



HARAMAYA UNIVERSITY

SENATE
LEGISLATION

JULY 2013
HARAMAYA



PREFACE

Education is a key tool for economic, social and political developments and transformations. The current development being registered in Ethiopia can only be sustained and transformation of the country in economic, social and political spheres be materialized through the appropriate use of education. To this effect, education in general and higher education in particular is developing at an appreciable pace in the country.

Haramaya University is among the prominent higher learning institutions of the country with the mandate of producing competent graduates in different field of studies, conduct problem solving research and provide community services. To fulfil these mandates, the university is continuously expanding its physical, human and other capacities. Currently, the university is running academic programs in Bachelor, Master and PhD levels in various fields of studies. Furthermore, the university has implementing various institutional reform tools in its effort to realize institutional transformation and be relevant, efficient and competitive in the present globalized world.

Cognizant of the above developments and the need by the university to align its working procedures with new developments, and provide efficient and effective services; the University has embarked on revising its Senate Legislation some years back. To this effect, the university constituted committees to draft a new Senate Legislation, enrich the draft one in light of recent developments and edit the final Senate Legislation. The new Haramaya University Senate Legislation was approved by the Senate on July 2, 2013 and it is hoped to facilitate various activities of the university. Thus, all stakeholders are asked to refer and implement the Senate Legislation of the university in making decisions of academic, research and community service natures. Finally, all individuals who have contributed to the development of the Haramaya University Senate Legislation are highly recognized and appreciated.

Girma Amante Nono (PhD)
President, Haramaya University



PREAMBLE

WHEREAS, it has become necessary to lay down a legal system to enable Haramaya University to effectively discharge its mission vested on it by the Higher Education Proclamation No.650/2009;

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

WHEREAS, the very idea of a progressive University requires creation of a student-centred educational environment where the role of students is transformed from that of passive consumers of ready-made facts and information to that of active participants in the collective pursuit and production of authentic knowledge and creation of productive citizens through developing habits of free inquiry, critical thinking and problem-solving capacity as well as for inculcating the attitude and values of respecting diversity of views, all of which are essential for the achievement of excellence in higher education;

WHEREAS, in the endeavour for the fulfilment of its vision and attainment of its mission, the University shall have in broad terms the core activities of teaching-learning, research and community engagements to which all other activities are subservient that consequently makes it necessary that the support services should be tailored towards serving the University in the competent accomplishment of its core activities;

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

WHEREAS, the shift from the traditional teacher-centred to student-centred educational process requires nothing short of a cultural transformation, necessitating wide-reaching behavioural and attitudinal change on the part of academic staff and students alike;

WHEREAS, it is deemed necessary to promote robust institutional autonomy of the University with the aim of facilitating free inquiry and the practice of self-government with a strict sense of democratic accountability that leads to the



fulfilment of the primary goals upheld by the nation;

WHEREAS, the Senate Legislation and other rules of the University should be compatible with the Proclamation No.650/2009 and other new policies concerning institutions of higher education;

Now, therefore, this Senate Legislation is issued by the Senate of Haramaya University in accordance with Article 49(3) of the Proclamation No.650/2009.



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CHAPTER ONE: GENERAL PROVISIONS

Article 1: Short Title

This Legislation may be cited as “Haramaya University Senate Legislation 2013.”

Article 2: Gender Reference

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

Article 3: Definitions, Scope of Application, and Interpretation

3.1. Definitions

In this Legislation, unless the context requires otherwise:

- 3.1.1. “University” means Haramaya University established as per the Higher Education Proclamation 650/2009 Article 11 and re-established by the Haramaya University Re-establishment Council of Ministers Regulation No. 232/2011;
- 3.1.2. “Proclamation” means the Higher Education Proclamation No. 650/2009;
- 3.1.3. “Senate” means the highest decision making body of the University as established under the provision of Article 49 of the Proclamation;
- 3.1.4. “Board” means the University Board established in accordance with Article 43 and Article 48 of the Proclamation;
- 3.1.5. “Academic Unit” means College / Faculty, Institute, School or Department of the University which may coordinate academic program (s) sharing similar resources and resolve inter program issues;
- 3.1.6. “College /Faculty” means an academic unit of the University which may constitute departments and other units that conduct research and offer courses of study in which a degree or a diploma may be obtained and this reference shall also apply to schools and institutes;
- 3.1.7. “Institute” means an academic unit of the University with a principal objective of carrying out research and publish the results thereof and also engaging in teaching and offering degrees, diplomas or certificates as well community services;
- 3.1.8. “School” means an academic unit having more than one undergraduate fields of study with or without postgraduate program or an academic unit having one undergraduate program and several postgraduate fields of study;
- 3.1.9. “Department” means a unit in a college/faculty/institute that offers courses, conducts research and participate in community engagement programmes;
- 3.1.10. “Module” means a set of courses within a programme. A set of modules would enable a student to finish a programme of study and graduate thereof;
- 3.1.11. “Programme” means a set of modules in the undergraduate and



