purpose of this Legislation will be handled by the appropriate body of the University.

Article 55 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:

55.1 Measures to be taken for minor disciplinary breaches:

a) Oral warning

b) Written warning
55.2 Measures to be taken for serious disciplinary breaches

a) Final written warning

b) Fine up to one-month salary

c) Fine up to three months’ salary

d) Withholding the next academic rank or salary increment up to the period of two years

e) Dismissal

Article 56 Disciplinary Action by Head and Dean

56.1 A head of department may take oral and written warnings; whereas the Dean may even take fine up to one-month salary in both measures stipulated in Article 55 above. Any sanctions beyond these shall be referred to academic Vice President.

56.2 Where the exigency of the measures as well as the magnitude and gravity of the breach justify the course of action, a dean may suspend from duty a staff member who is charged with serious breach of duty and shall forthwith submit the case for consideration to the faculty staff disciplinary committee.

56.3 Each college/faculty/school shall have a disciplinary committee of five members from among the college/faculty/school staff accountable to the AUC.

Article 57 The College/Faculty/School Academic Staff Disciplinary Committee (C/F/SASDC)

57.1 At each college/faculty/school of the University there shall be established a College/Faculty/School Staff Disciplinary Committee responsible to the respective dean;

57.2 The C/F/SASDC shall be chaired by an AUC appointed staff member and shall have no less than two and no more than four other members to be elected at a general staff meeting of the college/faculty/school from among the full-time staff for a period of two years;

57.3 The C/F/SASDC shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations by an academic staff member submitted to it in accordance with the provisions of sub-Article of this Article.
57.4 The Standing Committee for Ethics and Code of Conduct may issue guidelines on rules of procedure to be followed by C/F/SASDC’s.

57.5 A complaint for the initiation of disciplinary proceedings shall be made in writing and shall contain all the allegations, which are said to constitute the conduct disapproved of;

57.6 Proceedings before the C/F/SASDC may be initiated by:

57.6.1 The dean and/or the department head where an academic staff member is said to have committed a serious breach of duty or violation of disciplinary regulations;

57.6.2 An aggrieved academic staff member against whom anyone of the disciplinary sanctions specified under the provisions of Article 55 of this Legislation has been applied; and

57.6.3 Colleagues, students and/or any other officer of the University who have sufficient and substantiated reasons to believe that a staff member is responsible for violation of disciplinary regulations, serious or otherwise.

57.7 The findings of the C/F/SASDC and the recommendations of the sanctions to be applied thereon shall be submitted to the respective AUC for its appropriate action;

57.8 In its findings and recommendations, the C/F/SASDC may:

57.8.1 Recommend to the dean to absolve the staff of any responsibility for the conduct complained of; or

57.8.2 Recommend any one of the sanctions specified under the provisions of Article 55 of this Legislation where the disciplinary proceeding is initiated by colleagues, students and/or any other officer of the University;

57.9 An academic staff member dissatisfied with the findings and recommendations of the C/F/SASDC based on which a disciplinary action is taken by the dean may appeal for reconsideration of the case by the Academic Vice President Vice President.

57.10 An academic staff member dissatisfied with the sanction taken by the Vice President for Academic, Research and Community Service in accordance with the provisions of Article 55 and 56 may appeal for reconsideration of the case by the President of the University whose decision shall be final.
A party intending to lodge an appeal in pursuance of the provisions of sub-Articles 57.9 and 57.10 hereof shall waive his right if he fails to file his appeal to the appropriate authority within two weeks after he has received a written notification of the decision he is dissatisfied with.

**Article 58  Inter-Faculty/College/School Disciplinary Proceedings**

58.1 Breaches of duty or violations of disciplinary regulations that are inter-faculty in nature shall be heard or investigated by an ad-hoc committee of five academic staff to be established for this purpose by the Academic Vice President.

58.2 The provisions of Article 55 and 56 of this Legislation that pertain to the modalities of initiation of disciplinary proceedings, hearings, examinations and the recommendations to be made thereon shall apply *mutatis mutandis* on a case being considered by such an ad-hoc committee.

58.3 On the basis of the recommendation to be made by the ad-hoc committee, the Academic Vice President may take any one of the sanctions specified under the provisions of Articles 55 on a staff responsible for breaches of duty or violations of disciplinary regulations.

58.4 Where the exigency of the case as well as the magnitude and gravity of the breach so justify, the Academic Vice President may take any one of the sanctions specified under the provisions of Articles 55 and 56 of this Legislation against a staff whose case is submitted to such a committee.
PART IV
PROGRAM DEVELOPMENT AND REVIEW

CHAPTER 7
PROGRAM DEVELOPMENT AND REVIEW

Article 59  Procedures for Program Development and Review

Whenever a program is sought to be launched by an academic unit the procedures stated under this Article shall be observed.

59.1 Needs assessment

Needs assessment shall be carried out at two levels as stated hereunder.

59.1.1 There shall be University/high level and program level need assessments to be conducted centrally to understand the general needs and expectations of the stakeholders/society from the University. Information obtained at this level can be used as input for launching, revising and/or closing down of existing programs in the university.

59.1.2 There shall also be program level need assessment with the purpose of investigation of the felt and anticipated need of the society for the specific program. At this stage, the economic feasibility of the program is checked by preparing detailed business plan. Depending on the results of program level, need assessment and/or business plan the need for initiating a program can be acceptable or unacceptable; in the latter case, it can either be modified or dropped.

59.2 Drafting Curriculum

Drafting the curriculum involves the following detailed activities:

59.2.1 Identifying desired learning outcomes expressed as graduate and professional profile (detailed job and task analyses)

59.2.2 Developing acceptable evidence to assure the desired results are achieved (outcome is obtained)

59.2.3 Develop course list, course distribution over the study period (course profile) and descriptions for each course including learning and assessment strategies

59.2.4 Work out inputs required (facilities, human resource, etc)

59.2.5 Determine admission and certification/graduation requirements
59.3 Review workshop

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

59.4 Program approval

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

59.5 Quality Assurance

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

ACADEMIC RULES AND REGULATIONS

Art 60  Policy Premises

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

CHAPTER 8

ACADEMIC CALENDAR

Article 61  Academic Calendar

61.1 In its regular program, the University shall have a two-semester calendar of eighteen weeks (sixteen weeks of classes and/or practical and two weeks of exam) each, running from September to June. In continuing education program (CEP), there are two semesters, eighteen weeks each the same with the regular program and a Kiremt term of 8-12 weeks. The programs of medicine and health sciences may employ a system of annual rather than semester course offerings.

61.3 The Calendar for each year shall be prepared by the University Registrar, in consultation with academic Vice President, research and community service Vice President, director for Teaching Learning Core Process, Faculties, Colleges and Schools and approved by the Senate at the end of each academic year. The University Calendar, among other things, shall provide the following:

61.3.1 The date for admission and re-admission;

61.3.2 The date for registration;

61.3.3 The date for exams;

61.3.4 The date for graduation;

61.3.5 The dates for Annual Staff-Student Scientific Research Conference;

61.3.6 Inter-collegiate sports, which shall take place during the inter-semester break;

61.3.7 Dates of special programs such as Apprenticeship, Externship, TTP, Exit Exam, etc.
CHAPTER 9
STUDENT ADMISSIONS AND RELATED MATTERS

Article 62  General Provisions on Admissions to Undergraduate Programs

62.1 Admissions and/or placements from preparatory schools to all regular undergraduate programs are processed through the Ministry of Education of the Federal Democratic Republic of Ethiopia until such time that the University establishes its own admissions policies and procedures and implements it.

62.2 Admissions to all undergraduate continuing education programs shall be processed through Assistant Registrars of the concerned college/faculty/school taking into account criteria to be developed and recommended, in consultation with the University Registrar, by the college/faculty/school AUC with the approval of the Senate.

62.3 The University in certain circumstances may admit students jointly with other affiliated universities or institutes. Such admission may be processed at any time of the academic calendar as deemed appropriate. Students may also be admitted to more than one program at the same time. However, criteria for such special admissions to individual programs shall be developed and recommended by AUC and endorsed by the Director for Teaching Learning Core Process Office.

62.4 Without prejudice to other provisions of this Article and this legislation and other applicable laws, every institution shall admit:

62.4.1 For undergraduate studies, technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry;

62.4.2 For second degree-level graduate studies, candidates who have completed their undergraduate studies with the academic results required by the University; or, for doctoral programs, candidates who have second-level degrees and the academic results required by the University.

62.4.3 For postgraduate diploma level studies, candidates who have completed their undergraduate or postgraduate studies with the academic results required by the University.
Article 63 Admission Requirements for Full-time Degree Programs

63.1 Regular Admission

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

63.2 Special Admission to Full-time Degree Programs

Mature applicants who have completed secondary education may also be eligible for admission to regular undergraduate programs provided that:

63.2.1 They have records of continuous employment for a minimum of 5 years, their work relate to the field of training to which they seek admission, and have proof of demonstrable achievement in their careers;

63.2.2 They pass an entrance examination to be administered by the relevant departments;

63.2.3 Under no circumstances shall private admissions to regular programs do not exceed 5% of the total students admitted in such a program;

63.2.4 Other special admissions, such as people from disadvantaged areas, physically challenged people, people needing special training etc are granted by the decisions of the University.

63.2.5 In order to attract potentially resourceful candidates, special admissions criteria are employed by some programs as specified hereunder.

63.3 Doctor of Medicine: Applicants must:

63.3.1 Have a B.Sc. degree in the field of nursing, public health, biology, chemistry, pharmacy, anesthesia, radiography, physiotherapy, medical laboratory technology, environmental health, occupational health, ophthalmic nursing, cataract surgery, etc;

63.3.2 Successfully pass the entrance examination administered by the CMHS;

63.3.3 Produce evidence of at least two years’ service relevant to the field of health; and

63.3.4 Pass interview by the Selection Committee of the CMHS.
63.4 Doctor of Veterinary Medicine: Applicants must:

63.4.1 Have a B.Sc. in animal science, animal health science, veterinary laboratory technology, Biology and chemistry;
63.4.2 Have at least two years of relevant service; and
63.4.3 Successfully pass an entrance exam to be set by the faculty of veterinary medicine.

63.5 Engineering: Applicants must:

63.5.1 Be graduates of recognized technical schools; and
63.5.2 Meet other admission criteria to be set by the Faculty of Engineering Technology.

Article 64 Admission Requirements for Continuing Education Programs

64.1 The criteria for admission shall be developed by the concerned department in consultation with college/faculty/school and approved by the Director for Teaching and Learning Core Process.

64.2 Applicants who qualify under the following criteria may be admitted to continuing education programs:

64.2.1 Candidates must have completed high school or must be in possession of its equivalent qualification;
64.2.2 Must pass entrance examination to be administered by the University where applicable; and
64.2.3 Must fulfill the requirements set by the Ministry of Education.

Article 65 Choice of Programs of Study

65.1 Students will be admitted into the programs of their choice on a competitive basis using their grade as a measure. However, special provisions shall be made for female students and other socially disadvantaged groups that require affirmative action.

65.2 Academic Units may submit specific entrance requirements such as passes in certain subjects or additional test results and may state if, and what, kinds of physical disabilities prevent students from pursuing studies in their respective disciplines. These requirements should be developed by the relevant academic units and approved by the ASCRC of the Senate.
65.3 Students shall fill out application forms indicating their choices of discipline, grade and other particulars for review by the ASCRC.

65.4 In cases where there are more applicants than places in a program, those applicants who fail to get their first choice will compete for their second choice and if they fail to get their second choice they do the same for their third, fourth choice, etc.

65.5 Regular students sponsored by governmental institutions to fill specific vacancies shall be placed in the program that offers the desired study provided that they meet the minimum entrance requirement for the program and they provide letters from the heads of Regional government offices justifying the need for admission into the desired program. However, such admission depends on the availability of place in the particular program.

65.6 Physically challenged students shall be placed in accordance with the general regulations governing placement, taking into consideration wherever necessary, their specific needs.

65.7 When there are more applicants with the same grade indicating the same level of preference to a program than places therein, applicants with better grades in the specific entrance requirements shall be given priority.

65.8 The academic unit shall notify the relevant heads/director about placement results and if departments or students have complaints on the results, these should be attended to within one week following the announcement.

65.9 An applicant who believes that there was an error in the placement may report the case to the academic unit and university Registrar for review.

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

Article 66 Major and Minor Fields of Study

66.1 When circumstances require, the University may design major and minor courses.

66.2 The proportion of major and minor courses may be decided by the guidelines to be developed by ASCRC.

Article 67 Readmission after Dismissal in the Regular Programs

67.1 A dismissed regular student may apply for admission to a different program in the continuing education programs.

67.2 A regular student who has been dismissed for good due to academic deficiencies shall not seek readmission into the program from which he was dismissed.
Article 68  Advanced Level Admission

68.1 A student may apply for advanced standing admission in a regular undergraduate program if he:

68.1.1 Has completed a minimum of one academic year of study in an Ethiopian institution of tertiary education recognized by the Ministry of Education or in a foreign institution of tertiary education recognized by the University;

68.1.2 Meets the special requirements of the college/faculty/school or department he is applying to and such requirements must have already been approved by the various relevant bodies of the University and are communicated to the Registrar well ahead of the dates of application; or

68.1.3 Has a diploma in the same or related field he is applying from an institution of higher learning with a CGPA of 3.0.

68.2 A student admitted in accordance with the conditions set forth under the provisions of sub-Article 1 of this Article may be exempted from:

68.2.1 Common courses having the same credit hours as those offered by the University provided the applicant has scored a grade of ‘B’ or better in that course; and

68.2.2 Departmental courses as determined by the department concerned and in accordance with current University rules and regulations.

68.3 Notwithstanding the provisions of sub-Article 1 and 2 of this Article, a student admitted on advanced standing basis shall have to take two-third of the courses in the program as a regular student in the program to which he has been admitted in order for a degree to be granted. Exceptions to this rule shall be approved by the Academic Standards and Curriculum Review Committee.

Article 69  Transfer of Students

69.1 Inter-University Transfer

69.1.1 Principles of Inter-University Transfer

69.1.1.1 Admission based on inter-university transfer shall be granted in a transparent manner.
69.1.1.2 Applications for transfer shall be considered exceptionally and based on availability of space facilities and if the student has obtained the grade that would normally be required of students for enrolment in the department concerned.

69.1.1.3 A student can only be transferred to a department/program that is similar to his enrolment in his previous institution.

69.1.1.4 The applicant shall have attended at least one semester in his previous institution at the time of request for transfer and must be in good academic standing (CGPA \( \geq 2.00 \)).

69.1.1.5 Once transfer is permitted, the consequences of transfer shall be regulated consistent with and in cognizance of equal accreditation extended to all institutions of higher education.

69.1.2 Eligibility for Transfer

69.1.2.1 A student applying for inter-university transfer shall be one who has passed the Ethiopian Higher Education Entrance Certificate Examination (EHEECE) and has been enrolled in one of the public universities in Ethiopia.

69.1.2.2 A student dismissed from his previous institution shall not be eligible for transfer.

69.1.3 Grounds for Transfer

A student eligible for transfer may be granted admission where:

69.1.3.1 His health and social condition necessitates he should live in Gondar; and

69.1.3.2 The University shall not allow non-institutional exchange of students based on private dealings between students placed in University of Gondar and those in other public institutions of higher education.

69.1.4 Evidence

Where a student invokes any of the above grounds for transfer, he shall have the obligation of providing authentic and relevant evidence, which can prove his case to the satisfaction of the Office of the Teaching Learning Core Process Director.
69.1.5 Involvement of Institution of Origin

69.1.5.1 University of Gondar shall decide on transfer applications submitted to it upon receipt of an approval of transfer requests by the institution of origin.

69.1.5.2 In order to ensure the property interests of the institution of origin, the University shall require the student to produce a document of property clearance and withdrawal from his previous institution when his application is accepted.

69.1.6 Procedures for Transfer

69.1.6.1 The Office of Teaching Learning Core Process General Director shall, after a request from appropriate organ of institution of origin, request the concerned faculty for the available space in all years of study for accommodating students to be transferred and intake capacity of every department.

69.1.6.2 A student wishing to transfer will be required to fill a Standard Transfer Application Form which will be available at the Office of the University Registrar/the Office of Teaching Learning Core Process and which he can collect upon payment of appropriate fee.

69.1.6.3 The Office of Teaching Learning Core Process General Director shall finish the transfer process at the week of registration for the semester into which enrolment is required.

69.1.6.4 Documents to be deposited along with the application for transfer include: copy of the original EHEECE transcript, official transcript from the previous institution, if any, authentic and relevant evidence for transfer, and approval letter of transfer from his previous institution.

69.1.6.5 Upon receipt of the application, the Teaching Learning Core Process General Director will present it to the University Registrar, which will make its decision in line with the provisions of this Article.
69.1.6.6 The University Registrar shall communicate such decision to the student requesting transfer and to the faculty to which the transfer is requested. A copy thereof shall be delivered to the Office of the AVP and the relevant Office of Dean and head.

69.1.6.7 A student who has succeeded in his application for transfer will be expected to report and register by the second week of the semester at the latest.

69.1.6.8 A student whose application for transfer has been rejected shall have the right to appeal to the AVP whose decision shall be final.

69.1.7 Transfer of Credits

69.1.7.1 The AUC of the relevant faculty/college/school shall determine the transferable credits earned in other public institutions of higher education.

69.1.7.2 The AUC shall base its decisions on the recommendations of the receiving department with regard to credit transfer or course exemption.

69.2 Inter- College/Faculty/School and Intra-College/ Faculty/School Transfer

69.2.1 A student may transfer from one academic unit to another within the same faculty/college/school or outside upon satisfying the following conditions and procedures:

69.2.1.1 Both inter-faculty and intra-faculty/college/school transfers shall depend on availability of space and facilities in the receiving faculty/college/school or department and a transfer applicant shall have grade levels that would normally be required of students for enrolment into the receiving department concerned.

69.2.1.2 Inter-faculty/college/school transfer is only applicable in areas of related streams, consistent with pertinent provisions of the Education Policy.

69.2.1.3 A student dismissed from his previous department shall not be eligible for transfer into another faculty/college/school or department of the University.
69.2.1.4 Inter-faculty/college/school and Intra faculty/college/school transfer application forms shall be available at each faculty/college/school and department of the University to be collected by applicants for transfer upon payment of appropriate fees.

69.2.1.5 A transfer application form must be completed and returned to the concerned college/faculty/school or department within a week after registration.

69.2.1.6 Granting or denying transfer shall be made by a dean of the receiving college/faculty/school upon the recommendation of the receiving department in case of inter college/faculty/school transfer and by the head of the receiving department in case of intra college/faculty/school transfer which shall then be approved by the Dean of the receiving college/faculty/school. Accepted transfer requests shall be communicated to the Registrar and other relevant offices.

69.2.1.7 Receiving college/faculties/school shall set criteria for selecting students who apply for transfer.

69.2.1.8 The process of transfer shall be completed two weeks ahead of the commencement of classes.

69.2.1.9 Transfer shall not have the consequence of elongating the stay of a student for more than a year.

69.2.1.10 The receiving department shall work out the details for transfer of credits and other technical matters.

69.3 Transfer in Continuing Education Programs

Students in Continuing Education Program may transfer to regular full-time programs upon the recommendation of the Department Council of the concerned department and dean and finally approved by the Registrar based on the conditions and procedures set forth hereunder.

69.3.1 The transfer of continuing education students from faculty/college/school to faculty/college/school or from department to department shall be governed by the provisions of this chapter set for regular students.
69.3.2 Applicants must have accumulated 75% of the total credits required for graduation while in the continuing education program, and they must attend at least 25% of the total credits required for graduation in the regular program by covering the amount of tuition fee for the respective field of study.

69.3.3 Outstanding students with a minimum Cumulative Average Number Grade (CANG) of 3.75 and/or students who would complete their studies within one academic year can apply for transfer and selection will be made on a competitive basis. However, such students may not exceed 2% of the total student enrolled in the batch of the program of study.

69.3.4 Applicants who meet the requirements stated above should fill in forms prepared for this purpose by the Registrar and submit them to the academic unit.

69.3.5 Transfer may take place within the same department or programs only.

69.3.6 Academic unit may accept or reject transfer requests based on availability of place and facilities on a competitive basis. Such decisions shall be approved by the relevant DC and forwarded to the Registrar.

Article 70 Admission to Graduate Programs

70.1 General Admission Provisions

70.1.1 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.

70.1.2 Faculties and departments shall have the discretion to request recommendations and determine the weights to be attached to them.

70.1.3 The DC may include additional admission requirements in conformity with University rules and regulations.
70.2 Admission Requirements for Graduate Programs

70.2.1 Academic Requirements

70.2.1.1 The applicant must have completed the academic requirements for the bachelors’ degree, in case of admission to master’s programs, or be in possession of a master’s degree, in case of admission to PhD programs, from the University or any other accredited institution of higher learning;

70.2.1.2 The minimum intake of a Master program shall be five students. However, the optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective AUC of School/Faculty/College taking into consideration the number of staff, availability of space and demand for training; and

70.2.1.3 The applicant must satisfactorily pass an entrance examination to be administered by the department concerned. Foreign applicants may, in lieu of sitting for entrance examination, submit results of GRE or equivalent examinations.