- graduate studies;
- 3.1.12. “School or Department Council” means the school/department level decision making body;
 - 3.1.13. “Member of the University Community” means any person who is a student, staff member, University official or any other person employed by the University and his family members; persons who are not officially enrolled for a particular semester but who have a continuing relationship with the University. This includes, but is not limited to persons and their staff who have rented rooms or buildings of the University to do business such as shopping, beauty salons, barber, lounges, restaurants etc;
 - 3.1.14. “Staff” means any person employed or hired or invited by the University to conduct classroom, laboratory, practicum, research, and field activities. In certain situations, a person may be both a "student" and a "staff";
 - 3.1.15. “Academic Staff” means all teaching and research staff of the University and shall include Professors, Associate Professors, Assistant Professors, Lecturers, Assistant Lecturers and under unique circumstances or conditions of transition Graduate Assistants employed for teaching and research, and other employees considered as Academic Staff by the decision of the Senate;
 - 3.1.16. “Research Staff” means a staff member employed to work most of his time as a researcher and extensionist while devoting some of his time as a teaching staff member;
 - 3.1.17. “Administrative Support Staff” means personnel of the University employed to provide administrative and other support services;
 - 3.1.18. “Employee” means any person working at the University as a permanent and/or temporary worker;
 - 3.1.19. “Technical Support Staff” means non-administrative personnel employed to support the teaching–learning and research processes (for example Technical Assistant), University Library Professionals and non-academic health professionals employed in teaching hospital;
 - 3.1.20. “President” means the chief executive officer of the University appointed in accordance with Article 52 and Article 53 of the Proclamation;
 - 3.1.21. “Vice President” means an executive officer of the University appointed in accordance with Article 52 and Article 54 of the Proclamation;
 - 3.1.22. “Scientific Director” means an executive officer of Institute of Technology (IoT);
 - 3.1.23. “Director” means an executive manager of an institute or any research, administrative or academic University office;
 - 3.1.24. “Dean” means an executive manager of a college/faculty or graduate school;



- 3.1.25. “Head” means an executive manager of a department or school;
- 3.1.26. “Fiscal Year” means the Ethiopian fiscal year [Hamle 1 (July 8) – Sene 30 (July 7)];
- 3.1.27. “Student” means all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, continuing education, distance learning, professional or extension studies as well as those who attend short term trainings and/or courses at the University;
- 3.1.28. “Student Organization” means any number of students joined together in the pursuit of a common purpose, which is in support of the mission, goals, and values of the University and that has been recognized by the University;
- 3.1.29. “Student Union” means union or association of the entire students of the University duly established under the rules of the University;
- 3.1.30. “Centre” means a unit that is directly attached to the University for a defined purpose;
- 3.1.31. “Research and Extension” means undertaking of scientific investigations and generation and dissemination of knowledge and technologies to end users;
- 3.1.32. “Community Engagement” means a mutual relationship between University and community in endeavours of teaching-learning, research and extension, and community services. It is an active and cooperative involvement of all stakeholders for mutual benefits. The community engagement may include various community based development works, community based education, University-industry linkage, consultancy, and enterprise development;
- 3.1.33. “Registrar” means an executive manager responsible for operations pertaining to student admission, placement, registration and academic records;
- 3.1.34. “University property” means property under ownership or under the control or use of the University and, all campus facilities whether utilized or leased by the University or a campus auxiliary organization;
- 3.1.35. “University premises” means all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks);
- 3.1.36. “Student Code of Conduct” refers to the Student Code of Conduct 2007;
- 3.1.37. “Working day” means any day of the academic year, summer session or special session, other than Saturdays, Sundays, or public or religious holidays;
- 3.1.38. “Academic Commission” means the highest decision making body in a college/faculty/institute regarding learning-teaching, research, community engagement and other related issues;
- 3.1.39. “Shall” is used in the imperative sense; and



3.1.40. “May” is used in the permissive sense.

3.2. Scope of Application

- 3.2.1. Unless otherwise provided in this Legislation and other laws of the country, all provisions of this Legislation shall apply to academic, research, community engagement, and administrative affairs of the University;
- 3.2.2. The Senate Legislation shall apply to all academic and research undertakings of staff and to their rights, privileges, and obligations; and
- 3.2.3. The Senate Legislation may apply to the rights, privileges, and obligations of staff even if a staff member is not on a premise of the University due to official duties or when he is on a study or sabbatical or research leave.

3.3. Interpretation of the Legislation

- 3.3.1. The Legislation shall be interpreted in good faith in accordance with the ordinary meaning to be given to the terms of this Legislation in their context and in light of its object and purpose;
- 3.3.2. Interpretation of provisions of this Legislation shall be compatible with the Proclamation and the object and purpose of this Legislation;
- 3.3.3. The determination of the object and purpose of this Legislation shall be made taking the following into account;
 - 3.3.3.1. Supplementary means of interpretation, including the preparatory work of Legislation and Minutes of the Committee for Senate Legislation and the deliberations of the Senate on the final draft of this Legislation; and
 - 3.3.3.2. The Senate shall have a final say concerning the interpretation of disputed provisions of the Legislation.



CHAPTER TWO: THE UNIVERSITY ADMINISTRATION AND THE SENATE

Article 4: Governance and Advisory Bodies

The University shall be governed by the Board, President, Senate, Managing Council, University Council, Academic Unit Council, Academic Unit Managing Council, Department Assembly, and Advisory or Special Committees or Councils that may be established by the Board, Senate or University Council as stipulated under the Higher Education Proclamation No. 650/2009.

Article 5: Accountability

The University shall have a Senate which shall be accountable to the President as provided under Article 49 of the Higher Education Proclamation No. 650/2009.

Article 6: Membership of the Senate

The Senate shall constitute the following members:

- 6.1. The President;
- 6.2. The Vice President for Academic Affairs;
- 6.3. The Vice President for Research Affairs;
- 6.4. The Vice President for Administration and Student Affairs;
- 6.5. The Vice President for Enterprise Development and Community Engagement;
- 6.6. University Registrar;
- 6.7. University Librarian;
- 6.8. All Deans;
- 6.9. Director for Academic Program Development and Admission;
- 6.10. Director for Student Services;
- 6.11. Director for Gender, Equity, and HIV/AIDS Mainstreaming;
- 6.12. Director for the University Laboratory Management;
- 6.13. Two representatives of the University Teacher Union (one female and one male); and
- 6.14. Two representatives of the University Student Union (one female and one male).

Article 7: Powers and Duties of the Senate

The Senate, being the leading body of the institution for academic matters and without prejudice to the responsibilities of the Board, shall have the following powers, duties, and responsibilities:

- 7.1. Determining the business calendar of the institution;



- 7.2. Approving and accrediting academic programmes and their curricula and supervising academic units to ensure the relevance and quality of education and research;
- 7.3. Legislating and ensuring proper implementation of the institutions statutes related to all academic and research matters in accordance with this Legislation;
- 7.4. Determining conditions on which degrees, diplomas, and certificates as well as medals and prizes are awarded or revoked;
- 7.5. Determining an institution-wide framework for quality enhancement and student assessment;
- 7.6. Advising the President on appointments of academic office holders;
- 7.7. Recommending to the Board promotion of academic staff to the rank of Professor and promote to the rank of Assistant/Associate Professor;
- 7.8. Approving nominations by academic units for employment of academic staff with the rank of Professor;
- 7.9. Deciding on the type, number, membership, and responsibilities of its standing committees;
- 7.10. Awarding honorary degrees and other academic prizes to persons with outstanding achievements meriting recognition by the institution, upon request by the President;
- 7.11. Examining and approve recommendations by the President in respect of opening, closure or merger of academic units under the University;
- 7.12. Approving criteria for admission and enrolment of students;
- 7.13. Setting criteria for the determination of academic and research standards;
- 7.14. Providing governing guidelines for the settlement of disciplinary problems;
- 7.15. Determining criteria for graduation and its ceremony processions;
- 7.16. Formulating guidelines for determining student assessment methods and standards;
- 7.17. Recommending tuition fees to be charged by the University;
- 7.18. Issuing guidelines on conditions and procedures of competitions for grants, fellowships, and scholarships;
- 7.19. Formulating policies and guidelines for planning and utilization of resources;
- 7.20. Formulating, modifying and revising the organization of colleges/faculties, institutes and departments of the University, and deciding on the establishment of new units subject to the approval of the Board;
- 7.21. Establishing committees, which may include persons who are not members of the Senate, to perform a duty conferred on it by the Senate;
- 7.22. Formulating and developing policies to promote principles of tolerance and accommodating issues of diversity in the various activities and programmes of the University;