70.3 Non-academic Requirements

70.3.1 Colleges, faculties, schools or departments may, for pedagogic reasons or special requirements of the field of study, set appropriate restrictions, such as age limits subject to the approval of the Post Graduate, Research and Community Service Standing Committee;

70.3.2 Colleges/faculties/school/departments may also set appropriate work experience requirements after obtaining the bachelor’s degree subject to the approval of the Post Graduate, Research and community service Committee;

70.4 Provisional Admissions

70.4.1 An applicant who is found not to have taken undergraduate pre-requisite courses shall be required to take and pass such courses recommended by the faculty/college/school/department.
70.4.2 Any such student who has been recommended to take undergraduate courses shall be admitted as a special student.

70.4.3 The duration of the student’s stay in the University as a special student shall be determined by the faculty/college/school/department concerned, but shall not exceed one academic year.

70.4.4 A special student who has satisfactorily completed the prescribed undergraduate courses shall be granted regular graduate student status;

70.4.5 The Registrar shall record separately the results of the examinations in the prescribed undergraduate courses. These grades may not count towards the M.A./M.Sc./LL.B degree;

70.4.6 A special student may register for and take graduate level courses for which he is qualified.

70.5 Transfer in Graduate Program among Institutions

70.5.1 Qualified persons may apply for transfer when determined by the concerned AUC if applicants:

70.5.1.1 Have successfully completed a minimum of one year of study in a similar program in another institution; and

70.5.1.2 Meet the special requirements of the faculty or department they are applying to.

70.5.1.3 Upon admission of such a student, the AUC shall determine the course from which the student is to be exempted.

70.5.1.4 The rules on all sorts of transfers of students for undergraduate students shall apply, mutatis mutandis, too.

Article 71 Enrolment and Registration for the Graduate Programs

71.1 A candidate may be admitted to the master’s degree and Ph.D. program at any time in the year, but shall normally enroll for his formal studies at the beginning of the semester following his admission.
71.2 Every student of the graduate program must register at the beginning of each semester. A student who fails to maintain continuous registration without officially withdrawing from a program shall be considered to have dropped out of the program. If such student wishes to resume his studies, application for readmission to the GP must be submitted. The requirement for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.

71.3 The relevant DC may provisionally register candidates, but such cases must be presented within six weeks for approval by the AUC followed by official registration if the admission is approved.

Article 72 General Provisions on Graduate Program

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

72.2 The academic units shall function through Department Graduate Committees (DGC).

72.3 All University-wide policies, rules and regulations shall mutatis mutandis apply to the program.

72.4 An academic unit may run joint graduate programs in collaboration with other universities until it develops the necessary capacity to run programs on its own and/or complement each other for better competency of the graduates. In such cases, special procedures shall be set to administer such programs in agreement with the collaborating institution.

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

Article 73 The Department Graduate Committee (DGC)

There shall be established a Department Graduate Committee (DGC), hereinafter referred to as the DGC.
73.1 Compositions and Term of Office

73.1.1 The DGC shall be composed of the Department Head as Chairperson and at least three staff members but not exceeding seven with the rank of Assistant Professor or above to be elected by the DC.

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

73.1.3 A member shall be eligible for re-election.

73.2 Duties and Responsibilities

The DGCs shall:

73.2.1 Supervise all activities of the programs;

73.2.2 Approve status of the students, and review and endorse grades;

73.2.3 Prepare periodic reports on its activities and submit the same to the academic unit;

73.2.4 Recommend and/or approve a research adviser for each graduate student;

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

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

73.2.7 Oversee settings of entrance examinations and screen candidates and approve for admission;

73.2.8 Screen and assign graduate students eligible for teaching assistantship;

73.2.9 Attend to all academic problems that concern the academic unit at graduate studies level;

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

73.2.11 Approve graduate program course offerings and thesis research proposals of graduate students;

73.2.12 Endorse proposals of the DC concerning new graduate programs for subsequent approval by the Senate and periodically assess and evaluate existing ones;
73.2.13 Accomplish all other duties assigned by the DC and the University; and
73.2.14. Consider any matter entrusted to it by the Senate or the academic unit head.

Article 74 Program of Study for Graduate Studies

74.1 Master programs may be based on thesis and course-work or course-work alone under special conditions.

74.2 PhD programs may have ‘coursework and research’ or ‘research only’ options.

74.3 A candidate shall be responsible to a supervisor/advisor who may be assisted by a department advisory committee to be formed by departments. The supervisor and/or the department advisory committee shall be assigned by the DC.

74.4 The DC shall present its program of graduate studies to the AUC, which, after careful consideration, shall present it to the Senate Post Graduate, Research, and Community Service and Technology Transfer Committee for approval before implementation.

74.5 The Post Graduate, Research, Community Service and Technology Transfer Committee in consultation with the concerned department accords credits for all coursework and thesis.

Article 75 Credit Requirement and Course Load

75.1 A 12 to 15 credit hours per semester shall normally be regarded as typical full load for a full-time Masters candidate for programs requiring thesis work, whereas a minimum of 15 credit hours is required for non-thesis programs. Over the period of the program, the minimum number of credit hours for coursework in master’s programs shall be 24 for departmental programs requiring thesis work and a minimum of 30 for those with non-thesis programs.

75.2 The number of credit hours for coursework in PhD programs for departmental programs requiring coursework shall be 9 - 12.

Article 76 Duration of Study

76.1 The normal duration for the completion of a master’s program shall range from one year to two years.

76.2 No candidate, with the exception of those with advanced standing status, may anticipate finishing a program in less than one academic year.
76.3 A candidate for master degree may be allowed to continue for up to a maximum of four years if it can be shown that the extension is required by *force majeure* and if it is recommended by the DC and approved by AUC.

76.4 The normal duration for the completion of a PhD program shall range from three to four years.

76.5 No PhD candidate may anticipate finishing a program in less than two academic years.

76.6 A PhD candidate may be allowed to continue for up to a maximum of six years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC and DC. Such extension of time shall be recommended by the DGC and approved by the DC every semester.

76.7 The normal duration for the completion of clinical specialty certificate/clinical residence program training program shall range from three to four years, with extension possibilities as stated in Sub-Article 6 of this Article.
CHAPTER 10
RULES ON COURSES OFFERED BY THE UNIVERSITY

Article 77 General Provisions on Modules/Courses

77.1 All courses shall be modular. Until the modular system is fully implemented, the rules for non-modular courses shall apply.

77.2 While more than one module can be offered in a semester, it is recommended not to stretch a single module to the next semester.

77.3 All modules offered by the University shall have leaders/chairs, be numbered and the system of numbering courses shall be provided by the Registrar as approved by the ASCRC of the Senate.

Article 78 General Education Courses

78.1 General education courses shall be devised to:

78.1.1 Enable students acquire the necessary communication and analytical skills, culture of inquisitiveness, critical thinking, innovation and creativity that enhance their capacities to benefit from their specialized training;

78.1.2 Instill in students democratic values and knowledge of a democratic society; and civic duties such as tolerance, multiculturalism and ethical issues;

78.1.3 Enable students to acquire skills of new technologies such as IT; and

78.1.4 Develop sound awareness in students of the physical and social environment in which they live and work.

78.2 All students pursuing undergraduate degree programs at the University shall satisfy the general education requirements of this Article.

78.3 The number of general modular education courses should depend on the extent of coverage of such courses in the curricula of 10+2 Preparatory schools or in their foreign equivalents and the minimum requirements approved in the curricula of each program. General education courses for undergraduate degree students shall normally cover a minimum of 10 and a maximum of 14 credit hours selected from the following areas:

78.3.1 For communication skills: 6 credit hours of communicative language skills
78.3.2 For civic, democratic and ethical values: 3 credit hours of Civics and Ethical Education; and

78.4 For the remainder, required credit hours can be selected from the following areas:

78.4.1 For analytical skills: mathematics or quantitative methods courses or philosophy;

78.4.2 For awareness of environment and society: geography, history, environment, economics, sociology or psychology.

**Article 79 Elective Modular Courses**

Each academic unit should provide its students with opportunities to take a certain number of elective modules. The proportion of elective and mandatory courses shall be recommended by the DC and approved by ASCRC.

**Article 80 Phased-out Modular Courses**

80.1 Students who have taken and passed phased-out general education courses in the University system are not required to take replacement courses upon readmission.

80.2 Students who have scored ‘F’ s in phased-out courses deemed essential for a program of study shall be required to remove their ‘F’ s by taking equivalent courses as determined by the AUC of the college/faculty/school in which they are enrolled and shall be awarded with the new grade as they score.

80.3 Providing the equivalent course in time shall be the responsibility of the respective DC and AUC.

80.4 When a course replaces two other courses with varying credits and an ’F’ grade is earned in each of such courses, the grade earned in the substitute course shall replace the ‘F’ in both the previous courses; or

80.5 When an ‘F’ grade is earned in only one of the two courses, both grades go into his transcript but only the grade earned for the substitute course goes into the computation of his CGPA.
Article 81  Semester Load of Regular Undergraduate Students

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

Article 82  Semester Load for Continuing Education Students

82.1 The normal load in evening and weekend programs shall be 14 to 18 ECTS or 8 to 12 credit hours per semester unless otherwise prescribed in the course catalogue.

82.2 A student may be allowed to take up to 22 ECTS or 15 credit hours when he:

82.2.1 Secures a “first class status” as per European Credit Transfer System (ECTS) or CGPA of 2.5 and above upon completion of an equivalent course work corresponding to one academic year; and

82.2.2 At graduation year after passing all courses taken up to date.

82.3 The normal load for evening and weekend students in a Kiremt semester shall be 12 to 14 ECTS or 6 to 8 credit hours.

82.4 The normal semester load in the continuing Education for Kiremt students shall be 20 to 22 ECTS or 13 to 15 credit hours.

82.5 For the purpose of determining academic status of Kiremt students, one Kiremt session is counted as a Kiremt Semester, but three Kiremt semesters are counted to one regular academic year.

82.6 The Semester Average Number Grade (SANG) or SGPA calculated at the end of each Kiremt Semester, in conjunction with Cumulative Student Status, should be used to determine the academic status of a student.

Article 83  Duration of Study and Validity of Modular Courses

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

83.1 The duration of study for undergraduate degrees in regular programs shall be from three to six years.
The duration of study for undergraduate degrees in the continuing education programs may be four to eight years depending on the program.

The maximum length of time students may stay in such programs may not exceed twice the normal duration of study depending on the program.

The duration of study for undergraduate diplomas in the continuing education program shall be two to four years. The maximum length of time students may stay actively enrolled or otherwise in such programs may not exceed five years plus the maximum duration of study for that particular program.

A student who fails to complete any studies within the maximum length of time permitted (sub-articles 1 to 4 of this Article) shall be cancelled from that program. However, the student will be certified for the modules or courses successfully finished.

**Article 84  Credit Requirements**

84.1 A credit value is defined as 50 minutes lecture or 2 to 3 hours of laboratory/practical or tutorial work guided activity.

84.2 The minimum total credit points for three years bachelor program shall be 150 ECTS or 102 credit hours while the maximum is 180 ECTS or 114 credit hours.

84.3 The minimum total credit points for four years bachelor program shall be 200 ECTS or 136 credit hours while the maximum is 280 ECTS or 152 credit hours.

84.4 The minimum total credit points for five years bachelor program shall 250 ECTS or 170 credit hours while the maximum is 350 ECTS or 190 credit hours.

84.5 The minimum total credit points for six years bachelor program shall be 300 ECTS or 204 credit hours while the maximum is 420 ECTS or 228 credit hours.

84.6 The proportion of time (lectures, laboratory works tutorials, home study, etc.) allotted for a particular course/module shall be determined by an academic unit offering that course/module and follow the approval of the DC.
Article 85  Earning Credits on the Basis of Examination

In some circumstances students may earn credits on the basis of examinations 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:

85.1 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 ASCRC of the Senate.

85.2 Of the total number of credit points required by the academic unit for graduation, not more than 20% shall be taken through earning credits on the basis of examination.

85.3 Any student that can present sufficient and convincing evidence to the head of the academic unit showing the acquisition of knowledge, insight or skills taught in any of the courses listed as per sub-article 2 of this Article, shall register during the regular registration periods to obtain credits through examinations only.

85.4 Registration to earn credits on the basis of examinations should be approved by the concerned DC and the Director for Teaching and Learning Core Process.

85.5 Students who have registered for course(s) for which they seek to earn credits on the basis of examinations shall take the examinations when they are offered to students who have attended the module/course including all assessments.

Article 86  Class Attendance

86.1 A student is required to attend all lecture, laboratory and practical sessions as well as field work of courses, except for courses in which earning of credits through examination alone is accepted.

86.2 Except for extenuating circumstances, students are required to maintain a minimum of 80% attendance to earn credit in the given course. However,

86.2.1 Some programs may demand 100% attendance where such full attendance is academically indispensable; and

86.2.2 Academic units may not allow the 20% non-attendance provision for certain portion of a course, such as laboratory or field experiences judged academically indispensable for the student.
86.3 A student who has missed more than 20% attendance shall be given a grade of IA (Incomplete Attendance) and be required to provide acceptable reasons for failure to attend classes.

86.4 If a student’s incomplete attendance is proven to have been for valid reasons, course registration will be cancelled and the student shall be permitted to retake the course.

86.5 If a student’s incomplete attendance was due to reasons that were not valid, the IA grade shall be changed to an “F” at the end of the sixth week of the next enrolment in the program.
CHAPTER 11
RULES ON ACADEMIC ADVISING

Article 87 Academic Advising

87.1. The objectives of academic advising shall be to:

87.1.1 Establish a one to one contact between a member of the academic unit and a small group of students by assigning an academic advisor to each student;

87.1.2 Help understand and recognize individual student’s learning needs and goals;

87.1.3 Promote and facilitate a learning process of a selected group of students;

87.1.4 Provide an additional source of help, guidance and support in the academic pursuits of students requiring such support in addition to those provided by the normal channels.

87.2 Guidelines on Student Advising

87.2.1 Offices of the Assistant Registrar should provide student records to respective advisors at least two working days before the date of registration.

87.2.2 An advisor should examine the status of his students well ahead of time.

87.2.3 An advisor shall identify students with academic problems and recommend tutorial sessions, courses to be repeated, added/dropped, exempted etc.; Department head should arrange tutorial sessions for courses based on the nature of the course and previous performance of students.

87.2.4 An advisor shall start with a group of students, follow their progress and take them all through to their graduation as far as possible.

87.2.5 Each department shall assign a fair number of advisors to groups of students so that they can utilize the advice properly. Student-advisor ratio shall be determined according to general guidelines that will be developed and amended from time to time by the concerned Department Council.
87.3 Selection of Advisors

College/faculty/school members are assigned the responsibility of academic advising based on the following criteria:

87.3.1 Appropriate academic specialization in the respective broad area of study of the student assigned to him.

87.3.2 A short orientation and training program in academic advising shall be conducted for all academic advisors to initiate effective advising for students of the concerned age group and area of specialization.

87.3.3 Each college/faculty/school member shall be assigned a group of students from within the program of studies under the college faculty or school. The number of students assigned to each instructor shall be limited to a reasonable number so that the objectives of the academic advising are achieved. Such number shall in no case exceed 15 to 20 students.

87.4 Roles of Academic Advisors

College/faculty/school members assigned as advisors shall assume the roles and responsibilities to:

87.4.1 Interact with their assigned students on a regular basis, according to mutually agreed frequency and duration;

87.4.2 Understand the strengths and weaknesses of their group through continuous and regular monitoring of their academic performance;

87.4.3 Help these students develop personal academic goals or learning plans and facilitate their progress towards their goals;

87.4.4 Advise those students who express a desire or need for individual attention and shall help them in their learning process. This may be initiated either by the students or by the Academic Advisors;

87.4.5 Act as learning consultants to their assigned group, in this role; they shall help students develop strategies for learning, and developing competence in their selected programs of study;
Whenever necessary these advisors shall network with other college, faculty, school member and help students use all available resources to meet their learning and developmental needs. This may include resources inside and outside the University as well as strategies for learning;

Help students choose their program of study, elective courses and specialization;

Maintain academic and other records required for advising their assigned group of students;

Help or provide advice to a student with academic difficulties.

**87.5 Roles of students**

Students, as adult learners, shall have the roles and responsibilities to:

Understand clearly the requirements of the programs;

Understand their own state of preparedness for understanding their chosen programs of study;

Develop their own personal learning and achievement plans in their course of studies;

Develop mutually satisfactory and productive relationship with development plans;

Keep a personal record of targets, plans and specific goals and the outcomes of their meetings with their advisors.

**87.6 Roles of Deans and Heads**

Deans and heads shall initiate and finalize plans for assigning all the students to appropriate college/faculty/school members selected as advisors.

Deans and heads shall obtain from academic advisors progress reports and action plans regarding process of academic advising twice in each semester. The plan shall be evaluated for its effectiveness and perceived deficiency in consultation with faculty members and department heads at the end of each semester. Based on such evaluation changes and modifications may be made as improvement on the earlier process. The decision for improvement shall be recorded.
87.6.3 Deans and heads shall also organize and plan orientation sessions for students and academic advisors at the beginning of each semester. The objectives of these programs are to:

87.6.3.1 Help create awareness about the need for academic advising;

87.6.3.2 Help clarify the mutual roles and responsibilities of students and college/faculty/school members;

87.6.3.3 Provide all relevant records to concerned advisors and the Students’ Affairs Office. Such records include:

87.6.3.3.1 Admission details;

87.6.3.3.2 Grades secured in qualifying examinations;

87.6.3.3.3 Scores in continuous assessment test, assignments, quizzes and seminars;

87.6.3.3.4 Attendance records; and

87.6.3.3.5 Evaluation and improvements of the Academic Advising System.

87.6.4 Departments shall organize an advisory committee, which will be in charge of advising graduate students.

87.7 Evaluation

The usefulness of the Academic Advising system is evaluated as follows:

87.7.1 Analysis of students’ performance;

87.7.2 Feedback from the advisees about the effectiveness of the advisor and the Academic Advising Program and suggestions for improvements;

87.7.3 Feedback from teaching college/faculty/school about progress in performance of students in class work and examinations;

87.7.4 Comments from concerned deans and heads.
87.8 Improvements

87.8.1 The results of the analysis conducted should be used to effect improvement in the academic advising program.

87.8.2 The areas of improvements are identified by the Dean of the colleges/faculties/schools discussed in the appropriate committees and sub-committees formed for the specific purpose.

87.8.3 The improvements in the scheme are measured primarily through the performance of students, and establishing relationship between the academic advice and results.

87.8.4 Heads of Departments and Academic Advisors shall also suggest specific plans for modification in the program for improving its effectiveness.

87.9 Guidelines on Waiver Request

87.9.1 Waiver request shall be initiated at the department level. Advisors should identify students with academic problems for whom waiver of some rules is required and recommend it to the pertinent Department Council.

87.9.2 The dean office of a college/faculty/school shall systematize, screen and sort out requests from departments, and recommend possibilities to the AUC of the faculty/college/school for discussion.

87.9.3 Waiver requests related to status determination (academic dismissal) should be decided before readmission and registration deadlines; other waiver requests should be entertained with respect to other relevant deadlines (e.g. Add/Drop dates, Graduation, etc.)
CHAPTER 12
RULES ON GRADING SYSTEMS AND EXAMINATIONS FOR UNDERGRADUATE PROGRAMS

Article 88  Grading Rules for Undergraduate Programs

88.1  The European credit accumulation and transfer system is, hereby, introduced in our University.

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

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<th>Raw Mark Interval [100 %]</th>
<th>Interval of Number Grade</th>
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<th>Corresponding Letter grade</th>
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<td>A+</td>
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<td>3.7</td>
<td>A</td>
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<td>A−</td>
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<td>2.7</td>
<td>B</td>
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<td>[78, 80)</td>
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88.3  Conversion from the number grade to the conventional letter grade shall be done as per the last column of Table 2 stated in Article 90. The Registrars Office’s shall be responsible for this conversion.

88.4  On a module/course with practical’s and/or tutorials a student should score at least 50% on each to pass that course. A student with Fx shall take supplementary exam, whereas those who score ‘F’ grade should repeat that course.

88.5  For any course involving lecture, laboratory/practice and tutorials, the raw mark evaluation should be treated independently out of 100 %.

88.6  The final number grade is obtained based on the sum of the percentage of independent raw mark with its weight given for each course element.

88.7  Semester Average Number Grade is determined by dividing grade points earned in a semester by the number of credit points in that semester.
The final number grade of a module is obtained based on the sum of the number grades of independent courses with its weight given for each course in that module.

In cases where a student does not have full examination records, the instructor shall record “NG” for No Grade. All “NG”s shall be changed to one of the following.

88.9.1 To an “I” (incomplete) by the SC/DC in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/course.

OR

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

OR

88.9.3 To a “DO” (dropout) by the Registrar for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the University and the time limit specified in the provisions of sub-article 9.1 of this Article or has not produced evidence justifying a failure to sit for the exam(s).

Neither “W” nor “DO” shall play any part in the computation of the semester grade point average.

A student who obtains a “DO” for a course or courses shall be required to justify why he failed to comply with the withdrawal procedures set forth by the University to the appropriate DC within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.

If a student repeats a course, the initial credit hour and grade shall appear on the transcript, but ignored in calculating the semester grade point (SGPA/SANG) whether or not there is a change in the grade.

All required non-credit work shall be recorded with a grade of “P” (Pass) and “F” (Failure), but neither shall be included in the computation of the SGPA/SANG.