- 7.23. Proposing policies regarding employment, salaries, allowances and other benefits of the academic, research and administrative staff;
- 7.24. Formulating policies towards fostering University community with robust social and cultural events and activities;
- 7.25. Formulating policies towards enhancing productive working relationships with the community in all spheres of University activities;
- 7.26. Formulating policies and devising mechanisms for staff recruitment, retention and promotion;
- 7.27. Supervising the mainstreaming of gender, climate, environment and HIV/AIDS policies and any other cross-cutting issues;
- 7.28. Formulating and approving University's academic and research policies and strategic objectives; and
- 7.29. Performing other responsibilities which may be given to it in the establishing law of the institution or may be referred to it by the President.

Article 8. Senate Meetings

- 8.1. The President shall chair the Senate and preside over its meetings;
- 8.2. In case of absence from duty, the President shall delegate, as a standard practice, the Vice President for Academic Affairs on his behalf and, in case of simultaneous absence of the said Vice President, any of the other Vice Presidents;
- 8.3. If, for any reason, the President or Vice Presidents cannot present themselves at a meeting, the Senate shall be presided over by a *pro-tempore* chairperson who shall be elected from the members of the Senate present at that particular meeting;
- 8.4. The Senate shall have a minimum of four sessions in one academic year and two sessions in a semester;
- 8.5. The Senate shall have a quorum when more than half of its members attend and shall make decisions by simple majority votes, and in case of a tie, the chairperson shall have a casting vote;
- 8.6. The Senate shall determine its regular and extraordinary sessions in its own rules of procedure and internal regulations, which shall also include disciplinary rules of its members;
- 8.7. The President may call a meeting of the Senate any time when necessary;
- 8.8. Notwithstanding the provisions of sub-Article 8.4 of this Article, the Senate may hold continuous sessions upon request by the President;
- 8.9. The President shall call an extra-ordinary meeting of the Senate at the request of one-third of the members of the Senate within five working days or at the request of the Board; such a request shall be presented in writing to the President or to the Board of the University;
- 8.10. The President shall ensure that Senate sessions are well facilitated and prepared for, properly documented and the documentation kept in order,



and are exhaustive in the discussion of issues; and that Senate decisions are properly communicated and implemented;

- 8.11. The Senate, consistent with its mandate, shall devote some of its sessions to evaluations of the performance of academic, research and community engagement of the respective University units, of its committees and its own performance; and the results of the evaluations shall be duly communicated by the President to the Board;
- 8.12. The Senate at its discretion may invite resource persons deemed necessary to any of its sessions; and
- 8.13. The Registrar shall work as secretary of the Senate, ensuring establishment of a separate Senate Secretariat Office within the Registrar's Office with the following responsibilities:
 - 8.13.1. Issuing meeting calls;
 - 8.13.2. Following up and ensuring the implementation of the decision of the Senate and the Executive Committee;
 - 8.13.3. Following up the activities of the standing committees;
 - 8.13.4. Maintaining records of the meetings of Senate and its Executive Committee; and
 - 8.13.5. Compiling, publishing and disseminating rulings of the Senate and/or revision of this Senate Legislation on a regular basis.

Article 9. Communication of Senate Deliberations and Decisions

Members of the Senate shall communicate their respective units concerning issues the Senate has deliberated and decided on. Such communications shall be conducted within reasonable time after approval of minutes through writing, meeting or any other modalities.

Article 10. Committees of the Senate

10.1. General Provisions:

- 10.1.1. The Senate shall have 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 vested on them;
- 10.1.3. The committees shall be accountable to the Senate;
- 10.1.4. Each committee shall produce its own guidelines, both substantive and procedural, based on the relevant parts of this Legislation;
- 10.1.5. Committee work is expected of all University staff as part of their obligation to the University;
- 10.1.6. Any election of members of the committees of the University Senate shall be conducted at the first Senate meeting of each academic calendar;
- 10.1.7. Students elected by the student bodies to represent them in the Senate and its committees shall be notified by the President in writing within one month of each academic year;



- 10.1.8. The chair of the University Senate shall promptly notify elected members of the Senate Committees in writing of their selection with clear terms of duties of the committees;
- 10.1.9. The chair of the University Senate shall designate a member responsible for calling the first meeting;
- 10.1.10. Unless expressly provided in this Legislation, members, chairpersons and secretaries of the committees shall be elected by the Senate; and
- 10.1.11. Each committee shall organize its first meeting and begin its function within the month of its establishment.

10.2. Standing Committees

The standing committees of the Senate shall include the following:

- 10.2.1. Executive Committee (EC);
- 10.2.2. Recruitment and Admission Committee (RAC);
- 10.2.3. Appointment, Promotion and Scholarship Committee (APSC);
- 10.2.4. Budget and Planning Committee (BPC);
- 10.2.5. Continuing and Distance Education Committee (CDEC);
- 10.2.6. Curricula and Academic Standards Committee (CASC);
- 10.2.7. Enterprise Development and Community Engagement Committee (EDCEC);
- 10.2.8. Ethics and Code of Conduct Committee (ECCC);
- 10.2.9. Staff Standards Committee (SSC);
- 10.2.10. Graduate Program Committee (GPC);
- 10.2.11. Laboratory Management Committee (LMC);
- 10.2.12. Library and Information Technology Committee (LITC);
- 10.2.13. Policy and Legislation Committee (PLC);
- 10.2.14. Research, Extension and Publication Committee (REPC);
- 10.2.15. Student Affairs Committee (SAC);
- 10.2.16. Teaching and Learning Committee (TLC);
- 10.2.17. University Environment, Health and Safety Committee (UEHSC); and
- 10.2.18. Gender, Equity and HIV/AIDS Mainstreaming Committee (GEHMC).

10.3. *Ad hoc* Committees

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

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

10.4. Committee Membership



- 10.4.1. Each committee shall have a minimum of three members;
- 10.4.2. As far as circumstances warrant, members of a committee shall include representatives of the pertinent bodies of the University. The Senate shall take expertise and individual merits into account for membership of a committee;
- 10.4.3. *Ex-officio* Members
The President and the Vice Presidents of the University may serve as *ex-officio* members of all Senate committees at their own discretion.
- 10.4.4. Co-opting Additional Members:
 - 10.4.4.1. Chairpersons of the standing committees of the Senate may co-opt additional members, with the consent of the President, from among the University staff and representatives of stakeholders as deemed necessary; and
 - 10.4.4.2. The committee shall decide on the rights and duties of such co-opted 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;
- 10.5.4. Interim decisions are decisions of a committee that require a final approval by the Senate;
- 10.5.5. The reasons for passing an interim decision could be the weight of the matter under consideration or the presence of a strong dissenting opinion to the majority decision, or the absence of clear applicable provisions in this Legislation, other University rules or relevant laws of the country;
- 10.5.6. Whenever an interim decision is taken, the chairperson of the committee shall forthwith communicate the decision to the President; and
- 10.5.7. 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 for maximum of one additional term.



10.7. Regularity of Meeting

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 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

The Senate standing committees shall have a quorum when more than half of its members attend and shall make decisions by simple majority votes, and in case of a tie, the chairperson shall have a casting vote.

10.10. Reports to the Senate

At the end of each semester, the chairperson of each 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 unit/college/faculty/institute;
- 11.2. The dean or director shall have the right to appear personally or through a representative, to present his unit's/ college's/faculty's/institute's position on the matter provided. However, the dean or director or his representative shall not have the right to vote unless he is at the same time a member of the committee in question; and
- 11.3. The decisions of the committee on each agenda shall be communicated to the concerned bodies through the secretary of the committee within ten days of its deliberation.

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, policies, directives and decisions of the Senate;
- 12.2. Deliberating on matters under their competence and jurisdiction and deciding according to general policy and principles that are provided in this Legislation, directives 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 by the Senate; and
- 12.5. Submitting recommendations for Senate deliberation and decisions.

Article 13. Support to the Work of Committees

The Office of the President, through the Senate Secretariat office, shall provide a centralized clerical and other supports to the work of the committees.