A double asterisk (**) shall be entered in place of a letter grade in those rare cases where a course is in progress and no work has been completed to give the instructor a basis for giving a grade.
**Article 89  Conversion of ECTS to Conventional grading system**

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

**Table 2: Conversion of ECTS to the Conventional Letter Grade system**

<table>
<thead>
<tr>
<th>Raw Mark Interval- [100%]</th>
<th>Interval of Number Grade</th>
<th>Corresponding Fixed Number Grade</th>
<th>Corresponding Letter Grade</th>
<th>Status Description</th>
<th>Class Description</th>
<th>ECTS Conversion to the Conventional Grading System</th>
<th>Conventional Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>[95, 100]</td>
<td>= 4</td>
<td>4.0</td>
<td>A'</td>
<td>Excellent</td>
<td>First class</td>
<td>A'</td>
<td>4.0</td>
</tr>
<tr>
<td>[90, 95)</td>
<td>3.5 ≤ X &lt; 4.0</td>
<td>3.7</td>
<td>A</td>
<td></td>
<td></td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>[85, 90)</td>
<td>3.0 ≤ X &lt; 3.5</td>
<td>3.3</td>
<td>A</td>
<td></td>
<td></td>
<td>A</td>
<td>3.75</td>
</tr>
<tr>
<td>[80, 85)</td>
<td>2.7 ≤ X &lt; 3.0</td>
<td>3.0</td>
<td>B'</td>
<td>Very Good</td>
<td>First class</td>
<td>B'</td>
<td>3.5</td>
</tr>
<tr>
<td>[75, 80)</td>
<td>2.5 ≤ X &lt; 2.7</td>
<td>2.7</td>
<td>B</td>
<td></td>
<td></td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>[70, 75)</td>
<td>2.3 ≤ X &lt; 2.5</td>
<td>2.5</td>
<td>B'</td>
<td>Good</td>
<td>First class</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>[65, 70)</td>
<td>2.0 ≤ X &lt; 2.3</td>
<td>2.3</td>
<td>C'</td>
<td></td>
<td></td>
<td>B</td>
<td>2.75</td>
</tr>
<tr>
<td>[58, 65)</td>
<td>1.7 ≤ X &lt; 2.0</td>
<td>2.0</td>
<td>C</td>
<td></td>
<td></td>
<td>C</td>
<td>2.5</td>
</tr>
<tr>
<td>[50, 58)</td>
<td>1.3 ≤ X &lt; 1.7</td>
<td>1.7</td>
<td>C</td>
<td>Satisfactory</td>
<td>Second Class</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>[40, 50)</td>
<td>1.0 ≤ X &lt; 1.3</td>
<td>1.3</td>
<td>D</td>
<td></td>
<td></td>
<td>Unsatisfactory</td>
<td>C</td>
</tr>
<tr>
<td>[30, 40)</td>
<td>= 1.0</td>
<td>1.0</td>
<td>Fx</td>
<td></td>
<td></td>
<td>Fail</td>
<td>D</td>
</tr>
<tr>
<td>[0, 30)</td>
<td>0</td>
<td>0</td>
<td>F</td>
<td></td>
<td></td>
<td>Fail</td>
<td>F</td>
</tr>
</tbody>
</table>
Article 90  General Provisions on Examinations

90.1 Unless the nature of a course and the exigency of the circumstance demands otherwise, a student is required to take 50% of Continuous Assessment and 50% of Comprehensive Summative Examination, which are both cumulatively used to determine his grade points of a course. However, some disciplines such as medicine can set out their own general guidelines. The continuous assessment and the examination may be oral, written or practical, 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 basics for the determination of grades shall be kept by the instructor.

90.2 The number, type and schedule of exams or tests in a course are determined in the course syllabus to be made by the instructor of the course in consultation with the department.

90.3 A syllabus, as a matter of routine, shall include information on components of continuous assessment providing the distribution of grade points with a performance assessment criterion among various types of exams and other works in percentage terms. A copy of the syllabus shall be submitted to the department at the beginning of each course and shall be distributed to students upon approval by the department;

90.4 Copies of all exams, tests and quizzes, along with their answer keys and marking schemes, which go into the determination of a student’s final grade in a course shall be deposited with the department immediately following the administration of the exams, tests or quizzes;

90.5 In those cases where a course is taught by the same instructor to more than one section of students in the same program, the summative examinations shall be of the same form and content. The same scheme of grading shall also be employed;

90.6 A common examination paper shall be prepared in cases where more than one instructor teaches a course with the same title and credit hours to one or more sections. This shall be facilitated by the concerned department and instructors;
90.7 Where common examination(s) have to be given for a course(s) taught by more than one instructor, the department that offers the course(s) shall ensure that all instructors involved in the teaching of the course have reached an agreement on the content of the exam(s). The departments that offer such courses shall work out procedures by which reviews of exam questions for such courses will be carried out by a full panel of instructors involved in the teaching of the courses. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such courses.

90.8 Where common exams are given or, where a course is taught by more than one instructor, a marking scheme shall be worked out by a panel of instructors and a copy shall be submitted to the department before the commencement of marking.

90.9 Final examination as well as continuous assessment papers prepared by an instructor or a panel of instructors shall be submitted to the Module/Course Team, or to the exam center when it becomes fully functional, for review and endorsement.

90.10 Final grades for all courses shall be reviewed and endorsed by departments until exam centers become fully functional.

90.11 Final grades shall be submitted by an instructor to the department head, and to the exam committee or documentation office when it becomes fully functional, on a duly signed official grade report form. This document shall be prepared legibly with no alterations or erasures within 5 days of the last day of exam.

90.12 Copies of grade report sheets for all courses shall be kept at the department and documentation office.

90.13 In those cases where the department head has to designate someone other than the instructor who has taught the course to either set or mark continuous assessment, he shall forthwith present the case to the department council for endorsement.

90.14 All marked final examination and continuous assessment papers, along with marking schemes, shall be submitted to the department and documentation office and shall be kept for a period of at least one semester.

90.15 For all courses for which, based on departmental decisions, correct and complete answers can be worked out, such a list of answers shall be officially posted after the end of the exam.
90.16 Official grade report forms shall be prepared by the Registrar and shall carry all the name and identification numbers of students who have been on the official class list for the course.

90.17 An official grade report form shall be filled out only by the instructor(s) who had taught the course, set or participated in the setting of the exam questions and marked the exam papers.

90.18 Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.

90.19 Grades shall be officially announced to students by the registrar.

90.20 Students shall have the right to check their corrected exam papers immediately after the last day of the exam period. Heads of departments and deans of faculties/head of the exam center shall ensure this right is respected.

90.21 The tasks entrusted to departments under this Article shall hold until exam centers are fully functional.

Article 91 Administration of Final Examinations

91.1 A list of candidates sitting for an examination shall be prepared in advance of the examination by Module/Course Team Leader to which the students belong and such a list shall be handed over to the invigilators for purposes of checking attendance in the exam;

91.2 No student may be admitted into an exam hall 15 minutes after the beginning of the examination;

91.3 No student may be allowed to leave an exam hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet;

91.4 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 him of the fact that certification from a medical doctor has to be obtained expeditiously to substantiate the claim of sickness or illness;

91.5 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. The report shall be submitted to the office of the head of the department that offers the course.
Article 92 Periodic and Exit Examination

Students in the University shall, as stated and required hereunder, sit for periodic/holistic and/or exit exams without prejudice to the continuous assessments.

92.1 A student may sit for one of the two final/holistic exams to be administered consecutively at an interval of two weeks at each time.

92.2 A student of DVM program should sit for viva voce exam in front of 3-5 internal and external examiners.

92.3 Students shall be registered for exit exam, if any, upon successful completion of all the modules that may be required by the program.

92.4 Exit exam, if any, should be identified with course title and code.

92.5 The grade point of exit exam should not be included in the computation of either semester or cumulative status of student.

92.6 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.

92.7 Exit exam, if any, shall be given once in a year for graduating students and the period shall be indicated in the academic calendar.

92.8 A student who failed the exit exam can repeat it twice but no special re-examination schedule shall be arranged for failing students. The student shall be academically dismissed for good if he fails for the third time.

Article 93 Violation of Examination Regulations

93.1 Any one of the following shall be interpreted as an act of violation of examination regulations 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 on the determination of academic status of students:

93.1.1 Copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted;

93.1.2 Working on or being found in possession of exam papers other than one’s own;

93.1.3 Exchanging information in the exam hall in oral, symbolic, written or any other means such as mobile phones where these are not specifically permitted;
93.1.4 Making use of someone else’s work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one’s own;

93.1.5 Sitting for an examination in a course for which one has not been registered;

93.1.6 Taking an examination by proxy, i.e. through a secondary party;

93.1.7 Submitting a work or works for which it can clearly be established that the work or part thereof is not produced by the student claiming authorship or production;

93.1.8 Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator;

93.1.9 Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination; and

93.1.10 Copying or trying to copy from any other student or deliberately letting any student copy from one’s exam paper.

93.2 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:

93.2.1 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;

93.2.2 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.

93.3 An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student concerned of the fact that his behavior will be reported. The invigilator shall also make as detail and complete a note of the incident(s) as possible in preparation of this reporting. He shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, clothing, exchanged exam papers, prohibited devices, drawings or information on body parts, testimonies by other supervisors).
93.4 Where the act of cheating has been committed in an exam hall, the decision of allowing or not allowing the perpetrator to continue working on the exam shall be made by the instructor of the course if the instructor is also on supervision duty or by the invigilator. The instructor or the invigilator shall, after making a determination of the matter, prepare a short report describing the grounds for his decisions. Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat, but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the exam but shall be told that his behavior will be reported. The invigilator shall collect all evidences on intent to cheat in preparation for his reporting.

93.5 All evidences on cheating or attempted cheating and reports in justification of decisions made by the chief invigilator on the spot shall forthwith be submitted to the head of the department in which the student is enrolled.

93.6 The head of the department shall pass the report and the evidence of cheating or attempted cheating to the dean of the faculty immediately upon receipt of such material from the supervisor.

93.7 The head of the department shall present the case to the Department Council (DC), which shall determine if there had indeed been a clear case of cheating or of intended cheating. The DC has authority to seek additional evidence to reach a decision, including one of requiring the accused in the act of violation to testify.

93.8 In the event that the DC finds a clear case of cheating, it shall recommend to the instructor of the course that the student obtain zero points for that exam or work and such other disciplinary measures as provided by the University code of conduct.

93.9 Without prejudice to disciplinary actions that may be taken on the student, cheating cases, including those of plagiarism, shall have consequences only on the grade points the student would have earned from the exam or exercise on which cheating had occurred and not on the overall grade he would earn for the course. Thus, if a student obtains zero points on a mid-semester test or a term paper due to cheating or plagiarism, that should not constitute ground for a grade of “F” or for disqualification from the course as a whole.

93.9 The decisions of the DC on cheating cases, accompanied by the minutes of its deliberations, shall be submitted to the relevant dean.
93.10 Where the incident of cheating has occurred for the first time in the course of a student’s stay in a particular program, the department head shall warn the student in writing.

93.11 A student who has been reported for cheating for the second time shall be suspended for at least one academic year and he who commits such an offence for the third time while enrolled in a program shall be dismissed from the program. Dismissal shall be recommended by the relevant AUC and approved by the AVP.

93.12 Where an incident of cheating in exam involves more than one student the following procedure shall be followed:

93.12.1 If all the students happen to have been enrolled in the course in which the incident has occurred the penalty to be applied on them shall be equal.

93.12.2 If any one of the students of the University happens not to have been enrolled for the course, the case shall be referred directly to the dean of the college, faculty or school in which the student is and the provisions of this Article shall apply.

93.13 Search for possession of illegal material is recommended to take place before exam begins as opposed to the interruption of the examination process when cheating is observed or suspected.

Article 94 Re-marking of Examinations

94.1 Petition for Re-marking

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

94.1.1 Any petition for re-marking shall be initiated after the grades are official released from the department or the Office of the Assistant Registrar.

94.1.2 A petition for re-marking of first semester grade shall be submitted within two weeks after the grade is officially released from the department or the Office of the Registrar.

94.1.3 A petition for re-marking of second semester grades shall be submitted any time before the registration date of the next academic year.
94.1.4 Any student petitioning for re-marking shall fill and submit the standard application form to be delivered by the department concerned.

94.1.5 The maximum number of courses that the student can apply for remarking shall be only two at any one time. However, if the remarking result proved that the complaint of the student was correct, the remarking shall not be counted against the student in which case the student may apply for additional remarking as the case may be even after the period set in the Academic Calendar.

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

94.2 Manner of Entertaining Petition for Re-marking

94.2.1 Each department/unit shall be in possession of the standard application form to be filled out by students who petition for re-marking. Such forms shall require of the student to specify the reasons for disputing the grade he has earned.

94.2.2 Colleges/faculties/schools shall develop remarking application forms that fit their needs.

94.2.3 Upon receipt of the petition for remarking, the head of the department shall inform the instructor of the course/exam center and shall:

94.2.3.1 Obtain the grade distribution scale employed by the instructor/the exam center;

94.2.3.2 Obtain the answer sheets or/and sample papers written by other students in the section to which the petitioning student belongs.

94.2.4 The head of the department shall, in consultation with the exam center, and then assign a committee, which can make the re-marking impartially. They shall do the remarking together and report to him with a recommended grade.

94.2.5 The head of the department shall then approve the recommended grade submitted to him.

94.2.6 If the remark result is a grade lower than the one previously obtained, the corrected latter grade shall be recorded.
94.2.7 The head of the department shall submit the result to the dean of the faculty in three copies. The dean shall:

94.2.7.1 Sign and send the original to the office of the Registrar Unit;

94.2.7.2 Sign and send one copy to the head of the department concerned; and

94.2.7.3 Keep one copy in the faculty file.

94.2.8 If, at the end of the remarking process, there is a conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately intent on harming the student academically, the dean shall take up the matter through proper channels for disciplinary action against the member of staff in question.

94.2.9 If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor could have unfairly marked his papers, and if, upon the completion of remarking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the head of the department exonerating him of the allegations.

Article 95 Make-up Examinations

95.1 Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for an examination for extenuating circumstances, such as hospitalization or accidents, and therefore has an "I" (incomplete) grade against a course may be allowed to sit for a make-up examination in the course.

95.2 Any such student, or a person representing the student, shall submit in writing valid and documented reasons for not having sat for the examination to the Head of the academic unit within two weeks after the start of the subsequent semester.

95.3 If the makeup examination is pertinent to continuous assessment part of the course, the case of the student can be decided by the instructor of the course and the head before the final examination.

95.4 Where the DC finds that the student did not have valid reasons for not sitting for final examination, the "I" grade on the student's record shall be changed automatically to "F", SANG/SGPA shall be calculated and the status of the student shall be determined accordingly.
95.5 An actively enrolled non-graduating student who is allowed to sit for a make-up examination shall normally register for the examination at the beginning of the semester when the final examination in the course is next administered.

95.6 A non-graduating student who is not actively enrolled but allowed to sit for a make-up examination shall apply and register for the examination at least one month (the dates to be announced by the Registrar) before the final examination of the course is scheduled to be administered.

95.7 A graduating student within the final semester who fails to sit for final examinations in one or more courses for valid reasons shall be allowed to sit for make-up examination within three weeks of the following regular semester. However, if such a student is in the first semester of the final year, he shall be allowed to sit for make-up examinations in a maximum of two courses within three weeks of the following semester.

95.8 Notwithstanding sub-article 6 of this Article, a student who has three or more "I" grades in a semester and is allowed to sit for a make-up examination shall, irrespective of his academic status, withdraw from the University for academic reasons and apply for make-up exam as in Sub-Article 6 hereof. No SANG/SGPA shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.

95.9 A student who has less than three (one or two) "I" grades in a semester and is allowed to take a make-up examination may continue his studies in subsequent semesters if the student is in good academic standing. For such a student, average point shall be calculated and academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered. Such a student shall also apply and sit for make-up examination in incomplete courses as in sub-Article 4 hereof.

95.10 A student who has less than three "I" grades but is not in a good academic standing is subject to withdrawal and may apply for readmission and/or be treated as in sub Article 6 of this article.

95.11 Any “I” grade not removed within a year as per the provisions of this Article shall be converted to an “F” grade.
CHAPTER 13
ACADEMIC ACHIEVEMENTS AND STATUS OF UNDERGRADUATE PROGRAMS

Article 96  Academic Achievements Required of Students

96.1  At the end of each semester, each department pursuant to procedures fixed by the AUC will examine the case of each student who fails to achieve the required academic standard.

96.2  At the end of each semester, the academic unit will examine the case of student who fails to achieve the required academic standard in line with the university legislation.

96.3  One semester in the regular program is equivalent to two semesters in the evening program. The academic status of evening student is, therefore, determined every other semester.

96.4  For Kiremt programs, the academic status of the students shall be determined for a minimum of 25-30 ECTS points/15 credit hours.

96.4  Grade report should be issued to applicants for semesters to which the status is determined by the DC.

96.5  The academic status of part-time students is determined for a minimum of 25-30 ECTS points/15 credit hours, starting from the first admission date of the students.

Article 97  Academic Standing of Undergraduate Students

97.1 Modular Courses

97.1.1  A student who earns a “1.7 (C)” grade or above in all courses of a semester shall be in good standing.

97.1.2  The head shall warn a student who made an average grade number in the range of 1.0 < X< 1.3 Credit Points at the end of a semester.

97.1.3  A student who scores three "F's" at the end of each semester with less than or equal to 12 total credit points (CP) is allowed to continue to the next semester study with academic warning.

97.1.4  Any consecutive warning leads to Academic Dismissal.

97.1.5  Any student who scores three ‘‘F's’’ on courses with more than 12 total CP or a student who scores more than three "F's" per semester shall be dismissed for academic reasons provided that the student’s” semester average number grade is less than 1.7.
97.1.6 Until the modular system is fully implemented for second year and above classes, a student, who fails to achieve either an SGPA of 1.75 and/or a CGPA of at least 2.00 in any semester, shall be warned by his dean. However, a student who fails to achieve an SGPA of 1.00 at any semester is subject to dismissal unless his CGPA permits him to continue.

97.1.7 Until the modular system is fully implemented a student who for a second consecutive semester scores either an SGPA of less than 1.75 or fails to maintain a CGPA of 2.00, is subject to dismissal unless put on probation at the discretion of the Academic Commission. A student who is subject to dismissal cannot claim probation as a matter of right.

Article 98 Discretionary probation

98.1 The function of discretionary probation, which can only be granted by the respective Academic Unit, is to allow students who fall below the required academic standards to continue their studies. The decision to permit a student to continue his studies on discretionary probation is based on individual consideration of his case and a conclusion that, in view of all the relevant circumstances, there prevails a reason to believe that the student can raise himself academically to the required level of achievement.

98.2 At the end of the semester, each academic unit, pursuant to procedures fixed by its DC, will examine the case of each student who is subject to dismissal due to academic deficiency. The inquiry will attempt to determine why the student failed and whether there is reason to believe that he/she will meet the required academic standards within the remaining study period of the student. Because of this inquiry, students may be placed on probation if it is determined by the respective DC that:

98.2.1 Valid reasons exist to explain their low academic performance;

98.2.2 Those causes for their academic deficiencies can be removed;

98.2.3 The students can attain the required academic standard during the same semester in which they have been put on probation.

98.3 The DC of particular academic unit may attach certain conditions to grant a probation, which must be met if the students are to remain enrolled.

98.4 When students are placed on probation, the head of the academic unit will notify of their status and what is expected of them in their academic performances and what will be the consequences of the failure to meet these requirements in the future.
Irrespective of the provision of Sub-Article 4 of this Article, a student shall be dismissed after being placed on warning for one semester and on probation for another consecutive semester if he doesn’t remove himself from probation by attaining a CGPA of 2.00.

Article 99  Graduation and Academic Achievements

The following constitute requirements for graduation:

99.1 All the required courses/modules and the minimum credit hours set by the respective academic unit should be satisfied, except for phase in and phase out programs.

99.2 A Cumulative Grade Point Average (CGPA) of 2.00 or CANG of 1.70 must be obtained;

99.3 No "F" grade may be acceptable in any course/module in an undergraduate program.

99.4 An undergraduate student who fails in an examination ("F" grade) may, with the permission of the respective Academic Unit Council, register and repeat the course(s). In such a case, the student shall pay all fees for the repeated semester(s).

99.5 A student, who fails to graduate because his CGPA is less than 2.00/CANG 1.70 but above the required CGPA of 1.85 for three year, 1.88 for four year, 1.92 for five year and 1.95 for six year degree programs may, with the permission of the concerned Academic Unit Council, be allowed to register and repeat the course(s) in which he scored a "D". However, such repetition of courses should not be more than one for students who are previously readmitted and two times for those non-readmitted students. In such a case, the student shall pay all fees for the repeated semester(s).

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

99.7 When an exit exam is a requirement for the fulfillment of a degree in a program, a student should pass the exam as stated in Article 92 of this Legislation.

Article 100  Graduation with Distinction and Great Distinction

A student who, upon completion of the requirements for the baccalaureate degree, has a CANG ≥ 3.70 or CGPA ≥ 3.75 shall graduate with Great Distinction. If the student has CANG between 3.00 and 3.69 or CGPA between 3.25 and 3.74 he shall graduate with Distinction.
Article 101  The University of Gondar Medal

101.1 The University Medal is a prize awarded at commencement to an outstanding student selected competitively from a program or programs in a College/Faculty/Institute/School having the same duration of training.