Article 14. The Executive Committee

14.1. Duties and Responsibilities of the Executive Committee shall:

- 14.1.1. Advise and recommend to the Senate on all matters pertaining to the organization of the Senate and its committees, and the organization and functioning of the governance of the University;
- 14.1.2. 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 deliberations;
- 14.1.3. Keep the Senate advised of 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;
- 14.1.4. 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;
- 14.1.5. Solicit nominations for honorary degrees;
- 14.1.6. Establish a procedure for reviewing nominations and for making recommendations;
- 14.1.7. Consider nominations of standing committee members and submit recommendations to the University Senate;
- 14.1.8. Refer issues and problems that shall come before the Senate to the appropriate standing committees 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;
- 14.1.9. Review or suspend any decision 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 seven working days;
- 14.1.10. 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;



- 14.1.11. Submit nominations of staff for membership in each Senate standing committees; and
- 14.1.12. Take all measures necessary in the exercise of its powers and duties as outlined hereof, including the co-option of and consultation with other members of the Senate in the course of its deliberations.

14.2. Membership

- 14.2.1. Executive Committee shall have nine members, three of whom are elected by the Senate from its members in addition to the President, the Vice-Presidents and the Secretary of the Senate;
- 14.2.2. The election of the members of the Executive Committee shall be conducted by secret ballot if, following the nominations, there is a contest;
- 14.2.3. The term of office of the elected members of the Executive Committee shall be three years, with a possible extension for one term;
- 14.2.4. The chairperson of the Senate shall also be the chairperson of the Executive Committee; however, in case of absence from duty, the President shall delegate, as a standard practice, the Vice President for Academic Affairs on his behalf and, in case of simultaneous absence of the said Vice President, any of the other Vice Presidents preside over the meetings of the Executive Committee in the absence of the chairperson; and
- 14.2.5. The secretary of the Senate shall serve as the Secretary of the Executive Committee.

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 deemed appropriate or whenever four 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. Recruitment and Admission Committee (RAC)

15.1. Duties and Responsibilities

The Recruitment and Admission Committee shall:

- 15.1.1. Propose to the Senate strategy for student recruitment, admission and placement;
- 15.1.2. Check intake capacity against available human and material resources;
- 15.1.3. Review intake and retention;



- 15.1.4. Check diversity in admission;
- 15.1.5. Set clear and transparent criteria for admission;
- 15.1.6. Review and facilitate readmissions; and
- 15.1.7. Propose, notwithstanding the provisions made in the relevant government directives, the criteria for 10+2 or 10+3 or diploma graduates to advance standing admissions into any undergraduate degree program.

15.2. Membership

The committee shall consist of the following members:

- 15.2.1. Director for Academic Program Development and Admission (chairperson);
- 15.2.2. Associate University Registrar (secretary);
- 15.2.3. Director for Student Services;
- 15.2.4. Director for Gender, Equity and HIV/AIDS Mainstreaming;
- 15.2.5. Deans of all Colleges/Faculties/ institutes/Graduate School; and
- 15.2.6. Any other person that the Senate may assign.

15.3. Meeting and Reporting

- 15.3.1. The Committee shall meet at least four times a year;
- 15.3.2. The chairperson may also convene a meeting of the Committee whenever deemed appropriate or whenever one-third of its members make a request for such a meeting within five working days; and
- 15.3.3. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 16. Appointment, Promotion and Scholarship Committee (APSC)

16.1. Duties and Responsibilities

The Appointment, Promotion and Scholarship Committee shall:

- 16.1.1. Devise policies and overall strategic human resource objectives, including recruitment and selection, equal opportunities for applicants for jobs and promotions from disadvantaged groups, contractual matters, training and development, pay and reward and other matters as appropriate;
- 16.1.2. Formulate policies for recruitment and appointment; and criteria and procedures for academic promotion, probation and confirmation of promotions, merit increases, renewal of tenure, resignation and retirement, termination of appointment, and other matters as appropriate;
- 16.1.3. Examine and recommend promotions in rank forwarded by respective colleges/other academic units and pass the same to the Senate;



- 16.1.4. Formulate various mechanisms of rewarding merits and innovations in teaching and research;
- 16.1.5. Formulate policies for retention of academic and research staff and solicit budget for recruitment and retention in the context of competing demands for resources for the University activities;
- 16.1.6. Consider recommendations from the Office of the Vice President for Academic Affairs for such promotions and recommend to the Senate;
- 16.1.7. Receive and consider complaints regarding appointment and promotion as well as oversee implementation of policies in this regard;
- 16.1.8. Handle other policy issues related to appointment, scholarship and promotion;
- 16.1.9. Oversee policies and practices of the University relating to study, sabbatical and research leaves;
- 16.1.10. Decide on the number and kind of University staff recommended for further studies;
- 16.1.11. Decide on the kind and number of University staff going on research and sabbatical leaves;
- 16.1.12. Look into ways and means of obtaining scholarships through bilateral and multilateral agreements, or through international agencies; and
- 16.1.13. Monitor and follow up the progress of academic staff on study leave.