101.2 The award is made based on academic excellence, character and contribution to the public and participation in extra-curricular activities. The AUC of each college/faculty/school shall, each year, recommend to the Senate its outstanding student and grant the medal upon the approval of the latter.

101.3 The University Medal shall be awarded based on the following criteria.

101.3.1 A student with disciplinary record cannot be considered;

101.3.2 Eligible students for the award shall be differentiated by academic excellence (90%) and extracurricular activities (10%); and

101.3.3 In case of a tie:

101.3.3.1 A female candidate will be given priority

101.3.3.2 A regular student will be awarded rather than an advanced standing student, and

101.3.3.3 A student who completed his program in regular time shall get the award rather than the one who has taken repeated make-up examinations.

101.3.3.4 Only regular program students shall be considered for the University of Gondar Medal

Article 102  Small Academic Deficiencies at the Completion of a Study Program

A student, who at the end of a study program, has a CANG of at least 1.65 or CGPA of 1.95 shall be allowed to raise the CANG to $\geq1.70$ or CGPA to $\geq2.00$ to graduate by repeating a maximum of four courses (an equivalent of 18 ECTS) over two semesters when the following conditions exist.

102.1 The student has taken all the courses in the designated study program and has completed the program of study unsatisfactorily.

102.2 The student has exhausted all entitlements (readmission, repeating of courses, re-examination etc.).
102.3 The DC has examined the academic files and proved beyond doubt that if the student is given this last chance he will score a minimum of 1.7 or “C” in each of the courses and fulfill the requirements for graduation, he can be allowed to repeat.

Article 103 Repeating Courses

103.1 A student who has obtained an “F” grade in a course having fulfilled the required attendance, shall be allowed to take re-exam. A student who scored a grade of ’F’ in any prerequisite course for the third time will be dismissed for academic reasons. However, a graduating class student who scored an ‘F’ grade in any course for the third time can apply for course allergy if he fulfills the minimum credit points required for graduation.

103.2 A student who has been allowed to repeat a course based on an original “D” grade cannot repeat the course more than twice unless it is required to remove the student’s academic deficiency for graduation.

103.3 If a student repeating a course based on an original grade of “F” or “D” grade, scores an “F”, the last “F” grade shall be final unless the student is allowed to take the course again. Previous grade or grades of “F”, or “D” should be shown as cancelled on the transcript to indicate that the course has been repeated; and the new grade shall be included in the computation of the SANG/SGPA in the new reporting period.

103.4 When “D” is an acceptable grade to a course, no repetition is allowed unless the student fails to fulfill the required conditions set in this Legislation.

103.5 Students repeating courses in which they scored “F” grades must register for the course and carry out all academic activities pertaining to the course.

103.6 A grade for a repeated exam shall be accepted as it is. The previous ‘F’ grade shall be shown as cancelled on the transcript to indicate that the exam has been repeated and the new grade shall be included in the computation of the SANG/SGPA in the reporting period.

Article 104 Duties of Faculties after Students’ Semester Academic Status Determination

At the end of each semester, the faculty/college/school/DGC will examine the case of each candidate who has failed to maintain the minimum CGPA requirement of a semester and take appropriate action including discretionary probation.
**Article 105  Additional Academic Requirements**

With the approval of the Senate, the AUCs of colleges/faculties/schools may fix additional academic requirements that they deem necessary for a program of study.

**Article 106  Re-admissions**

106.1 Without prejudice to the provisions of Sub Article 2 and 3 of this Article, all re-admissions shall be processed in accordance with the procedures laid down by the Senate as recommended by the Registrar.

106.2 **Re-admission of Students in Good Academic Standing.**

106.2.1 A student who, for reasons beyond control, discontinues studies may apply for re-admission into the same program for any number of times provided that the maximum duration of stay in the program, counted from the date of first enrolment has not expired or will not have expired before completion of the program following re-admission. Such readmission shall be to the same semester that the student discontinued studies. However, a student who has 80% attendance shall be readmitted before two weeks to the final exam.

106.2.2 Notwithstanding the provisions of sub-Article 1 of this Article, re-admission of students in good standing is subject to availability of facilities and necessary budgetary allocations.

106.2.3 In those cases where there have been curricular changes in a program, the academic unit may require the readmitted student to take new courses that have replaced those taken and passed prior. However, where there is an equivalent course such shall be done for the student.

106.2.4 Upon re-admission of a student in good standing, the academic unit shall supply a list of courses from which the student will be exempted and of new courses substituting phased out courses to be taken.

106.2.5 Notwithstanding the provisions of Sub-Article 106.2.1 hereof, a student who, for medical reasons, withdraws from the University without completing the minimum of a semester stay may be considered for re-admission.
106.3 Re-admission of Academically Dismissed Students.

106.3.1 A student may be readmitted after dismissal provided all of the following are fulfilled:

106.3.1.1 The dismissal was not due to acts of violation that resulted in his termination with the University;

106.3.1.2 The student may apply for re-admission at least after one semester following withdrawal from the University except for CEP students who may apply for readmission at any time. However, a student may be re-admitted in a semester when there are more courses the student is eligible to register for.

106.3.1.3 Space is available in the program and there exists a likelihood that the student will raise their grade point to the required level after removing any deficiencies which should not take more than one year;

106.3.1.4 The maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining courses of study.

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

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

106.5.1 A first year student, dismissed at the end of the first semester with a SANG of not less than 1.3 or SGPA of not less than 1.25 shall be readmitted.

106.5.2 A first year student dismissed at the end of the second semester with a CANG of not less than 1.50 or CGPA of not less than 1.67 shall be readmitted.

106.5.3 A second year and above student dismissed at any semester with a CANG of not less than 1.60 or CGPA of not less than 1.75 shall be readmitted.
Any readmitted student may be allowed to repeat courses in which the student scored "<1.3 (D)" or "1 (F)" in both ECTS and conventional system grades with the approval of the student’s academic advisor/Head of academic unit.

106.6. Readmission Procedure

106.6.1 Students collect readmission applications from the Registrar’s Office at specified times.

106.6.2 The completed forms are then returned to the Registrar’s Office.

106.6.3 The Office forwards the applications to the AUC.

106.6.4 The AUC of the college/faculty/school acts on the applications; decision is then transmitted to the Registrar.

106.6.5 The Registrar notifies the students of their being accepted or rejected.

Article 107 Waiver

107.1 The AUC shall issue guidelines for the determination of waiver of academic standards stipulated under this Chapter and for academic advising procedure.

107.2 Departments shall decide waiver based on the guidelines for waiver provided by the AUC.

107.3 Appeal by a student on decision denying waiver by the AUC shall be submitted to the Office of the Teaching Learning Core Process.

107.4 Waiver may not at all be allowed for major area course(s).

Article 108 Administration of Dismissal

108.1 AUC of the colleges/faculties/schools shall issue procedures to implement the rules on academic achievement and academic status of this Legislation and these procedures shall be communicated to the Office of the Teaching Learning Core Process.
The college/faculty/school shall establish and maintain an advisory program so that each student is personally known to at least one faculty member who will be in a position to give a full report on the student under his charge, and competently advise those on dismissal. In addition, each faculty shall provide an appropriate academic orientation to all of its entering students in order to advise them of academic performance, work and study habits expected of them.

The Academic Standards and Curriculum Review Committee of college/faculty/school shall, from time to time, undertake to evaluate the experiences acquired from the provisions of this Legislation on administration of dismissal to determine the causes of academic failure and respond appropriately to remedy them.

**Article 109 Re-Examinations**

**109.1** Re-examinations shall be allowed for

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

109.1.2 A graduating student.

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

109.2.1 The courses are those that the student had taken during the foregoing semesters of the program;

109.2.2 The maximum number of courses shall be two for a graduating student and a maximum of four for a student described under 1.1 above; and

109.2.3 The student’s CANG/CGPA must be such that when an input of a minimum of 1.7 or “C” grade on the course is made as a result of the re-examination, the student qualifies for graduation or promotion; and

109.2.4 During his tenure at the University, a student can sit for re-examination only twice in the same course and as per 1 and 2 of this Article..

**109.3** A student who fails in the final year essay or project shall be allowed to re-register for the essay or project to complete is during the subsequent semester.
109.4 Re-examination Grade

The new grade of the re-exam shall be recorded as it stands even if it is lower or higher than the old grade.

109.5 Time and Administration

109.5.1 Time

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

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

109.5.2 Administration

The department head, on behalf of the DC, shall determine and notify re-examinees, set and announce dates of re-examinations to students and the Academic Staff within three days after the beginning of the semester. The course/module instructor shall submit to the Registrar the grades of students within two days of the examination dates.
CHAPTER 14
ACADEMIC ACHIEVEMENTS AND STATUS OF GRADUATE PROGRAMS

Article 110 Academic Status of Graduate Students

110.1 Probation is a discretionary decision to allow candidates who failed to score the required standards of the University to continue their studies. However, since the purpose of probation is to facilitate the academic rehabilitation of such students, the decision is made based on the validity of the reasons and considering other relevant circumstances, which are convincing that the student can academically raise himself to the required level of academic achievement.

110.2 At the end of each semester the DGC shall examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the candidate failed, and whether there is reason to believe the candidate will meet the required academic standards in the future. A candidate may be placed on discretionary probation if, because of this inquiry, it is determined that valid reasons exist to explain and justify that the academic failure can be removed and the candidate can achieve the required academic standards at the time of graduation.

110.3 To the extent that an inquiry into the cases of probation indicates, the DGC may attach certain conditions to the granting of probation, which must then be met if the candidate is to remain enrolled. These conditions may be restrictions designed to remove in completely or in part the cause of academic failure.

110.4 When a candidate is placed on probation, he shall be notified by the head of their status and what is expected of them by way of academic performance in the future, the restrictions or requirements stipulated by the probation and the consequence, of failure to meet these conditions.

110.5 Probations are given if a student's semester GPA (SGPA) or Cumulative GPA (CGPA) fails below 3.00.

110.6 A first year graduate student is subject to dismissal without first being put on probation if his academic performance falls below 2.50 in the first semester.

110.7 Any first year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by the DGC and any such student who has been placed on probation shall be subject to dismissal if the student fails to achieve a semester GPA of 3.00 in the next semester.
If a student (in sub-Article 7 above) who has been placed on probation for the first time in literature-based thesis programs, achieves a SGPA of 3.00 or above but still retains a CGPA below 3.00, the DGC may place the student on final probation in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.

For research-based thesis programs, if a student who has been placed on probation for the first time achieves during the next semester, an SGPA of 3.00 or above but the CGPA still falls below 3.00, the DGC may recommend such a student to repeat courses.

A student who has been placed on probation twice shall be dismissed for failing to achieve a CGPA of 3.00 in the next semester.

Consecutive probations are given for a maximum of two times.

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

**Article 111 The Grading System at the GP**

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

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

Thesis shall be rated as provided under this chapter.

The Post Graduate Research and Community Service Committee may revise the grading system upon approval by the Senate.

The status and academic achievements of students enrolled in graduate programs shall be governed by the provisions under this Chapter of this Legislation.

**Article 112 Repeating Courses at Graduate Programs**

Courses with "C" grades or lower may be repeated when the CGPA of the student is less than 3.00, and if the student has more than one “C” in the Master’s programs if his CGPA qualifies him to continue. For PhD students all courses with “C” grades or lower shall be repeated.
112.2 The DC, with the recommendation of the course instructor and the DGC, may allow a student with a grade of “C” or lower to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.

112.3 A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.

112.4 The final grade for repeated courses or a course in which re-exam has been taken shall be recorded and used for computation of the CGPA.

112.5 A Master’s student is allowed to graduate with a minimum CGPA of 3.00 and only one “C.” However, students with two “C”s shall be allowed to graduate as long as the CGPA is not below 3.00.

Article 113 The Graduate Thesis

113.1 General Requirements

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

113.1.2 A thesis shall constitute a partial fulfillment of the requirement for the Master’s or PhD Degree, except in a program where it is not required.

113.2 Selection and Approval of Thesis Topic

113.2.1 The topic for thesis work shall be selected in consultation with, and prior approval of, the thesis advisor. The selection of a thesis topic shall be based on the broad needs of the country and/or the priority areas of research topics as determined by the concerned academic unit.

113.2.2 The topic of the thesis of each candidate shall be approved by the DGC as early as possible as and not later than the time of the candidate's enrollment into the second half of the program.

113.3 Format of Thesis

The PGRCSC shall issue detailed guidelines on thesis preparation, format, deadlines, etc.
113.4 Submission of Thesis

113.4.1 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 DGC.

113.4.2 A candidate may submit the thesis at any time during or after the last semester, of course work and no later than the end of the fourth semester after the initial registration with the exception of candidates allowed extended residency.

113.5 Procedures for Examination and Submission of Thesis

113.5.1 When a candidate, after conferring with the advisor, gives notice of readiness to submit a thesis, the DGC shall appoint an examining Board and select an external examiner.

113.5.2 The external examiner should be decided in good time and obtain a copy of the thesis of the candidate at least four weeks before the date set for the defense.

113.5.3 The Board shall have a minimum of three and a maximum of five members consisting of at least one other member of the University.

113.5.4 An external member of the examining Board shall be the external examiner of the candidate whose decision shall play a major role in determining the fate of the thesis defense.

113.5.5 Internal members of the examining Boards shall normally be drawn from the advisory committee where this is already established.

113.5.6 All members of the examining Board shall comment on all aspects of the thesis.

113.6 Thesis Evaluation and Rating

113.6.1 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:
a. Accepted

The Thesis shall be-

i. Accepted with no change,

ii. Accepted with minor changes to be made to the satisfaction of the advisor, or

iii. Accepted with major modification to be made to the satisfaction of the external examiner and the rest of the Board of Examiners. Under certain circumstances the external examiner may delegate the Board of examiners

iv. If a thesis requires substantial changes in substance, which are to be made to the satisfaction of members of the examining Board or its designate, the examining Board's report shall include a brief outline of the nature of the changes required and indicate the time by which the changes are to be completed.

b. Rejected

A thesis shall be rejected if:

i) The work does not meet the required standards; or

ii) The work is plagiarized as judged by the examining Board; or

iii) The work has been already used to confer a degree from this or another University. However, this shall not preclude the candidate from submitting such work provided enough extra work has been done to expand the scope and depth of the subject.

iv) The fate of a candidate whose thesis has been rejected will be decided by a joint meeting of the DC and AUC of the department concerned.

v) For modalities not mentioned in this sub-Article, separate guidelines shall be issued by the Post Graduate Research and Community Services Committee, providing safe exit points through awarding postgraduate certificates or postgraduate diploma to master’s candidates whose theses have been rejected or M.Phil. alternatively, its equivalent to PhD candidates whose theses has been rejected.

vi) The DC and the AUC shall jointly convene to decide the dismissal or suspension of a candidate whose thesis has been rejected due to plagiarism or may impose other disciplinary measures.
113.6.2 Thesis Rating and Grading scales

113.6.2.1 Thesis Rating

The format of thesis rating should be as stated in the following:

Name of the Candidate __________________________

<table>
<thead>
<tr>
<th>Thesis Components</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Abstract</td>
<td>(5%)</td>
</tr>
<tr>
<td>(b) Materials and Methods</td>
<td>(15%)</td>
</tr>
<tr>
<td>(c) Literature Review</td>
<td>(10%)</td>
</tr>
<tr>
<td>(d) Result and Discussion</td>
<td>(40%)</td>
</tr>
<tr>
<td>(e) Summary and Conclusion</td>
<td>(10%)</td>
</tr>
</tbody>
</table>

Defense Examination

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>(a) Manner of presentation</td>
<td>(5%)</td>
</tr>
<tr>
<td>(b) Confidence in the subject matter</td>
<td>(5%)</td>
</tr>
<tr>
<td>(c) Ability of answering questions</td>
<td>(10%)</td>
</tr>
</tbody>
</table>

Total (100%)

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

Name of Examiner __________________ Signature __________ Date __________

113.6.2.2 Grading Scales

113.6.2.2.1 The Grading scales of each rank shall be as follows

<table>
<thead>
<tr>
<th>Rank</th>
<th>(%)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>≥ 85</td>
</tr>
<tr>
<td>Very Good</td>
<td>75 ≤ X &lt; 85</td>
</tr>
<tr>
<td>Good</td>
<td>60 ≤ X &lt; 75</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>50 ≤ X &lt; 60</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt; 50</td>
</tr>
</tbody>
</table>

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

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

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113.6.2.2.3 A rejected thesis shall be rated "Fail."

113.6.3 Final Thesis

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

113.6.4 Publications

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

Article 114 Advisor Selection

The DGC normally recommends thesis advisor(s) to the DC. The Thesis advisor(s) shall be:

114.1 A full-time academic unit member with the academic rank of Assistant Professor and above for a Master’s Program and Associate Professor and above for PhD; or

114.2 A person(s) outside of the University in the required area of specialization with a PhD degree or MD with specialty who will be able to submit a letter of commitment in advising the student and who will be in the country at least for a year or more. In such cases, it will be mandatory to have a co-advisor(s) from the University.

114.3 The advisor(s) shall 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.

114.4 The optimum number of students that an instructor can advise shall be determined by the DGC taking into consideration the workload of the instructor, the number of students in the academic unit, and other prevailing conditions.

Article 115 The External Examiner

115.1 Purpose

The external examiners shall 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.
115.2 Functions

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

115.3 Selection and Appointment

115.3.1 A minimum of 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.

115.3.2 The DGC selects external examiners and recommends to the DC

115.3.3 Appointment is made by the head of the academic unit after the recommendation of the DGC is approved by the DC.

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

115.3.5 In approving the nomination of an external examiner, the DC shall ascertain the following:

115.3.5.1 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 Master’s, and Associate Professor (or equivalent) for PhD. Exceptions shall be approved by the DC on a case by case basis when presented to it by the concerned DGC.

115.3.5.2 An external examiner in general must be external to the University. Exceptions shall be approved by the AUC on a case-by-case basis when presented to it by the concerned GDC/DC;

115.3.5.3 The same external examiner may not be appointed for more than three consecutive years. An external examiner may be re-invited only after a lapse of two years; and

115.3.5.4 Former staff members can be invited to become external examiners unless the termination of service was due to disciplinary problems.

115.3.6 One external examiner should not be assigned per program for more than three theses at any one time.
113.3.7 External examiners from outside the higher education system, for example from industry, research institutions, etc. may be selected when necessary.

115.4 Participation in Assessment Procedures

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

115.4.2 The signature of the members of the Board of Examiners shall be required as evidence of their decision on the student’s thesis.

115.4.3 External examiners shall be encouraged to comment on the assessment process and the schemes for marking.

115.5 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.

115.6 Reports

115.6.1 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.

115.6.2 The head shall instruct the DGC to take action with respect to the comments. The head has the responsibility to see to it that the recommendations are considered and the proper measures are taken.

Article 116 Withdrawal from and Readmission to the Graduate Program

116.1 Withdrawal

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

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

116.2 Readmission

116.2.1 A candidate in good academic standing and discontinues studies with good reason may apply for readmission through the academic unit into the discontinued semester.

116.2.2 A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.

116.2.3 A candidate may be readmitted only where the withdrawal is affected owing to any of the reasons specified hereunder.

116.2.3.1 If the candidate cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.

116.2.3.2 If the University is unable to carry out the relevant program and advises the candidate accordingly.

116.2.3.3 If the candidate is unable to continue due to force majeure other than those outlined in (a) and (b) above.

116.2.4 A candidate who wishes to withdraw for reasons mentioned under 2.3 of this Article shall petition the concerned DGC stating the justification for, and the duration of, absence sought.

116.2.5 A candidate who has been dismissed for academic reasons may apply for readmission on the following grounds:

116.2.5.1 If the student, at the end of the first semester, had obtained a SGPA of not less than 2.00; and

116.2.5.2 If the student, at the end of second or third semester, had obtained a CGPA of not less than 2.5 or 2.75, respectively.

116.2.6 No student who has been dismissed on academic grounds shall be readmitted more than once regardless of transfer shall from other Universities.

116.2.7 A candidate who withdraws from the GP without the approval of the concerned DGC as in 2.4 of this Article shall not be eligible for readmission.
116.2.8 Where withdrawal is affected with the approval of the concerned DGC, a copy of the official withdrawal form submitted to the Admission Officer shall be accompanied by the minutes of the meeting of the DGC in which permission for withdrawal is granted.

116.2.9 Withdrawal made with the approval of the concerned DGC shall not imply automatic readmission whenever it is sought. The length of absence and the number of places available shall be taken into consideration.

Article 117 Transfer from one Program to another in the Graduate Program

117.1 A graduate student registered in one graduate program may be allowed to transfer to another program if the following requirements are fulfilled.

117.1.1 The candidate must have very good reason(s) for requesting the transfer.

117.1.2 The candidate must present a letter in support of the desired transfer from a sponsor where applicable.

117.1.3 The candidate must have completed not more than one fourth of the originally joined program (50% of the course work).

117.1.4 The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.

117.1.5 Dismissed students may not be allowed to transfer.

117.1.6 The approval of the concerned DGC and DC must be obtained.

117.2 Transfer of credits shall be determined by the academic units receiving the candidate.

Article 118 Graduation and Award of Credentials

A candidate who fulfils the requirements laid down in this Legislation and whose research, study and examination results are judged to be of sufficient merit shall be recommended to the Senate by the faculty dean on behalf of the AUC, through the Office of the University Registrar, for graduation and award of appropriate credentials by the University.
CHAPTER 15
TEACHING, RESEARCH AND COMMUNITY SERVICE LOAD

Article 119  
Teaching Load

119.1  
Class Size per Section

119.1.1 The size of class shall be considered to determine the teaching load of the academic staff. Hence, class size shall vary based on the mode of delivery and shall be as follows;

119.1.1.1 Lecture for undergraduate program except for Language up to 80 students

119.1.1.2 Language courses up to 40-60 students

119.1.1.3 Lab/Field sessions up to 30-40 students

119.1.1.4 Tutorial and seminar classes except for language courses up to 40-60 students

119.1.1.5 For clinical attachment up to 15 students

119.1.1.6 Lecture for graduate program up to 25 students

119.1.2 Whenever class size exceeds 80 students for lecture class one lecture hour shall constitute 1.5 lecture equivalent hours, and when the size goes beyond 150 one lecture hour shall constitute 2.0 lecture equivalent hours, provided that the instructor conducts progressive assessment as per the syllabus of the course.

119.1.3 Class size shall be decided in consultation with each faculty/college/school whenever the condition demands.

119.2  
Measuring Teaching Load

119.2.1 The teaching load of the academic staff shall be expressed in terms of Lecture Equivalent Hours (LEHs). A Lecture Equivalent Hour is normally 1 credit hour, and a credit hour requires 3 hours of workload.

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

119.2.2.1 One undergraduate course credit = 1.0 LEH

119.2.2.2 One graduate course credit = 1.5 LEH

119.2.2.3 One hour Lab/Practical/ or Tutorial session = 0.67 LEH
119.2.2.4 One undergraduate student senior Project/essay advising = 1.0 LEH

119.2.2.5 Undergraduate senior project/essay group advising = 0.75 LEH*

119.2.2.6 One PhD student Dissertation advising = 2.0 LEH*

119.2.2.7 One PhD student Dissertation Co-advising = 1.5 LEH*

119.2.2.8 One Master’s Thesis advising = 1.5 LEH*

119.2.2.9 Co-advisory for one Master’s Thesis = 1.0 LEH*

119.2.2.10 One hour bed side teaching = 1.0 LEH

119.2.2.11 One hour vet open air clinical session = 1.0 LEH

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

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

Credit Point (CP) in ECTS = Conventional Credit Hours (Cr. Hr)

= Lecture contact hours.

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

Credit hours (Cr. Hr) in conventional system = a + (b*2/3)

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

119.2.5 A course that has lecture, tutorial and laboratory/practice hours in ECTS shall be equal to the conventional credit hour system, dividing two hours specified in tutorial and laboratory/practice by three and adding the dividends to lecture hours of ECTS. Therefore:

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

Where c= laboratory/practical hours in ECTS

Note: The total credit hours of a course= a+[(b*2/3)+(c*2/3)]
119.3  Teaching Load to Various Categories of Academic Staff

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

119.3.1.1 Full-time Academic Staff .................................................12 LEHs
119.3.1.2 University Approved Project Coordinators/Unit heads.................9 LEHs
119.3.1.3 Department Heads/Coordinators at Academic unit level/or equivalent....8 LEHs
119.3.1.4 Deans, Directors and Coordinators at university level/equivalent ..... 5 LEHs
119.3.1.5 Campus heads /equivalent..........................................................6 LEHs
119.3.1.6 Research staff ........................................................................3 LEHs
119.3.1.7 The Vice Presidents may be required to teach maximum load of .......3 LEHs
119.3.1.8 President..................................................................................0 LEHs

119.3.19. Except in exceptional situations, Deans, Directors, Department Heads, Units Heads are not allowed to carry loads beyond the above-mentioned articles.

119.3.2 Except in extra ordinary situations, an academic staff member 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 have 2/3 (two-third) of the LEH in a regular program.

119.4  Overload on Teaching Assignments

119.4.1 An overload in teaching assignments refers to teaching load in all the programs above the full teaching load specified in this Article. As the full teaching load is determined on the premise that a teaching load in excess of those specified above will negatively affect the quality of instruction and the research work of the individual academic staff member, departments shall make efforts not to exceed the limit (a maximum of 6 LEHs). In case where it can justifiably be demonstrated that the maximum limit cannot strictly be adhered to, overload or waiver of full teaching load may be approved by the dean.

119.4.2 An academic staff member who, due to a serious shortage of staff, is assigned teaching duties in excess of the maximum specified above may be compensated in one of the following two ways:
119.4.2.1 Proportional reduction in teaching load in the succeeding semester(s);

119.4.2.2 Remunerative compensation at the prevailing rate for part-time employment.

119.4.3 Under compelling circumstances the AUC may authorize waiver of the limitations on load and payment.

119.5 Average Teaching Load and Academic Staff Requirements

119.5.1 It is recommended that an average teaching load of nine LEHs in the undergraduate programs and six LEHs in the graduate programs be employed as the basis for determining departmental staff requirements;

119.5.2 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.

119.5.3 The maximum teaching load for continuing education in a semester shall be 6 LEHs.

119.6 Reporting Teaching Load

Teaching loads for all staff engaged in teaching (full or part-time) shall be reported each semester by department heads through their respective deans to the Office of the Vice President for Academic, Research & Community Services on forms prepared for this purpose before the end of the fourth week after the commencement of classes. Justifications have to be provided in writing in instances where the teaching load of an academic staff is below the average or above the maximum.

Article 120 Research Load

120.1 Research Load to Academic Staff

120.1.1 A full time teaching staff member who carries out a research approved by his respective AUC and/or Vice President for Research and Community Service will get a reduced teaching load of up to 3LEH from his weekly LEHs for the duration specified for the specific research.

120.1.2 The duration of every research project shall be determined by the Office for Research and Community Service Vice President.

120.1.3 When more than one academic staff members are involved in a research project, the LEHs shall be shared among the researchers.
120.1.4 Detailed implementation of the research load shall be carried out by a separate guideline.

120.2 Research Load to Research Staff

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

120.2.1.1 Project formulation and preparation;

120.2.1.2 Conducting full time research, research administration and coordination of research activities of the institute;

120.2.1.3 Research management by each project leader;

120.2.1.4 Data management by each project participant;

120.2.1.5 Reporting by each project participant;

120.2.1.6 Preparation of publications by each researcher or research group;

120.2.1.7 Seminars/workshops/training programs organized and conducted by specified staff; and

120.2.1.8 Others to be determined by the appropriate University authority.

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

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

120.2.4 Without prejudice to the generality of the foregoing provision, it is a requirement that a staff member undertake research activities either personally or in collaboration with others in the institute, faculty or organizations outside the University.
<table>
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<tr>
<th>Article 121</th>
<th>Community Service Load</th>
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<tbody>
<tr>
<td>121.1.1</td>
<td>An academic staff member is required to engage in community services. A full time teaching staff member who carries out a community service project approved by his respective AUC and/or Vice President for Research and Community Service will get a reduced teaching load up to 2LEH from his weekly LEHs for the duration specified for the specific community service project.</td>
</tr>
<tr>
<td>121.1.2</td>
<td>The duration of every community service project shall be determined by his respective AUC and/or the Office for Research and Community Service Vice President.</td>
</tr>
<tr>
<td>121.1.3</td>
<td>When more than one academic staff members are involved in a community service project, the LEHs shall be shared among the community service provides.</td>
</tr>
<tr>
<td>121.1.4</td>
<td>Detailed implementation of the community service load shall be carried out by a separate guideline.</td>
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CHAPTER 16
BESTOWAL OF HONORARY DOCTORATE

Article 122  Honorary Doctorate/doctor honoris causa

122.1  Principles

The rank of honorary doctorate or doctor honoris causa (conferred as a token of respect/honor) literally meaning “for the sake of honor”) is an honorific title granted by a special procedure to persons of exceptional achievement.

122.1.1  The University of Gondar may award honorary doctorate degrees to honor persons of outstanding contributions, and this may include a person deserving honor by the virtue of scholarly distinction, noteworthy public service resulting in significant contributions either to the University of Gondar or to education in Ethiopia, to other spheres of development in Ethiopia, Africa or the world at large.

122.1.2  The University of Gondar may honor individuals with the highest caliber, distinguished as learned persons whose knowledge and wisdom are considered exemplary. The University considers the attribution of such an honorary title as a means for;

122.1.2.1  Recognizing an outstanding person who contributed notably to his field of expertise; and

122.1.2.2  Exercising the rightful social roles of a university, and improving its public image as an institution that gives high regards to outstanding intellectual and creative accomplishments, thereby allowing the University to make public declaration of its values. In selecting candidates, the University shall attempt to choose individuals of such a caliber that in honoring them, it too is honored.

122.2  Fields for conferring doctor honoris causa

122.2.1  The common fields for conferring doctor honoris causa and the appropriate nomenclature of the degree shall include, but are not restricted to, the following fields of knowledge:

122.2.1.1  Doctor of Laws, honoris causa (LL.D) – Awarded for outstanding scholarly achievement in law or for exceptional public service;
122.2.1.2 Doctor of Letters, *honoris causa* (DLitt) – Awarded for outstanding achievement in the humanities, social sciences, or in the performing arts of a scholarly or creative nature;

122.2.1.3 Doctor of Humane Letters, *honoris causa* (DHLitt) – Awarded for outstanding achievement in the humanities, social sciences, or in the performing arts, of a scholarly or creative nature with more contributions to social well-being and humanity; or

122.2.1.4 Doctor of Sciences, *honoris causa* (DSc) – Awarded for outstanding achievement in the pure and applied sciences, usually of a scholarly nature.

122.3 Criteria for Selection

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

122.3.1.1 Accomplishments: outstanding intellectual/academic work of an exceptional and exemplary nature, distinctive for creativity and for contribution to the general welfare of the Ethiopian society, Africa and the world;

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

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

122.4 Nomination and Approval of Honorary Degrees

122.4.1 All aspects of the nomination process shall be confidential;

122.4.2 Nominations may be submitted by the colleges, faculties, schools, Senate and Board members of the University of Gondar, anonymously if need be;

122.4.3 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;
122.4.4 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.

122.4.5 The Executive Committee shall handle the task of receiving nominations, preparing citations for Senate deliberations, preparing degree and medals and extending invitations through the President and the relevant offices of the University upon approval by the Senate.

122.5 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.

122.6 Award of Degrees

The Senate shall decide the occasion for the award of doctor honoris causa.

122.7 Restrictions

122.7.1 No person who is employed by the University of Gondar and affiliated to it in some formal way, including through its colleges, faculties, schools and members of the University Board, may be granted an honorary degree until after he has relinquished to hold that position. The University Senate shall judge exceptional circumstances.

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

122.8 Testamur/Testimonial

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

122.9 Additional Guidelines

The Executive Committee shall develop additional guidelines on procedures and schedules of activities.
PART VI
RESEARCH, PUBLICATIONS, COMMUNITY SERVICES AND TECHNOLOGY TRANSFER

CHAPTER 17
RESEARCH AND PUBLICATIONS

Article 123 Policy Premises on Research

123.1 Although the primary responsibility of teaching faculties is in the area of training, research is an integral part of their activities since academic staff in teaching faculties is expected to devote up to 25% of their time to research. Conversely, the staff of research institutes are expected to have a home base in a college, faculty, school or department where they are expected to devote 25% of their time to teaching as provided in Article 2(7) of the Higher Education Proclamation.

123.2 Ways and means for the dissemination of the research findings through publication of books and periodicals, presentation of occasional papers and participation in and conduct of seminars, symposia and workshops shall always be sought.

Article 124 Procedures for Initiating and Conducting Research

124.1 A research proposal of an academic staff member for which internal or external funding is sought shall be submitted to the Faculty Research and Community Services Office (FRCSO) for review and endorsement.

124.2 Academic staff carrying out research without any need for financial support shall notify their departments of such activities.

124.3 Proposals reviewed and endorsed by the FRCSO shall be approved by the faculty dean on behalf of the respective AUC.

124.4 Where funds are sought from sources internal to the University, the proposal shall be presented to the Research and Community Services Vice President’s Office for appropriate action. The Vice President’s Office reserves the right to have the proposal reviewed by independent professional assessors notwithstanding the provision of Sub-Article 3 of this Article.

124.5 When the research sought to be done involves human subjects, the research proposal shall be reviewed for ethical clearance by the Institutional Review Board and approved by the Research and Community Services Vice President Office.
124.6 The modalities for initiation, elements of review, particularly in terms of content and ethics, endorsement, follow up, approval and documentation and archiving of research proposals and outputs at the various levels shall be issued in the form of guidelines by the Office for Research and Community Services Vice President.

**Article 125**

**Administration of Research**

125.1 The overall administration of research in the University is vested in the Research and Community Services Vice President Office.

125.2 The Research and Community Services Vice President, deans and department heads shall have the responsibility to implement the guidelines to be issued by the Senate or the Research and Community Services Vice President.

125.3 Researchers whose proposals have been approved and funded shall submit regular reports to respective department, dean, and the Research and Community Services Vice President in accordance with guidelines set by the Research and Community Services Core Process.

125.4 Research, proposals that have been funded and approved by the Research and Community Services Vice President’s Office shall be presented during the Annual Staff and Students’ Research Conference of the University.

125.5 All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the concerned dean and the Office of the Vice President for Research and Community Services.

125.6 The financial administration of research funds shall be governed by the existing financial policy and procedure of the University and such other relevant guidelines as may be issued by the Vice President for Administration.

**Article 126**

**Proprietary Rights on Research Findings and Research Property**

Without prejudice to the relevant provisions of Federal and/or State laws and unless otherwise expressly provided under individual research agreements, the University shall have proprietary rights on research findings and/or products developed as per the relevant provisions of this Legislation.
Article 127  Research Theme Priorities

The following are guidelines for setting research priorities:

127.1 Based on guidelines and priorities set by the Senate or the Research and Community Services Vice President’s Office, colleges, faculties, schools and departments shall set priorities of research within their respective spheres.

127.2 In determining their research priorities and setting thematic areas, departments, schools, faculties and colleges shall take into account:

  127.2.1 The needs and priorities of the country;
  127.2.2 The availability of resources including skilled work force, time and money; and
  127.2.3 The strategic plan of the respective department, college, faculty, school and the University.

127.3 Colleges/Faculties/Schools Graduate Programs, Research and Community Services Committee shall recommend the research priorities of departments and send the decision to the Research and Community Services Vice President’s Office for final approval.

127.4 The Research and Community Services Vice President may deal with multidisciplinary subjects.

127.5 Departments shall revise their priorities whenever conditions dictate.

Article 128  Reputability of Journals

The purpose of setting forth these rules for reputability of journals published and/or sponsored by the University or anyone of its constituent units is to ensure that journals maintain high level of professional credibility and meet a minimum set of scholarly standards as stated hereunder;

128.1 The reputability of journals published under the auspices of the University shall be determined by guidelines approved by the Senate upon recommendation by the Research and Community Services Vice President’s Office.

128.2 Such guidelines shall first be developed by the Research and Community Services Vice President’s Office.
128.3 The reputability of journals published outside the University shall be established and listed by the relevant departments in the University having regard for guidelines to be issued by the Senate.

128.4 Such list of reputable journals shall be endorsed and deposited by the Research and Community Services Vice President’s Office.

128.5 The Senate Graduate Programs, Research, Community Services and Technology Transfer Committee shall review adherence to the established criteria and make appropriate recommendations to the Senate on the status and reputability of journals every four years.
CHAPTER 18
COMMUNITY AND CONSULTANCY SERVICES

Article 129  General Provisions on Consultancy Services and Technology Transfer

129.1 The rendering of consultancy services through the appropriate channels for remuneration or otherwise shall be carried out with a view to rendering public service, opening an outreach for professional capacity building of the University staff, and enhancing the teaching/learning process as well as the generation of resources.

129.2 For the purpose of this Legislation, consultancy service, as part of community service, shall mean any form of professional or technical service rendered to any organization or individuals in the community by the University or a staff member of the University in accordance with rules and regulations of the University as provided in this Legislation or other instruments.

129.3 The types of consultancy services include research, training, program/project evaluation, production of materials, court representation, advisory or any other service of a professional and technical nature.

Article 130  The Responsibility of University Units for Consultancy/Community Services

130.1 The University organs responsible for conducting and handling consultancy services are the Research and Community Services Vice President, colleges, faculties and schools.

130.2 The Research and Community Services Core Process shall have the responsibilities to:

130.2.1 Coordinate all consultancy activities of the University;

130.2.2 Keep record of consultancy services rendered;

130.2.3 Make regular follow-ups and monitor consultancy activities and submit annual report to the Research & Community Service Vice President;

130.2.4 Develop a strategic plan for University consultancy and community services;

130.2.5 Identify markets for consultancy services in collaboration with relevant units of the University;
130.2.6 Prepare contract formats and ensure their implementation in consultancy services rendered by units of the University; in consultation with the Legal Service Office.

130.2.7 Facilitate and create enabling environments for individuals, groups, departments, schools, faculties or colleges to provide community services, which would include one or more of providing direct service in the form of health care, legal aid, veterinary clinical care, etc, providing specific advice or technical expertise to the community upon request, trainings, providing fund to the existing crosscutting issues, complementing local organizations in a joint effort, etc;

130.2.8 Develop and, when approved, by the Senate, communicate University consultancy policy to relevant offices; and

130.2.9 Receive complaints and take the necessary measures, in accordance with the rules and regulations of the University.

130.3 College, faculties, schools and departments shall have responsibilities to:

130.3.1 Assign up to 15% of the working time of staff for consultancy/community services, and oversee and coordinate consultancy/community activities of the staff within their respective domains;

130.3.2 Keep record of consultancy services rendered within their domains;

130.3.3 Prepare consultancy proposals and technical documents;

130.3.4 Negotiate terms of consultancy contracts in accordance with the regulations of the University;

130.3.5 Verify terms of consultancy/community service contracts/agreements, sign the contracts/agreements upon the approval of the dean and the Vice President for Research & Community Services;

130.3.6 Make regular follow-ups on consultancy works and submit reports to the dean, Office of the Vice President for Research and Community Services.

130.3.7 Ensure performance and authorize payments as per the terms and conditions of the contract;
130.3.8 Make purchase of goods required for consultancy services in accordance with the rules and regulations of the University;

130.3.9 Develop plans and solicit markets for consultancy services;

130.3.10 Make other decisions related to consultancy services.

**Article 131 Determination of Payment in Consultancy Services**

131.1 Consultancy contract preparations shall include the determination of proper and accurate payment for the consultancy service to be rendered. Due regard being given to the special expertise required in the determination of payment for consultancy services, colleges, faculties, schools and departments shall take full responsibility in the determination of the components that should be considered in the determination of payment for consultancy services.

131.2 The major cost components including overhead charge to be considered in the determination of consultancy fees shall be decided in accordance with the guidelines provided by the Senate under the recommendation of the Policy, Strategic Plan and Development Standing Committee.

131.3 The Research and Community Services Vice President’s Office shall submit the draft of such guidelines and follow-up the implementation.

131.4 The University shall utilize the overhead charge for the promotion of research activities of the concerned faculty or department.

131.5 Where staff engaged in consultancy services belong to different departments and/or faculties the share of the fee shall be based on the ratio of the number of consultants involved and/or benefits accrued to the staff.

131.6 Transport and per diem shall be charged depending on the agreements between the college/ faculty/ school/department and the client.

**Article 132 Sub-contracting Consultancy Service Agreements**

Where colleges, faculties, schools or departments cannot implement all the components of the consultancy service agreements, it may involve individuals or organizations outside the University following consultation with the Office of the Vice President for Research Community Services on such terms and conditions as may be agreed upon.
Article 133  Property Ownership

Unless otherwise expressly specified in individual consultancy service agreements, all materials, equipment, supplies and vehicles purchased from sources originating in consultancy agreements shall be utilized exclusively for the execution of the agreement and shall thereafter remain University property.

Article 134  Publication and Intellectual Property Rights

134.1 The respective rights on the direct and indirect intellectual products obtained because of the consultancy service rendered shall be regulated by the terms of the contract.

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

Article 135  Free Service to the Public

All academic staff members in the University shall devise plans and implement, in cooperation with the Vice President for Research and Community Services, to serve, without remuneration, the disadvantaged and needy groups of people of the town of Gondar and the surrounding community. Such service by an academic staff member of the University shall count up to 15% of his duty as an academic staff member.
PART VII
INTERNAL ACADEMIC UNITS OF THE UNIVERSITY

CHAPTER 19
COLLEGES, FACULTIES, SCHOOLS, DEPARTMENTS, UNITS, ASSISTANT REGISTRAR AND EXAM CENTER

Article 136 General Provisions on the Organization of Colleges, Faculties, Schools, Departments and Units

136.1 The University includes the following teaching colleges, faculties and schools listed in the order of line up.

136.1.1 College of Medicine and Health Sciences, CMHS
136.1.2 College of Business & Economics, CBE
136.1.3 College of Natural and Computational Sciences, CNCS
136.1.4 College of Social Sciences & the Humanities, CSSH
136.1.5 Faculty of Veterinary Medicine
136.1.6 School of Law
136.1.7 Faculty of Technology
136.1.8 Faculty of Agriculture
136.1.9 School of Education
136.1.10 Others to be established in accordance with the University Establishing Regulation.

136.2 Colleges, faculties and schools consist of degree-awarding departments and other units.

136.3 Upon the recommendation of the ASCRC or the respective Academic Unit Council and the approval of the Senate colleges, faculties or schools may establish post-graduate degree programs.