16.2. Membership

The committee shall consist of the following members:

- 16.2.1. Vice President for Academic Affairs (chairperson);
- 16.2.2. Vice President for Research Affairs;
- 16.2.3. The University Registrar;
- 16.2.4. Director for Academic Programme Development and Admission (secretary);
- 16.2.5. Director for Research, Extension and Publication;
- 16.2.6. Deans of Colleges/Faculties/Institutes/Graduate School;
- 16.2.7. One elected Academic Staff member;
- 16.2.8. Director for Gender, Equity, and HIV/AIDS Mainstreaming;
- 16.2.9. Director for Human Resource Management and Development; and
- 16.2.10. Any person (s) that the Senate may assign.

16.3. Meeting and Reporting

- 16.3.1. The Committee shall meet at least four times a year;
- 16.3.2. The chairperson may also convene a meeting of the Committee within five working days whenever deemed appropriate or



whenever one-third of the members make a request for such a meeting; and

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

Article 17. Budget and Planning Committee (BPC)

17.1. Duties and Responsibilities

The Budget and Planning Committee shall:

- 17.1.1. Review the planning and allocation of the University budget and other funds;
- 17.1.2. Set budgetary areas of priority in consultation with the relevant bodies of the University;
- 17.1.3. Set guidelines, provide standard performance indicators and oversee the preparation and implementation of yearly strategic and action plans of the University;
- 17.1.4. Revise budgetary appropriation schemes;
- 17.1.5. Monitor, follow up and support the process of making budgetary and financial decisions and the determination of priorities among academic, research, community engagement and other programs having financial implications;
- 17.1.6. Recommend to the Senate regarding budgetary and financial issues and amendments;
- 17.1.7. Provide an overall governing policy for external funding and consultancy guidelines; and
- 17.1.8. Produce and document regular reports on budget utilization and related matters to concerned University units and the Senate.

17.2. Membership

The committee shall consist of the following members:

- 17.2.1. Vice President for Administration and Student Affairs (chairperson);
- 17.2.2. Director for Strategic Management and Institutional Transformation (secretary);
- 17.2.3. Vice President for Academic Affairs;
- 17.2.4. Vice President for Research Affairs;
- 17.2.5. Vice President for Enterprise Development and Community Engagement;
- 17.2.6. Director for Procurement, Finance and Property Management;
- 17.2.7. Director for Institutional Development and Facilities Management;
- and
- 17.2.8. Any other person (s) the Senate may assign.

17.3. Meeting and Reporting

- 17.3.1. The Committee shall meet at least four times a year;



- 17.3.2. The chairperson may also convene a meeting of the Committee when deemed appropriate or in case one-third of its members make a request for such a meeting; and
- 17.3.3. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 18. Continuing and Distance Education Committee (CDEC)

18.1. Duties and Responsibilities

The Continuing and Distance Education Committee shall:

- 18.1.1. Assist in initiating new graduate and undergraduate continuing, distance and summer education programmes;
- 18.1.2. Review and recommend ways of strengthening existing programmes;
- 18.1.3. Review and recommend structural organizations of continuing, distance and summer education programmes;
- 18.1.4. Decide on cost-effective and income generating departmental intake;
- 18.1.5. Supervise relevance and quality of programmes and recommend, as deemed necessary, the termination of a programme of study which is not cost-effective;
- 18.1.6. Suggest and facilitate efficient and effective use of human financial and material resources; and
- 18.1.7. Review and determine pedagogically feasible cost-effective and income generating class size.

18.2. Membership

The committee shall consist of the following members:

- 18.2.1. Vice President for Academic Affairs (chairperson);
- 18.2.2. Dean of the College of Continuing and Distance Education (secretary);
- 18.2.3. Director for Academic Programme Development and Admission;
- 18.2.4. The University Registrar;
- 18.2.5. Associate Dean for Post-graduate Studies in the CCDE;
- 18.2.6. Coordinators of the Distance, Summer and Continuing Education Programmes; and
- 18.2.7. Any other person (s) that the Senate may assign.

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 when deemed appropriate or in case one-third of the members request such a meeting; and
- 18.3.3. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.