Article 137 Academic Unit Council

For each academic unit stated under Article 136.1, there shall be established Academic Unit Councils (AUCs) which are answerable through the deans to the AVP.
137.1 Composition

The AUC shall consist of:

137.1.1 The dean of college/faculty/institute/school, who shall be chairperson;

137.1.2 Heads of departments/units of college/faculty/school;

137.1.3 Disciplinary Committee chairpersons of the college/faculty/school;

137.1.4 Assistant registrar of the college/faculty/school;

137.1.5 One elected academic staff member;

137.1.6 One elected student representative;

137.1.7 Representative/Focal Person of Gender, HIV/AIDS and Special Needs Office;

137.1.8 Chairperson of Graduate Program, Research, Community Services Committee and Technology Transfer Committee; and

137.1.9 Others to be assigned by the AUC.

137.2 Organization

137.2.1 The terms of service of elected members of the AUC shall be three years.

137.2.2 The AUC shall have its own rules of procedure. The AUC shall within its sphere of power have, among others, the following standing committees:

   137.2.2.1 Staff Disciplinary Committee (SDC);

   137.2.2.2 Committee for Student Affairs (CSA);

   137.2.2.3 Academic Staff, Scholarship, Recruitment and Promotions Committee;

   137.2.2.4 Graduate Program, Research, Community Services and Technology Transfer Committee; (ASSRPC)
137.2.2.5 The Academic Standards and Curriculum Review Committee (ASCRC)

137.2.3 The AUC may establish Ad-hoc committees to perform specific tasks.

137.2.4 The AUC may co-opt other persons to attend its meetings with no voting rights.

137.3 Meetings

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

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

137.4 Powers and Responsibilities

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

137.4.1 Set guidelines to facilitate the teaching-learning process;

137.4.2 Issue guidelines for setting/marking of examinations in the faculty/college/school in accordance with rules and regulations approved by the Senate;

137.4.3 Recommend to the Senate the establishment of new programs and modifications of existing programs pertaining to study and research in the faculty;

137.4.4 Deliberate and decide upon all appointment and promotion cases presented to it through the DC;

137.4.5 Decide and notify the Academic Vice President about all leave of academic staff.

137.4.6 Decide and notify the Vice President for Research and Community Service about all leave of research staff

137.4.7 Promote research within the faculty, issue guidelines on their execution on the basis of regulations issued by the Senate or Head of Graduate Programs and follow-up/monitor their implementation;
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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<tr>
<td>137.4.8</td>
<td>Review the missions and objectives of the faculty/college/school on a periodic basis and evaluate the success of their implementation;</td>
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<tr>
<td>137.4.9</td>
<td>Promote the welfare of staff and students and ensure observance of discipline within the faculty as provided by rules and regulations of the University and make final decisions recommended to it by the disciplinary committee chaired by student deans;</td>
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<tr>
<td>137.4.10</td>
<td>Review grades and determine academic status of students of the faculty/college/school every semester;</td>
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<tr>
<td>137.4.11</td>
<td>Recommend to the Senate the graduation of students of the faculty/college/school and medal winner of same;</td>
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<tr>
<td>137.4.12</td>
<td>Review and recommend budget proposals to the Budget Office and allocate approved budget for the various activities of the faculty/college/school;</td>
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<tr>
<td>137.4.13</td>
<td>Initiate staff development schemes for the faculty/college/school; prioritize training programs for the staff and recommend candidates for training;</td>
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<tr>
<td>137.4.14</td>
<td>Issue guidelines on conditions of employment and remuneration for community/consultancy services in the faculty/college/school in accordance with the general University policies;</td>
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<tr>
<td>137.4.15</td>
<td>Receive and assess the results of the annual performance evaluation of the members of the faculty/college/school by the University Staff Development Center and make recommendation to the dean on possible actions to be taken as a result of the evaluation;</td>
</tr>
<tr>
<td>137.4.16</td>
<td>Issue guidelines for promotion of links with relevant external bodies and organizations with a view to enhancing the faculty’s academic, research and community service functions in line with the rules and regulations of the University;</td>
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<tr>
<td>137.4.17</td>
<td>Initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the faculty/college/school;</td>
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<tr>
<td>137.4.18</td>
<td>Determine the allocation and appropriate utilization of the physical resources of the faculty based on considered recommendations of the dean and administrator of the faculty/college/school;</td>
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</table>
137.4.19  Issue guidelines and procedures on the functions and activities of its standing committees and of the sub-committees or DC’s (department councils) established under Sub-Article 2.6 of Article 139 of this Legislation;

137.4.20  Perform such other functions relevant to the betterment of the teaching-learning process and promotion of research and serving the community in the faculty/college/school;

137.4.21  The powers and responsibilities of AUCs with respect to graduate programs shall be to:

137.4.21.1  Propose to the Post Graduate Research and community Service Committee graduate programs to be offered by the faculty/college/school including changes thereof;

137.4.21.2  Undertake 2-4 year evaluation of graduate programs, formulate appropriate recommendations to be forwarded to the Committee and supervise the implementation of the decision of the Council thereon;

137.4.21.3  Recommend to the Post Graduate Research and community Service Committee the granting of graduate degrees, diplomas or certificates;

137.4.21.4  Ensure that the rules governing the appointment of advisors and examination boards as well as those governing their functions are uniformly implemented;

137.4.22  Make use of credit and non-credit courses or alternative methods of knowledge transfer to enable distance and continuing students to become more competitive in employment and personal enrichment with innovative technology and quality customer service.

137.4.23  Settle all academic problems that concern the faculty/college/school at the committee level.

Article 138  Deans

138.1  Appointment

A full-time academic staff member with the rank of assistant Professor and above, or appropriate staff with a lower rank, shall be appointed by the Managing Council, if the Council use set criteria based on merit.

138.2  Term of Office
The term of office of a dean shall be four years but he may be reappointed for a second term.

138.3 Powers and Duties

The dean, as the chief executive officer of a faculty/college/school, acts as a representative of the President in the faculty/college/school and is directly accountable to the Academic, V/President. The dean shall have the following duties and responsibilities. He shall:

138.3.1 Develop strategic plans of the College/Faculty/School together with AUC members.

138.3.2 Serve as the chairperson of the AUC;

138.3.3 Carry out all decisions of the AUC with respect to appointment and promotion, renewal of contracts, admission of students, graduation and other decisions in accordance with the rules and regulations of the University;

138.3.4 Promote multidisciplinary academic, research and community services programs;

138.3.5 Initiate AUC or departments to propose the establishment of new programs, and revision of existing programs; dissolution or merger of programs, etc;

138.3.6 Conduct follow-ups on the various academic programs to assess whether the recommendation of the AUC has been taken into account and report to the AUC;

138.3.7 Coordinate the preparation of faculty plans, programs and budgets in collaboration with department heads and submit to the AUC for review and endorsement. The dean shall also recommend to the AUC schemes for the allocation of the approved budget among the various units of the faculty and follow-up the implementation of the AUC’s decisions;

138.3.8 Direct and co-ordinate the activities of the departments and other units of the faculty;

138.3.9 Coordinate all research activities of the faculty/college/school;

138.3.10 Coordinate continuing education programs, professional development courses, seminars, workshops and similar educational programs;
138.3.11 Coordinate the formulation of criteria for admission of students to the faculty and departments and participate in the placement of such students;

138.3.12 Administer and oversee the proper utilization of the physical resources of the faculty;

138.3.13 Issue rules and procedures for the proper administration of the faculty in line with the overall policies and regulations of the University;

138.3.14 Ensure that the policies, rules and regulations of the University are readily available to be well known by the staff and students of the faculty;

138.3.15 Encourage fulltime or part-time professionals to contribute to the research and teaching needs of the faculty;

138.3.16 Endeavor to foster good working relationships with the relevant research institute and other units of the University;

138.3.17 Promote the good image of the faculty by providing appropriate and full information on the activities of the faculty;

138.3.18 Plan and implement schemes and programs that promote academic excellence;

138.3.19 Plan and implement welfare of both staff and students;

138.3.20 Ensure the proper maintenance of student records in the faculty in accordance with guidelines to be set by the Office of the Registrar;

138.3.22 Carry out any other relevant tasks assigned to him by the Academic, Research and Community Services Vice President and the AUC;

138.3.23 Aspire for excellence in the pursuit of the faculty’s three-fold mission: education, research and service to the community.

138.3.23 Expand services and promote innovative approaches to reach traditionally under-served populations, including adult learners;

138.3.24 Develop collaborative programs with the business community, industry government agencies, and non-profit corporations to enhance economic development and the quality of life;
138.3.25 Increase the use of technology for sharing data and systems among higher education institutions and with other government agencies and the private sector;

138.3.26 Facilitate the launching of graduate programs of study in the Continuing Education Program;

138.3.27 Develop partnerships both within the University and beyond in order to discharge duties and responsibilities.

138.3.28 Delegate his duties and powers as appropriate to department heads; and

138.3.29 Submit regularly a report to the Research Community Service V/President and the AUC on the activities of the faculty/college/school.

138.4 Colleges and some other academic units with broader tasks shall have vice-deans, who shall assist the dean with the tasks stated in Sub Article 3 of this Article; and whose powers and functions, terms of office and other details to be determined by guidelines to be made by the relevant AUC.

**Article 139 Department Councils**

139.1 In each department of every faculty/college/school, there shall be established a departmental council (DC) the composition, powers and duties of which are set forth as follows.

**139.2 Composition**

139.2.1 Where the number of full-time teaching staff of the department is less than 12, the full-time teaching staff shall constitute the DC wherever possible;

139.2.2 Where the number of full time teaching staff of the department is greater than 12, a DC consisting of 8 members shall be formed by election from among the full time teaching staff in a general meeting of the full-time teaching staff of the department. For the purpose of the election, 66% of the number of teaching staff in the department shall constitute a quorum;

139.2.3 The term of service of the elected members of the DC shall be three years.

139.2.4 The department head shall act as chair of the DC.
139.2.5 The rules of procedure of the AC shall apply to the working of the DC *mutatis mutandis*.

139.2.6 The DC may have Academic Standards and Curriculum Review and Research and Publications Sub-Committees.

139.3 The DC, when it deems it necessary, may appoint ad-hoc sub-committees, whose membership may be drawn from among itself other staff of the department, to perform specific tasks;

139.4 The DC can co-opt and invite to its meetings any member of the staff of the department in the course of execution of its tasks. Such invited members shall not have voting rights.

**139.5 Duties and Responsibilities**

139.5.1 Prepare the department’s short and long term objectives, strategic plans and programs and necessary budgets for their implementation and submit to the dean through the department head;

139.5.2 Recommend criteria to the AC for the selection of students joining the department;

139.5.3 Ensure that all examinations are reviewed by the curriculum and standards sub-committee for completeness of content, rigor and soundness;

139.5.4 Review grades and recommend the academic status of students to the AUC every semester;

139.5.5 Recommend graduation of students;

139.5.6 Plan and co-ordinate regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, merger of courses, conduct of research, proper utilization of departmental resources, maintenance of academic standards and quality of the programs of the department;

139.5.7 Review and approve research proposals presented to it through its research and publications sub-committee;

139.5.8 Promote and co-ordinate consultancy services in the department, and ensure the University’s regulations governing consultancy services are adhered to;
139.5.9 Deliberate and decide on disciplinary cases of students pertaining to academic matters in accordance with the rules and regulations of the University; and

139.5.10 Recommend actions to the dean, regarding:

139.5.10.1 Promotion of the well-being of staff and the students of the department;

139.5.10.2 Staff development schemes for the department;

139.5.10.3 Initiation of scholarship, fellowships, prizes and other awards to students of the department; and

139.5.10.4 Recommend to the AUC the appointment and promotion of faculty members of the department;

139.5.11 Prepare a strategic plan, in consultation with the dean of the faculty and other appropriate organs of the University for continuing education of the department by identifying the educational needs of the public and the private sector;

139.5.12 Recommend and make provisions, in consultation with the appropriate departments, for distance education courses and programs leading to university degrees and diplomas and organize certificate programs, lectures, seminars, and related activities;

139.5.13 Assist the concerned AUC on the provision of 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 such as correspondence, internet, interactive video and others;

139.5.14 Do such other tasks as assigned to it by the Dean and AUC.

**Article 140 Department or Unit Heads**

**140.1 Appointment and Accountability**

140.1.1 A full-time academic staff member with the rank of an Assistant Professor and above, or whenever appropriate staff with lower rank, shall be appointed by the Dean, in consultation with the concerned AUC, if the Dean uses set criteria based on merit.
140.1.2 The department head shall be accountable to the dean.

140.2 Term of Office

The term of office of a head of department shall be three years. He may be reappointed for another one term.

140.3 Duties and Responsibilities

The department head, in regular consultation with the AUC and dean, shall:

140.3.1 Develop the strategic plan of the department together with the AUC;

140.3.2 Direct the teaching, research and community service activities of the department;

140.3.3 Promote the enhancement of the quality and relevance of teaching, research and community service in the department;

140.3.4 Initiate proposals for deliberations by the DC on matters within the jurisdiction of the latter;

140.3.5 Follow-up and implement the decisions and recommendations of the AUC and the DC;

140.3.6 Seek to provide opportunities for educational and professional development of the staff and students of the department;

140.3.7 Ensure the processing of appointments, promotions, salary increments and the benefits due to the staff of the department are made in accordance with the rules and regulations of the University;

140.3.8 Prepare and initiate the preparation of plans, programs and budgets for the activities of the department and closely supervise the implementation of approved plans, programs and budgets;

140.3.9 Create conducive atmosphere for the expansion of academic, research and community service efforts in the department;

140.3.10 Prepare up-to-date reports on the teaching, research and consultancy/community services and technology transfer provided by the department;
140.3.11 Assign an academic advisor to each student to help him in his education; and advisors and examiners for senior essays or projects;

140.3.12 Supervise the proper use of physical and human resources within the department;

140.3.13 Ensure that academic staff of the department submit periodic reports on their teaching, research and community service activities and, in consultation with the DC, take appropriate actions on issues raised in such reports;

140.3.14 Keep records of activities of all staff of the department to serve as inputs for evaluations. Such records shall, inter alia, include reports on research work, publications, conference papers and talks, status of works in progress during that year, professional community services and participation in University affairs;

140.3.15 Conduct performance evaluation of each staff at the end of each semester/term;

140.3.16 Ensure that student’ evaluations and peer reviews of staff of the department are properly conducted and the necessary reports are submitted to the dean as per procedures on these matters;

140.3.17 Ensure the handling of proper academic records of students of the department;

140.3.18 Increase access to education and reach out the public at large through continuing education.

140.3.19 Design specialized programs of study specifically tailored to fit the needs of stakeholders of continuing education;

140.3.20 Design guidelines for recruitment of academic and support staff for continuing education;

140.3.21 Work on admission policy, on internal and external transfer from/to continuing education credit, non-credit and short term training program;

140.3.22 Delegate his powers to another full-time academic staff of the department, and where necessary, carry out other relevant tasks assigned to him by the dean.
Article 141  The Assistant Registrar

141.1  Appointment and Accountability

141.1.1 The Assistant Registrar shall be appointed by the concerned dean upon the recommendation of the concerned AUC, to which he is accountable.

141.2  Powers and Responsibilities of the Assistant Registrar

141.2.1 The Assistant Registrar shall:

141.2.1.1 Develop and maintain admission procedures for college/faculty/school students;

141.2.1.2 Process all applications for admission in accordance with University policies and procedures;

141.2.1.3 Consolidate up-to-date statistics on admission, registration and readmission based on reports from the departments and exam center;

141.2.1.4 Assist with the preparation of the University Catalogue, admission prospectus, brochure/flyers, student handbooks and other publications related to the Office of the University Registrar;

141.2.1.5 Assist the departments and the Exam Center in developing and maintaining records;

141.2.1.6 Coordinate logistical needs for the activities of the Office of the University Registrar such as registration, examination, exemption, readmission and withdrawal;

141.2.1.7 Consolidate from the Office of the University Registrar complete documents on all new admissions and readmissions;

141.2.1.8 Prepare semester reports for the dean and the University Registrar in his area of responsibility;

141.2.1.9 Administer matters covering personnel, finance, resources, maintenance, acquisition, sanitation and purchasing for the smooth running of the teaching and learning process;
141.2.1.10 Prepare annual work plans and activity schedules of his office and ensure their timely implementation upon approval by the concerned dean;

141.2.1.11 Ensure that up-to-date staff records are kept;

141.2.1.12 Organize trainings for his staff;

141.2.1.13 Establish an efficient working mechanism to monitor and oversee the activities of his staff;

141.2.1.14 Be member and secretary to the AUC.

141.2.1.15 Ensure that services provided by his Office are professional, efficient and speedy.

141.2.1.16 Prepare grade reports and determine students’ status before the resumption of the next semester.

141.2.1.17 Devise complaint hearing mechanisms regarding registration, exemption, readmission and withdrawal, graduation, etc;

141.2.1.18 Ensure that decisions and recommendations of the Academic Unit Council are compatible with University rules regarding registration, exemption, readmission and withdrawal, graduation, etc;

141.2.1.19 Explore and implement ways and means of improving his office;

141.2.1.20 Ensure that academic calendars are adhered to;

141.2.1.21 Communicate educational policies, rules and regulations to students and members of the his academic unit community through booklets and other means;

141.2.1.22 Interpret and implement rules and regulations of the University within his academic unit that are directly related with the functions of his office in accordance with this Legislation and policies and directives; and

141.2.1.23 Perform such other activities as may be assigned to him by the Dean.
Article 142  Head of the Exam Center

142.1 Appointment and Accountability

The Head of the Exam Center shall be appointed by the concerned Dean upon the recommendation of the concerned AUC, to which the Head is accountable.

142.2 Powers and Responsibilities of the Exam Center

142.2.1 The Head of the Exam Center shall:

142.2.1.1 Develop and maintain student examination records;

142.2.1.2 Coordinate logistical needs for the activities of the Office of the Exam Center such as syllabus preparation, assignments, worksheets tests, final exams and modules;

142.2.1.3 Prepare semester reports for the Dean’s Office and the Teaching Learning Core Process in his area of responsibility;

142.2.1.4 Administer matters covering personnel, finance, resources, maintenance, acquisition, sanitation and purchasing for the smooth running of the center.

142.2.1.5 Prepare annual, work plans and activity schedules of his office and ensure their timely implementation upon approval by the concerned dean;

142.2.1.6 Ensure that up-to-date staff records are kept properly;

142.2.1.7 Organize trainings for his staff whenever necessary;

142.2.1.8 Establish an efficient working mechanism to monitor and oversee the activities of his staff;

142.2.1.9 Be member of the AUC;

142.2.1.10 Ensure that services provided by his office are professional, efficient and speedy.

142.2.1.11 Devise complaint hearing mechanisms regarding confidentiality of exam items, administration of exams during examinations, etc;
142.2.1.12 Ensure that decisions and recommendations of the Academic Unit Council are compatible with University rules regarding syllabus preparation, continuous assessments, final examination etc;

142.2.1.13 Explore and implement ways and means of improving his office;

142.2.1.14 Ensure that academic calendars are adhered to;

142.2.1.15 Communicate educational policies, rules and regulations to students and members of the academic unit community through booklets and other means;

142.2.1.16 Review and endorse final examination as well as continuous assessment papers prepared by an instructor or a panel of instructors and are submitted to the Department Council;

142.2.1.17 Officially announce grades to students by posting the tear-off section of the grade report forms on official notice boards;

142.2.1.18 Ensure that the right of students to check their corrected exam papers is respected within five days after the end of exam period;

142.2.1.19 Develop an item bank and prepare final examinations with selected experts;

142.2.1.20 Work with heads of departments and the faculty dean for exam related activities when the need arises;

142.2.1.21 Interpret and implement rules and regulations of the University within his academic unit that are directly related with the functions of his office in accordance with this Legislation and policies and directives; and

142.2.1.22 Perform such other activities as may be assigned to him by the dean.
## PART VIII
### UNIVERSITY OFFICES

### CHAPTER 20
#### OFFICES OF THE PRESIDENT AND VICE PRESIDENTS

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<th>The Office of the President</th>
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<td>143.1</td>
<td>The President of the University shall be the chief academic and administrative officer of the University.</td>
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<td>143.2</td>
<td>Without prejudice to the provisions of the Proclamation, all academic and administrative actions are answerable to him; the authority of final adjudication of administrative and academic decisions resides in his office.</td>
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<td>143.3</td>
<td>The President exercises the powers vested in him under the Proclamation and the relevant provisions of this Legislation.</td>
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<td>143.4</td>
<td>The President shall determine the organizational structure of his office.</td>
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<th>Article</th>
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<td>144.1</td>
<td>The University shall have a Vice President for Academic Affairs, Vice President for Research and Community Services, Vice President for Administration and Vice President for Business and Development.</td>
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<td>144.2</td>
<td>The President may recommend such other Vice Presidents as he deems appropriate to the Board or other appropriate government bodies as per Article 39 of the Proclamation.</td>
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<td>144.3</td>
<td>A Vice President of the University shall exercise the powers and duties provided in relevant parts of this Legislation in addition to those entrusted to him under Article 41 of the Proclamation and the establishing regulation.</td>
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<td>144.4</td>
<td>A Vice President shall carry out such other activities, which may be specifically entrusted to him by the Board, the President or the Senate.</td>
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<td>144.5</td>
<td>A Vice President shall determine the organizational structure of his office subject to approval by the President.</td>
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Article 145  The University Library Director

145.1  Appointment

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

145.2 Duties and Responsibilities

145.2.1  The Library Director is the chief administrative officer of the University Library System.

145.2.2  The Library Director is responsible for the general administration of the Library and employment and supervision of its personnel, and in consultation with the Library, Information, and Communications Technology Committee of the Senate, for its planning, budget, and development as a resource for teaching and research and for the promulgation of all rules governing use of the Library by students, faculty and external readers.

145.2.3  The chief librarian shall protect the University interest in its property and ensure the efficient use of library resources. To this end, he shall:

145.2.3.1  Ensure the availability of trained library staff in adequate numbers and meeting prescribed standards through employment, transfer and/or appropriate training;

145.2.3.2  Require adherence to procedures regarding the acquisition, accession and cataloguing of all information resources;

145.2.3.3  Require adherence to rules to assure that all materials in the University System are available, on reasonable terms, to all University students and faculty subject to the priority of meeting the academic needs of the faculty and the constituent libraries;

145.2.3.4  Request, annual report including statistical information from each constituent library and dean of the faculty, college or school where it is situated as may be necessary to inform the Librarian of its expenditures and operations; and

145.2.3.5  Inspect all libraries within the system and take all other steps necessary and proper to secure the above objectives;
Other libraries within the University campuses shall be governed as per the memorandum of understanding (MOU) agreed by the University.

Article 146 Weeding of Library Materials

146.1 The weeding process is a continual evaluation of resources intended to remove items that become obsolete, are superseded by later editions, are unnecessary, unused, or are in poor physical conditions.

146.2 Decisions on weeding of materials shall be made by using an item-by-item procedure and requires collaboration between the library professionals charged with the weeding process and appropriate faculty members to evaluate the material and to determine if it is up for weeding. Involvement of faculty members most directly concerned with possible future use of the materials is essential in the weeding process to assure that materials of interest are not inadvertently discarded.

146.3 The Library Director upon approval by Library, Information and Communications Technology Committee shall formulate an appropriate weeding policy in which procedures and appropriate criteria for carrying out the weeding activity are set. Items weeded out from the Library may, at the discretion of the Library Director be donated to other institutions, sold as used books, kept in store for use wherever the need arises or disposed of by other means upon approval by the University President.

The priority to receive donations shall go to public institutions or libraries.

Article 147 Budget Appropriations for the Library

147.1 The Library Director shall ensure that faculties in submitting faculty budget request to the University include budgetary request for equipping, staffing, maintenance and development of the library;

147.2 The chief librarian, in consultation with the relevant university body responsible for planning and budget, shall prevent duplication of expenses, shall submit annual proposal on budgetary matters pertaining to the University library system to the Vice President, to all relevant deans and to the Library, Information, and Communications Technology Committee in order to guide the faculties in obtaining improved planning and clarification of budgetary allocation policies and maintaining a balanced library system.

Article 148 Library staff

148.1 The libraries shall have professional librarians and other support personnel.
148.2 The terms of employment, promotion and termination of employment of professional librarians shall be governed by the rules and regulations applicable to administrative staff.
CHAPTER 21
THE GENERAL DIRECTOR FOR THE TEACHING LEARNING CORE PROCESS

Article 149  The General Director for the Teaching-Learning Core Process

149.1 Accountability and Term of Office

The General Director for Teaching-Learning Core Process, who is to be appointed by the President, is accountable to the Office of the AVP. The General Director shall have four years of term, upon the completion of which he might be reelected.

149.2 Powers and Responsibilities

The General Director for the Teaching Learning Core Process shall have the following powers and responsibilities.

149.2.1 Oversee the implementation of the strategic plan throughout the academic system.

149.2.2 Assess college/faculty/school human power requirements in terms of the 70/30 placement policy, total volume of work, the prevailing staff load and accordingly facilitate staff recruitments;

149.2.3 Compile the plans and performance reports of the colleges/faculties/schools, consolidate them as the plans and reports of the Office of the GDTLCPD, and submit quarterly (1st, 2nd, 3rd quarter) and annual reports to the offices of the AVP and Planning and Budgets Director;

149.2.4 Facilitate the smooth conduct of the teaching-learning process by monitoring activities which range from summer preparations right through student registration to graduation in all regular, continuing and summer programs;

149.2.5 Safeguard the quality of education by designing educational quality enhancements plans in collaboration with the Educational Quality Enhancement and Audit Office and oversee their implementation by units;

149.2.6 Do everything necessary for the issuance of precise guidelines relating to educational quality management;

149.2.7 Provide the required support and follow up to the endeavors that educational units and staff make to regularly appraise and maintain educational quality;

149.2.8 Conduct due follow up to see to it that course syllabi and continuous assessment systems develop;
| 149.2.9 | Initiate methods, which will help, minimize the wastage of teaching learning time; |
| 149.2.10 | Participate in meetings conducted on the teaching-learning process representing his own Office or that of the AVP in the absence of the latter; |
| 149.2.11 | See to it that staff teaching appraisals are carried out duly and filed systematically; |
| 149.2.12 | Take the initiative to oversee and execute student transfer from department to department, faculty to faculty, university to university, etc, accordingly to set guidelines; |
| 149.2.13 | Work in consultation with the Office of the AVP to accomplish the duties listed above; and |
| 149.2.14 | Perform such other duties as assigned to him by the AVP. |
CHAPTER 22
DIRECTOR FOR EDUCATION QUALITY ASSURANCE AND AUDIT

Article 150  Director for Education Quality Assurance and Audit

150.1 Accountability and Term of Office

The Director for Education Quality Assurance and Audit Office, who is to be appointed by the President, is accountable to the office of the AVP. The Director shall have a four-year term, upon the completion of which he might be reelected.

150.2  Powers and Responsibilities

The Director for Education Quality Assurance and Audit Office shall have the following powers and responsibilities.

150.2.1  Assess the quality and relevance of education in the University;

150.2.2  Advise the University management, deans and department heads on matters related to quality and relevance of education;

150.2.3  Conduct and/or coordinate research on various issues of quality and relevance of education;

150.2.4  Organize training to teaching staff and management on quality and relevance of education;

150.2.5  Help academic units employ appropriate teaching, learning and assessment methods to ensure effective implementation of their programs;

150.2.6  Help academic units document student progress and graduate outcomes and seek to improve student retention and achievement;

150.2.7  Ensure faculties and schools justify the relevance of their programs and have robust procedures stated in this Legislation;

150.2.8  Work out the annual budget for quality assurance and audit;

150.2.9  Solicit funds for research from external resources;

150.2.10  Coordinate different units under his office;

150.2.11  Organize forums for awareness on new ideals on quality education;
150.2.12 Represent the Office on issues related to quality education, act as a professional resource and service unit for supporting the of educational quality and relevance; and

150.2.13 Undertake other duties as assigned to him by AVP and the Senate.
CHAPTER 23
DIRECTOR OF UNIVERSITY GRADUATE PROGRAMS

Article 151  Head of University Graduate Programs

151.1 General Provisions on the Director of Graduate Programs

151.1.1 There shall be an Office for the Graduate Programs of the University to which a head, accountable to the Office of the Teaching-Learning Core Process, will be appointed by the President.

151.1.2 The Director shall have four years of term, upon the completion of which he might be reelected.

151.1.3 The Director of University Graduate Programs (hereinafter referred to as the OGP) shall take care of the administration of the programs of study and research leading to the Master of Arts (M.A.), the Master of Sciences (M.Sc.), the Master of Laws (LL.M), the Doctor of Philosophy (Ph.D.) programs leading to specialty certificates in MD or other similar programs as well as programs of study and research leading to post-graduate and post-doctoral diplomas.

151.2 The Director of University Graduate Programs shall have duties and responsibilities to:

151.2.1 Present the annual budget of the office, in consultation with the appropriate faculty Committee for Graduate, Research and Community Services and the AVP.

151.2.2 Ensure effective implementation of the policies and decisions laid down by the University for the proper administration of graduate programs, and the welfare of students;

151.2.3 Take appropriate actions in consultation with the respective faculty dean on recommendations with regard to programs, candidates or other academic matters;

151.2.4 In cooperation with the concerned faculty and Assistant Registrar, issue directives pertaining to registration, record keeping and the like for graduate programs and ensure their implementation;

151.2.5 Submit to the AUC through the Assistant Registrar the names of candidates eligible for the award of graduate diplomas, certificates and degrees in conformity with University rules and regulations;
151.2.6 Submit to the Academic Vice President reports two times a semester and make any recommendations thereof;

151.2.7 Make recommendations for the strengthening and development of existing programs or for commencement of new ones and carry out any other task that fosters the development of graduate studies in the University;

151.2.8 Study and recommend the initiation of inter-disciplinary and multi-disciplinary post graduate programs; and

151.2.9 Perform such other duties as may be assigned by the Academic Vice President.
CHAPTER 24
THE OFFICE OF CONTINUING EDUCATION PROGRAMS

Article 152  Office of Continuing Education Programs

152.1 General Provisions

The University of Gondar shall have a Continuing Programs Office, which will have branches in all colleges/faculties/schools that run continuing education programs.

152.2 Duties and Responsibilities

152.2.1 The office of Continuing Education Programs (CEPs) shall;

152.2.1.1 Be responsible for coordinating all extension, summer and distance programs at the University level;

152.2.1.2 Prepare academic calendar for all continuing education programs in consultation with the University Registrar and oversee their implementations;

152.2.1.3 Promote the CEPs in all Colleges/Faculties/Schools for better student admission; and

152.2.1.4 Prepare guideline for student admission in the programs.

152.3 Director of Continuing Education Programs

The Director of Continuing Programs shall be appointed by the Academic Vice President and be accountable to the Teaching Learning Core Process General Director.

152.3.1 Duties and responsibilities the Director of Continuing Programs

The Director shall have duties and responsibilities to;

152.3.1.1 Develop strategic plan for the office;

152.3.1.2 Coordinate all continuing programs at University level;

152.3.1.3 Present the annual budget of the office, in consultation with the appropriate academic unit;
152.3.1.4 Ensure effective implementation of the policies and decisions lay down by the University for the proper administration of continuing education programs in ensuring equal quality of education between the regular and continuing education programs;

152.3.1.5 Take appropriate actions in consultation with the respective faculty dean on recommendations with regard to the programs, candidates or other academic matters;

152.3.1.6 In cooperation with the concerned faculty and Assistant Registrar, issue directives pertaining to registration, record keeping and the like for continuing education programs and ensure their implementation;

152.3.1.7 Submit to the Academic Vice President reports two times a semester and make any recommendations thereof;

152.3.1.8 Make recommendations for the strengthening and development of existing programs or for commencement of new ones and carry out any other task that fosters the development of continuing education studies in the University;

152.3.1.9 Perform such other duties as may be assigned by the Academic Vice President.
CHAPTER 25
THE OFFICE FOR GENDER, HIV/AIDS AND SPECIAL NEEDS

Article 153  The Office for Gender, HIV/AIDS and Special Needs

153.1 General Provision

The University shall have an Office for Gender, HIV/AIDS and Special Needs that will cater for all issues pertaining to matters provided for in this chapter. The Office shall have desks for Diversity, HIV/AIDS, Women’s Affairs and Persons with special needs and other desks as it deems it necessary.

153.2 Duties and Responsibilities

153.2.1 The Office for Gender, HIV/AIDS and Special Needs shall:

153.2.1.1 Ensure that members of the University community are not discriminated against based on their ethnic origin, gender, disability or HIV/AIDS and other unjustifiable reasons;

153.2.1.2 Promote unity in diversity and multiculturalism in the University;

153.2.1.3 Devise mechanism for the implementation of University policies on affirmative action, diversity, anti-discrimination and fair treatment of persons with disability;

153.2.1.4 Develop and promote rules and policies on affirmative action, diversity, gender, equality and fair treatment of persons with disability in consultation with the President and the Cultural and Social Affairs Committee (CSAC) of the Senate and the Director for Research and Community Service Core Process;

153.2.1.5 Develop an appreciation for and understanding of the benefits of multi-cultural perspectives;

153.2.1.6 Develop both internal and external collaborations and partnerships that are designed to promote tolerance of diversity and multicultural education;

153.2.1.7 Collect, monitor, analyze and report personnel data regarding the recruitment, retention and promotion of women and members of marginalized groups;
153.2.1.8 Provide advice and resources to members of the University community concerning the situation of women, marginalized groups and persons with disability;

153.2.1.9 A devise offices and staff of the University on matters pertaining to diversity and affirmative action;

153.2.1.10 Organize resource center on issues of diversity, affirmative action, gender, equality, HIV/AIDS and disabilities;

153.2.1.11 Work with the University administration to increase the number of personnel from marginalized groups, persons with disability and the number of women in University positions;

153.2.1.12 Work collaboratively with student organizations, faculty or administrative units on all matters of diversity including the incorporation of principles of diversity, gender, equal opportunity and special treatment to those needing special attention into the curriculum and research;

153.2.1.13 Work closely with the Office of the Registrar with a view to increasing the enrollment of women and students from other marginalized groups into the various fields of study;

153.2.1.14 Perform other tasks related to the function of the office as stipulated by this Legislation, the Senate and the V/President for Academic Affairs.

**Article 154  The Head of the Office for Gender, HIV/AIDS and Special Needs**

154.1 The Head of the Gender, HIV/AIDS and Special Needs shall be appointed by the President to whom she shall be accountable. The Head shall have a four-year term, upon the completion of which he might be reelected.

154.2 The head shall have duties and responsibilities to:

154.2.1 Develop and plan for affirmative action;

154.2.2 Collaborate with the Office of the University Ombudsperson in combating discrimination and violations of the human rights of women, persons with disability and members of marginalized groups;
154.2.3 Address, in collaboration with other units of the University, issues of diversity and equity as they relate to recruitment, retention, promotion and scholarship of staff, particularly those from historically underrepresented groups;

154.2.4 Promote awareness of and appreciation for diversity through educational programs;

154.2.5 Foster, develop, and support programs and policies related to increasing diversity on campus;

154.2.6 Organize forums for discussion on diversity and issues for multiculturalism;

154.2.7 Advocate for diversity, equal opportunity and affirmative action;

154.2.8 Consolidate and develop, in collaboration with the University Ombudsperson, the University code of conduct and ensure its implementation upon approval by the staff disciplinary committee;

154.2.9 Monitor and report violations of the University Code of Conduct to the President;

154.2.10 Ensure that the University rules and regulations, code of conduct as well as policies are compatible with the laws and policies of the country on issues of diversity, gender, affirmative action and persons with disability; and

154.2.11 Carry out such other tasks that may be assigned to her by the Senate or the President.
CHAPTER 26
THE OFFICE OF THE UNIVERSITY REGISTRAR

Article 155 The Office of the University Registrar

155.1 General Provisions on the Office of the University Registrar

155.1.1 The Office of the University Registrar is a unit of the University responsible for all operational matters pertaining to student admission, selection, placement, registration, allocation of classrooms, lecture halls and academic records of all faculties and graduates.

155.1.2 The office carries out the duties and responsibilities set forth in the provisions of this Chapter in close cooperation with faculties and other offices of the University.

155.2 Responsibilities of the Office of the University Registrar

155.2.1 The Office of the University Registrar shall:

155.2.1.1 Prepare the academic calendar of the University each year in consultation with the college, faculties, the Vice President for Research and Community Services, the Vice President for Academic Affairs and submit to the Senate for approval;

155.2.1.2 Ensure that pertinent laws, this Legislation, directives of the Senate and its committees and guidelines on students (admission, registration, graduation,) and curricula (courses, credit requirements, etc.) are equitably observed;

155.2.1.3 Maintain up-to-date records on programs of study of the University;

155.2.1.4 Create and maintain up-to-date, confidential, private, safe, and permanent records of all students, including drop-outs, dismissals, withdrawals, and alumni of undergraduate and graduate programs;

155.2.1.5 Create and maintain up-to-date and accurate information on student admission, placement, registration, academic performance, retention, attrition and graduation based on types, programs and modes of delivery;
155.2.1.6 Ensure that optimum use is made of classrooms, lecture halls and laboratories and maintain accurate records of such utilizations;

155.2.1.7 Prepare and issue the Academic Calendar, University Catalogue(s) and admission prospectus and student handbooks of the University on a regular basis;

155.2.1.8 Issue transcripts, degrees, diplomas and certificates;

155.2.1.9 Be responsible for the custody of the Common Seal of the University;

155.2.1.10 Establish links with University registrar offices in and outside Ethiopia;

155.2.1.11 Support, coordinate and oversee the registrar units of the University;

155.2.1.12 Without prejudice to the Proclamation, and upon approval of the President and Vice Presidents, consult with the Ministry of Education on intake capacity, admission, and set university-wide general criteria for admission as per the decision of the senate and its committee;

155.2.1.13 Oversee the colleges/faculties/schools intake;

155.2.1.14 Prepare the list of candidates approved by the AUC and the Senate eligible for the award of degrees, diplomas, and certificates;

155.2.1.15 Oversee all admissions of students from foreign schools are conducted as per the rules and regulations of the University;

155.2.1.16 Manage all finance related issues of the Office;

155.2.1.17 Perform such other tasks as assigned by the V/President for Academic Affairs.
Article 156  The University Registrar Director

156.1  Appointment

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

156.2  Powers and Responsibilities of the University Registrar Director

156.2.1  The University Registrar shall:

156.2.1.1  Administer all operational matters, coordinate, supervise, evaluate and assess the activities and personnel of the Office of the University Registrar and its various units;

156.2.1.2  Submit the annual budget of the Office of the Registrar to the Vice President for Academic Affairs and administer such funds as may be placed at his disposal;

156.2.1.3  Be responsible for the implementation of the policies and directives laid down by the Senate and the OGP pertaining to students (admission, placement, registration, academic performance, attrition, graduation, etc.) and curricula (courses, credit requirements, etc.);

156.2.1.4  Continually analyze and evaluate all existing rules and regulations on registration, (academic performance, attrition, graduation, etc. and curricula (courses, credit requirements, etc.) and recommend modifications where necessary;

156.2.1.5  Submit to the Senate, after approval by AUCs or the OGP the names of candidates eligible for the award of certificates, diplomas and degrees in conformity with University rules and regulations;

156.2.1.6  Maintain such files and records as are necessary to provide a clear and continuous picture of the activities of the Office of the Registrar pertaining to students (admission, placement, registration, academic performance, attrition, graduation, etc.) and curricula (courses, credit requirements, etc.);
156.2.1.7 Submit to the Senate, the President and the Vice President for Academic Affairs and other appropriate bodies of the University timely progress reports on student admission, placement, registration, academic performance and attrition, and make any recommendations thereon;

156.2.1.8 Submit to the Senate, the Vice President for Academic Affairs and other appropriate bodies of the University regular reports on the activities of the Office of the Registrar and its various units, and make recommendations on how to improve the overall operations of the Office of the Registrar and its various units;

156.2.1.9 Perform such other duties consistent with his responsibility as may be assigned to him by the Senate, the President and the Vice President for Academic, Research and Community Services; and

156.2.1.10 Delegate some of his powers to his assistant registrars.
CHAPTER 27
THE UNIVERSITY LIBRARY SYSTEM

Article 157 General Provisions on the University Library System

157.1 The University Library consists of a central library and other constituent libraries.

157.2 Faculties, colleges and schools may have their own constituent libraries.

157.3 The University shall not allocate funds to maintain any library, which is not a recognized part of its library.

Article 158 Property Interest in Books and Other Media

All materials purchased by, or donated to any library within the University become automatically the property of the University and no library of the University may obtain property interest in library materials separate and distinct from the University, for the University alone has the capacity to enjoy property interests in such materials. Where an item is loaned to any particular library within the University, the use of such loaned materials may still be made subject to general library regulations but without prejudice to the property interests retained by the lender and the observance of any restrictions imposed as a condition of loan. Excess copies of books acquired by way of gift may, however, be donated to other libraries as a resource sharing exercise.

Article 159 Creation and Dissolution of Constituent Libraries

159.1 The planning and development of institutional collections shall proceed in a systematic manner within the framework of this Legislation with due consideration to the individual needs and requirements of the several departments.

159.2 Constituent libraries may be authorized by Vice Presidents of the University in consultation with the Library Director, deans, and heads concerned. Any constituent library may be merged or dissolved by agreement between the Library Director and the deans of the involved faculties and subject to the rules set forth below.

159.3 There shall be established a central library at which the Library Director’s office is situated, and in which scarce and interdisciplinary books as well as copies of all research works in the University shall be kept.
Article 160  Creation of Smaller Collections on Loan from the Relevant Library

160.1 Upon request, a librarian may make provisions for the deposit of a small collection of books from the relevant library to be housed within a faculty or department of the University in order to facilitate academic instructions. Small collections of this nature are not constituent libraries and are governed by such arrangements as the University Librarian may stipulate.

160.2 Any acquisition of books or other reference materials by such units shall be duly registered and catalogued by the University Library System.

Article 161  Organizational Structure of the University Library

161.1 The University Library System shall have two divisions: The Technical Processing Division and the Service Division.

161.1.1 The Technical Processing Division shall be a centralized service responsible for collection, management, coordination, cataloguing and processing of books and serial invoices for the constituent libraries. The Division shall also organize electronic resources for the constituent libraries.

161.1.2 The Service Division shall be responsible for providing direct services to users of the library. All constituent libraries come under this Division.

Article 162  Functions of the University Library System

162.1 The primary function of the University Library is to build and maintain balanced collection of information sources that support the teaching, learning, research and community service activities of the University.

162.2 The collection should include a wide range of basic monographs, a selection of core journals in different formats, the standard reference tools, selected CD-ROM database, online information sources and documents pertaining to different subject areas.

162.3 It shall also collect information sources that are believed useful for the curriculum and research programs of the University as selected by the teaching faculty, researchers and students in cooperation with the library and information professionals.

162.4 It shall identify and build a database of suppliers of books, periodicals and other sources of information.
162.5 It shall develop criteria for selection of suppliers of books, periodicals and other source of information and submit to for the Library, Information and Communications Technology Committee of the Senate.

162.6 It shall assist its users in accessing its resources with a view to save time for users and have all the resources easily accessed by both the staff of the libraries as well as the users.
PART IX
STUDENT AFFAIRS, DISCIPLINE AND STUDENT ORGANIZATIONS

CHAPTER 28
STUDENT AFFAIRS

Article 163  The Director for Student Affairs

163.1  Accountability and Appointment

163.1.1  Director for Student Affairs shall be appointed by the President and shall be accountable to the Vice President for Administration.

163.1.2  The Director for Student Affairs shall be the highest-ranking University officer on student administrative affairs.

163.2  Duties and Responsibilities

The Director for Student Affairs shall have the duties and responsibilities to:

163.2.1  Administer student services;

163.2.2  Ensure the physical social and psychological well-being of students;

163.2.3  Arrange sports and recreational activities for students in collaboration with the department of Exercise Science and Sports;

163.2.4  Solicit funds and provide financial aid for needy students, including administration of student stipends, part-time employment and cost-sharing programs;

163.2.5  Administer the distribution of internal and external resources for scholarship to needy students;

163.2.6  Ensure the preparation of student handbooks in collaboration with the Office of the University Registrar;

163.2.7  Determine whether there is sufficient ground for disciplinary proceedings for administrative matters and implement disciplinary decision of units of the University empowered to entertain disciplinary matters;
163.2.8 Ensure the chartering and registration of all student organizations in consultation with the Senate Cultural and Social Affairs Committee and in accordance with the provisions of this Legislation and any other relevant law of the country;

163.2.9 Administer the Office of the Director for Student Affairs and the employment of his staff;

163.2.10 Formulate guidelines related to student affairs and facilitate their implementation; and

163.2.11 Perform such other activities as assigned to him by the V/President for administration.

163.3 Fiscal Authority

The Director for Student Affairs shall have the required staff as well as the supervisory powers to discharge his responsibilities. He shall further have sufficient fiscal autonomy to carry out his assigned tasks.

Article 164 The Organization of the Office of the Director for Student Affairs

164.1 The Director for Student Affairs shall determine the structure of the Office of Students Affairs and its staff requirement;

164.2 He shall recommend assistant deans or any other officers as deemed necessary for appointment;

164.3 He shall, in particular, recommend a female student officer for Female Student’s Affairs who shall be responsible for the welfare and the affairs of all female students in the University.

164.4 He shall arrange for the management of international students.
CHAPTER 29
STUDENT DISCIPLINE

Article 165  Policy Premises of Student Discipline

No act shall be deemed a violation of this Code of Conduct, which is included within the rights of academic freedom. “Academic freedom” shall mean the right to discuss and openly express views on ideas, immediate national and global problems and issues as well as other controversial matters in class, in connection with academic work on campus in discussion groups or in print provided the expression of views is generally relevant to the subject under discussion and is consistent with rational and intellectual inquiry. Where, however, a student abuses his academic freedom he may be subject to disciplinary actions in accordance with the Code of Conduct.

Article 166  Rights and Duties of Students

166.1 Rights of Students

Subject to relevant laws, regulations and the provisions of this Legislation, students shall have the rights to:

166.1.1 Learn, enquire, understand and know;

166.1.2 Participate in a free exchange of ideas in an open academic environment;

166.1.3 Avail themselves of student services that are provided by the University;

166.1.4 Evaluate instructors on courses and training in a format and modality as provided by the University;

166.1.5 Have representation in decision making organs and committees of the University in accordance with the provisions of this Legislation or the proclamation; and

166.1.6 Give suggestions in the preparation of by-laws, regulations and directives pertaining to administrative matters as well as in the review and development of curricula.

166.2 Duties of Students

Students are duty bound to observe and respect the country’s laws and the rules and regulations of the University. They shall, in particular, have the duty to:

166.2.1 Make proper use and care for University property;
166.2.2 Refrain from unlawful and unethical practices such as instigation of violence, hate speech and theft;

166.2.3 Share the costs incurred by the University to provide education and training in the University;

166.2.4 Refrain from any type of group religious worships and practices on campus, and from any religious acts that would affect in any manner the day to day University business; and

166.2.5 Present him or her in a manner or shape that suits the professional training they are in.

**Article 167  Limits of Jurisdiction**

Except when a student is convicted by a competent court of criminal offence, which clearly demonstrates that, he is unfit to be the member of an academic community, acts committed off university premises and not connected with university sponsored and supervised activity shall not constitute a ground for disciplinary action.

**Article 168  Student Participation in Disciplinary Matters**

Students shall participate at all stages of the decision making process in disciplinary matters.

**Article 169  Responsibility to Report Violations of the Code of Conduct**

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

**Article 170  Primary Responsibility for Implementation**

Without prejudice to basic procedural requirements of fairness, the primary responsibility for the implementation of provisions pertaining to the Code of Conduct of Students shall rest with the college, school, faculties and/or the office of the Director of Student Affairs.

**Article 171  Code of Conduct of Students**

171.1 **Prohibited Acts**

Subject to the provisions of Article 166.2, the following acts are prohibited and constitute grounds for disciplinary action:
171.1.1 Dishonest conduct such as cheating, forgery, alteration of records including abuse of computer access, plagiarism or lying about some important matters to members of the University;

171.1.2 Hate speech of any form;

171.1.3 Assault, verbal or physical, violence, the threat of violence, or incitement thereof;

171.1.4 Acts such as intimidation, bullying, possession of arms and other harmful weapons;

171.1.5 Trafficking of pornographic materials, possession and use of alcohol, chat and other substance of abuse;

171.1.6 Rape and acts of sexual harassment;

171.1.7 Conviction of a student by a competent court, which clearly demonstrates to the relevant unit of the University that he is unfit to be a member of an academic community;

171.1.8 Dissemination, whether by oral or written means, of defamatory material concerning any other member of the academic community;

171.1.9 Consistent, continued and calculated offensive behavior towards any other member of the university community;

171.1.10 Theft, misappropriation or deliberate recklessness in handling of University property or of the property of another members of the University community;

171.1.11 Breach of any regulations issued by a competent University authority, such as the Office of the Director for Student Affairs, library, laboratory, cafeteria and housing regulations;

171.1.12 Without the permission of the competent University authority, the initiation, organization or promotion of any student meetings or demonstrations with foreseeable result in the disruption, through encouragement of absences from classes or otherwise, of regularly scheduled classes or other normal faculty and University programs. For purposes of this sub-Article, “Competent University Authority” means the Academic Dean where the classes or programs of a faculty are endangered and the Director for Student Affairs in all other cases;
171.1.13 The use of mass force to interfere with any regular or legitimate activity of the University or any group of members therein;

171.2 The Sanctions for violations of any one of the offences provided for in this Article shall be prescribed by the Director for Student Affairs and approved by the Senate Cultural and Social Affairs Committee.

171.3 Disciplinary hearings shall be conducted by committees established for this purpose at each faculty or campus by the Office of the Director for Student Affairs. The membership of such committees shall include the Director for Student Affairs or his representatives as a chairperson, one academic staff member, two student representatives, one of which is a female student, representative of the University police as well as a representative of the relevant faculty administration;

171.4 A student aggrieved by the decision may appeal to the President or to an office or officer of the University so delegated by the President for this purpose. The decision of the President or his delegate shall be final.

171.5 Special Rules Relating to Defamation

Students enjoy the same right as faculty to criticize the University and any of its programs. They shall observe the same limitations of that right including the principle that one individual should not use his right to criticize in order to defame the reputation of another. As used in this context, “defame” means to say or write things, which are untrue about another, or if true, are said or written with the sole intent of injuring his standing and reputation.

171.6 Authority to Supplement the Provisions of this Article

With the approval of the Senate, the AUC of colleges, the faculties or schools may issue additional rules consistent with this Legislation to add to or elaborate the provisions of sub-Article 1 of this Article. Unless specified otherwise, a violation of such additional rules shall be treated as a violation of this Code of Conduct.
Article 172  Crisis Management Committee

172.1  Composition

In times of declared crises, a special Crisis Management Committee shall be constituted as an organ of the Senate. This Committee shall be composed of:

The President  Chairperson
V/President for Academic Affairs  Member
Vice President for Research and Community Services  Member
V/President for Administration  Member
V/President for Business and Development  Member
Chairperson of the Cultural and Social Affairs Committee  Secretary
Director for Students Affairs  Member
Chairperson of relevant Academic Unit Council  Member
Staff Disciplinary Committee Representative  Member
Two student representatives one of whom is female  Member
Chief of Campus Police  Member

172.2  Duties and Responsibilities

The Committee shall have the authority to:

172.2.1 Advise the President on the course of action to be followed by the University when it is faced with declared crisis.

172.2.2 Discuss and communicate with students, faculty, the Board of Governors and appropriate government organs, and authorize and release prompt communications on behalf of the University.

172.2.3 Undertake any other business for which prompt and effective action is required.

172.3  Consultation and Report

The Crisis Management Committee shall consult to the fullest extent possible with the Senate and the Student Affairs Committee during declared crisis. It shall inform as soon as possible preferably within 48 hours, the Senate of any action it has taken.
CHAPTER 30
STUDENT ORGANIZATIONS

Article 173 Policy Premises on Student Organizations

173.1 As students constitute a vital component of the university community, they shall be provided with the means and forums for enhancing self-government and democratic participation in the affairs of the University, particularly by forming student organizations promoting academic pursuits and their personal development.

173.2 By virtue of the powers vested in it by relevant laws of the country as well as by virtue of its title of ownership on premises and facilities, the Office of the President has the responsibility of overseeing all activities that are being undertaken in its campuses, student organizations being no exception.

173.3 Student Union is accountable to the Director for Student Affairs of the University.

Article 174 General Provisions on Student Organizations

174.1 Without prejudice to the general objectives set forth in this (chapter) student organizations may be formed by full-time regular students of the University at University-wide level.

174.2 Student Clubs may also be formed by special interest groups wishing to organize for the promotion of such causes or interests as the promotion of academic excellence, democratic culture, development, prevention and control of HIV/AIDS, the promotion of the interests of disadvantaged groups such as female students, and students with disabilities, or students from emerging cultural communities.

174.3 A University-wide student organization may be formed consisting of students of the University of Gondar either through the direct membership of individual students or through the union of student organizations referred to in sub-Article 1 of this Article.

174.4 The student body shall be represented in the governance of the University including the Senate, its various committees, college/faculty/school AUC, DC and other academic decision-making bodies and bodies engaged in the delivery of services chiefly directed to students.

174.5 In order to have effective participation of student university governance, the University shall ensure that the Student Union genuinely represents the interests of all students.
The Director for Student Affairs shall devise a mechanism for the organization of the Student Union in a manner conducive for a democratic representation of students and inclusive of all student interest groups.

**Article 175  Objectives of Student Organization(s)**

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

175.1 To promote communication among students and between students and other members of the University community;

175.2 To ensure more effective consideration by all members of the University community of all problems concerned with the relationship between students and other members of the University;

175.3 To promote study, discussion, and expression on an academic level concerning intellectual, social and other problems;

175.4 To supplement the academic curriculum by promoting activities such as lectures, forums, debates, seminars, field trips and theater, film and art exhibitions; and

175.5 To promote other intellectual, social, cultural, economic and recreational activities among members of the University community and members of the larger community.

**Article 176  Activities of Student Organization(s)**

A recognized student organization may engage in any one of the activities set forth below:

176.1 Govern itself in accordance with its constitution endorsed by the University;

176.2 Arrange mass gatherings with the permission of the President of the University;

176.3 Raise funds to finance its legitimate objectives and to support the programs of the University;

176.4 Present considered views, grievances, proposals and recommendations to the President on academic and other University matters; and participate in the deliberation of these matters;

176.5 Organize intellectual and/or recreational events, trips and programs in consultation with the relevant offices of the University;
176.6 Discuss and express, in print or otherwise, considered views regarding issues of national and/or international interest and concern in accordance with the provisions of this chapter and laws of the country; and

176.7 Undertake any other relevant non-partisan activity compatible with its objectives.

Article 177 Recognition of Student Organizations

177.1 Due regard being given to the laws in force and to its overall mission, the University shall recognize and, within the limitations of its resources, provide the necessary assistance to student organizations.

177.2 More than one student organization may be recognized by the University for the same objectives and purposes and where two or more applications are submitted for recognition to this effect, the application that is submitted first shall be granted recognition;

177.3 The modalities and procedures of according recognition to student organizations shall be made as stated in the subsequent provisions.

Article 178 Procedure for Obtaining Recognition

178.1 Recognition to a student organization may only be accorded upon submission of an application signed by founding members;

178.2 Application for recognition shall be submitted to the Office of the Director for Student Affairs;

178.3 Application for recognition shall be accompanied by the constitution of the student organization containing, inter alia, the following particulars:

178.3.1 The name and the structure of the organization;

178.3.2 The list of its founding members as annex to the constitution;

178.3.3 A brief and precise statement of the objectives of the organization;

178.3.4 The criteria for determination of membership of the organization;

178.3.5 The procedure of election of the officers of the organization including their terms of office and the grounds for removal from office before the expiry of their term of office;
178.3.6 The functions and mandates of the officers of the organization; and
178.3.7 The procedure for the convening of meetings of members and of officers;

**Article 179 Actions on application for Recognition**

179.1 The Director for Students Affairs, in consultation with the Student Affairs Committee upon approval of the Senate, shall grant recognition in writing.

179.2 Where the Director for Students Affairs is of the opinion that there are still certain conditions, which are not fulfilled for the time being, and he believes that they can be complied with in due course by the applicant, he shall grant provisional recognition and fix a time limit within which these conditions shall be fulfilled. Failure to comply with the conditions specified in the provisional recognition may result in the withdrawal of the recognition.

179.3 The Director for Students Affairs may, in consultation with and the approval of the Student Affairs Committee of the Senate, deny any application for recognition in writing where he believes that the objectives of the applicants are not lawful or the substantive and procedural conditions for recognition are not fulfilled provided, however, that the Director shall, before making his final decision, grant an opportunity to be heard.

179.4 Without prejudice to the provisions of Sub-Article 2 of this Article the Director for Students Affairs shall act on any application requesting recognition within 30 days from the moment his office receives the application. However, this period may be extended by another 7 days where the next week from the submission of the application is a leave week in accordance with the University calendar.

**Article 180 Rights and Responsibilities of Student Organizations**

180.1 A duly recognized student organization has the rights to:

180.1.1 Engage in any lawful activity in line with the provisions set forth in this Legislation;

180.1.2 Represent its members before any forum within or outside the University;

180.1.3 Use University facilities with the prior permit of the relevant University authorities; and
180.4 Participate in the meetings of the organs of the University relating to academic and administrative matters directly affecting students’ interests in such manner as this Legislation and the Cultural and Social Affairs Committee shall determine.

180.2 A duly recognized student organization has the responsibilities to:

180.2.1 Observe and respect rules and regulations issued by the University;

180.2.2 Use University facilities with due care and sense of responsibility;

180.2.3 Use funds and other resources under its custody only for the attainment of its lawful objectives;

180.2.4 Submit to the Director for Student Affairs a duly audited annual financial report and publish it for the benefit of its members and the Senate Cultural and Social Affairs Committee;

180.2.5 Notify the Director for Student Affairs of the names of its newly elected officers, if any; and

180.2.6 Give prior notice to the Director for Student Affairs or his representative of any meetings other than the regular ones to be held within the premises of the University and of any use to be made of University facilities and property provided; and

180.2.7 Submit a schedule of its regular meetings every semester.

**Article 181 Suspension and Withdrawal of Recognition of Student Organizations**

181.1 The Director for Student Affairs may, in consultation with and the approval of the Student Affairs Committee of the Senate, suspend for such period as he thinks fit, the recognition accorded to any student organization where he finds that such organization has materially failed to comply with this Legislation.

181.2 The Director for Student Affairs may, in consultation with and the approval of Cultural and Social Affairs Committee of the Senate, withdraw the recognition accorded to any student organization only on the following grounds:

181.2.1 The organization has clearly violated its constitution to the detriment of the University or its members;

181.2.2 The organization has ceased to exist because of formal dissolution or in fact;
181.2.3 The organization has sponsored or encouraged activities that are unlawful or violate the rules and regulations of the University;

181.2.4 The basis upon which recognition was accorded no longer exists; or;

181.2.5 The Director of Student Affairs shall, before suspending or withdrawing recognition, provide the concerned organization with the reason for suspension and the opportunity to be heard.

181.3 Any student organization affected by such decision may lodge an appeal to the University Senate or the President.

**Article 182 Conditions for the Use of University Facilities by Student Organizations**

182.1 No student organization or group may use University facilities for meetings or other purposes without the prior permission of the Director of Student Affairs or, in appropriate cases, the designate of the Director of Student Affairs of the faculty concerned;

182.2 Request to make use of University facilities shall be made in writing by the concerned student organization or, in the case of a student group, by its organizers. The application shall, *inter alia*, specify the purpose for which the facility is to be made use of, the estimated number of users, the date and time of the use and the name(s) and address(es) of the officers or the organizers to be contacted;

182.3 The Director of Student Affairs or his representative shall grant the permission unless:

182.3.1 The facility applied for has been previously reserved for someone else for the same date and time; or

182.3.2 The purpose for which the facility is to be used is unlawful under University rules or laws of the country or unless he has reasonable ground to believe that damage to the facility is likely to occur if the application is granted;

182.4 The Director of student Affairs shall provide decisions in writing.

182.5 Permission to make use of University facilities under the preceding sub-Articles does not relieve the concerned student organization or group of its liability of damages caused to the facilities in violation of university regulations.
Article 183  Disciplinary Offences

183.1 Officers of any student organization who make use of the University facilities without securing the authorization of the relevant University authorities and any student who is known to participate therein shall be subject to the penalties provided for in the provisions pertaining to the Student Code of Conduct in this Legislation.

183.2 Any student who engages in any activity on behalf of a student group or organization not recognized by the University or on behalf of a student organization whose recognition has been suspended or withdrawn shall, without prejudice to penalties imposed for offences against the national law, be deemed to have violated the Code of Student Conduct and shall be subject to the penalty prescribed therein.

183.3 Disciplinary measures taken pursuant to sub-Article 1 and 2 of this Article are without prejudice to the liability of any student organization and of any individual student to pay damages for any harm done to University facilities and property.

Article 184  University Support for Student Publication

184.1 Within the limitation of its resources, the University shall encourage and assist students and their organizations to exercise freedom of expression and the press. To this effect the University shall establish advisory organs to assist students and their organizations to exercise the rights prescribed under Sub-Article 183.1 hereof. The advisory organs shall have the following general objectives to:

184.1.1 Advise students on the quality and form of student publications; and

184.1.2 Advice students on the legality of their publications under national laws and University regulations.

184.2 The Office of the Director for Student Affairs shall in consultation with concerned bodies advice University student organizations on matters relating to publications.

184.3 Such bodies shall be composed of members of the Senate Cultural and Social Affairs Committee and the Director for Student Affairs, a member of the student union, an academic staff from the Department of English and the Faculty of Law of the University.
184.4 The Director for Student Affairs shall establish an advisory committee of publications in each campus, college, school, faculty or department where there is a student publication.

184.5 Such a committee shall be established subject to the approval of the Senate Cultural and Social Affairs Committee and shall consist of two University academic staff members and one student as its members who shall be designated by the concerned student organization.

184.6 In case of inter-faculty publications, the concerned publications committees shall give the advice jointly.

184.7 The committee shall set guidelines for student publications.

184.8 Students or student organizations that issue student publications in violation of the guidelines set by the Committee shall be responsible for the consequence of their publication in accordance with the University rules and regulations as well as the law of the country.
CHAPTER 31
MISCELLANEOUS PROVISIONS

Article 185  Recruitment

Without prejudice to Sub-Article 7 of Article 27 of this Legislation, direct transfer from administrative to academic staff ranks or vice versa shall be hereby prohibited. Hence, officially announced academic and/or administrative vacancies of the University shall be open for competition.

Article 186  Forgery and Statements

Without prejudice to laws governing such conduct, any member of the University who has presented forged credential, document or who has willfully misrepresented himself in written or verbal forms shall be liable to disciplinary measures.

Article 187  Repealed regulations

All Legislations and amendments used previously are hereby repealed and replaced by this Legislation.

Article 188  University Rules and Regulations Inconsistent with this Legislation

Not all University rules and regulations inconsistent with the provisions of this Legislation shall apply on matters covered under this Legislation.

Article 189  Power to Issue Guidelines

The President or the Senate may issue guidelines for the proper implementation of the provisions of this Legislation.

Article 190  Obligation to comply

190.1 All members of the University Community shall have the obligation to comply with the provisions of this Legislation.

190.2 All units of the University shall have the obligation to implement this Legislation.

Article 191  Effective Date

This Legislation shall come into force as of the date it is approved by the Board.

DATE OF APPROVAL
SIGNATURE OF BOARD CHAIRPERSON