Article 19. Curriculum and Academic Standards Committee (CASC)

19.1. Duties and Responsibilities

The Curriculum and Academic Standards Committee shall:

- 19.1.1. Provide expert advice on curriculum design, review, approval and revision;
- 19.1.2. Formulate guidelines for curricular revision and course changes;
- 19.1.3. Ensure the inclusion of pedagogical methods that encourage and reward open and active interactions among staff and students;
- 19.1.4. Enhance practice-oriented system of education through inclusion and integration of internships, externship, attachments, and the like in the curricula;
- 19.1.5. Cultivate and enhance an educational environment that fosters creative and critical thinking capacities of students;
- 19.1.6. Screen proposals for curricular changes;
- 19.1.7. Initiate and monitor periodic reviews of curricula;
- 19.1.8. Check the balance among components of programmes and courses;
- 19.1.9. Develop procedures regarding phasing in and phasing out of module(s)/course(s);
- 19.1.10. Advise academic units on the offering of interdisciplinary courses;
- 19.1.11. Set guidelines for course exemptions and programme changes/modifications/ alterations/transfers; and
- 19.1.12. Review and regulate semester credit hour loads.

19.2. Membership

The Committee shall comprise the following members:

- 19.2.1. Director for Academic Programme Development and Admission (chairperson);
- 19.2.2. Associate Registrar (secretary);
- 19.2.3. Director for Institutional Quality Assurance;
- 19.2.4. Director for Research, Extension and Publication;
- 19.2.5. Three experts in curriculum development, instruction and educational planning;
- 19.2.6. Director for ICT; and
- 19.2.7. Any other person (s) that the Senate may assign.

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 the meeting of the Committee when deemed appropriate or in case one-third of the members request such a meeting; and
- 19.3.3. The Committee shall submit a yearly report to the Senate on the implementation of its duties and responsibilities.



Article 20. Enterprise Development and Community Engagement Committee (EDCEC)

20.1. Duties and Responsibilities

The Enterprise Development and Community Engagement Committee shall:

- 20.1.1. Identify and propose new business ventures and development incentives;
- 20.1.2. Monitor, evaluate, support and report performances of revenue generation schemes to the Senate;
- 20.1.3. Advise the Senate on alternative ways of handling or managing of non-self enduring services and institutions;
- 20.1.4. Propose prices and payment rates for goods and services of revenue generating schemes;
- 20.1.5. Develop guidelines on initiation and administration of consultancy services;
- 20.1.6. Formulate policies for community engagement work;
- 20.1.7. Nurture and promote community based education and University-industry linkages;
- 20.1.8. Solicit for and advise the President and/or the Senate on international collaboration projects;
- 20.1.9. Assist the Senate in developing and enhancing public service programmes;
- 20.1.10. Serve the need and interest of the general public to facilitate education, economic and social improvements; and
- 20.1.11. Ensure the representation and active participation of the University in various governmental and non-governmental bodies.

20.2. Membership

The Committee shall consist of the following members:

- 20.2.1. Vice President for Enterprise Development and Community Engagement (chairperson);
- 20.2.2. Director for University Enterprises (secretary);
- 20.2.3. Director for Community Based Education;
- 20.2.4. Director for Community Development Works;
- 20.2.5. Dean of the College of Continuing and Distance Education;
- 20.2.6. Director for Procurement, Finance and Property Management;
- 20.2.7. Director for Strategic Management and Institutional Transformation;
- 20.2.8. Director for Institutional Development and Facilities Management; and
- 20.2.9. Any other person (s) that the Senate may assign.

20.3. Meeting and Reporting



- 20.3.1. The Committee shall meet at least four times a year;
- 20.3.2. The chairperson may also convene a meeting of the Committee when deemed appropriate or in case one-third of the members request such a meeting; and
- 20.3.3. The committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 21. Ethics and Code of Conduct Committee (ECCC)

21.1. Duties and Responsibilities

The Ethics and Code of Conduct Committee shall:

- 21.1.1. Propose amendments on Legislation on issues related to staff and student ethics and codes of conducts;
- 21.1.2. Advise on development and amendments of the Staff Code of Conduct;
- 21.1.3. Advise on any amendments required for the Student Code of Conduct;
- 21.1.4. Formulate guidelines, rules and procedures for matters related to ethics and violation of codes of conduct;
- 21.1.5. Arrange provisions of appropriate training on ethical issues for the University community and particularly for officers with specific responsibility relating to ethical issues; and
- 21.1.6. Promote the integration of core values of the University into the working system.

21.2. Membership

The committee shall consist of the following members:

- 21.2.1. Vice President for Administration and Student Affairs (chairperson);
- 21.2.2. Legal Service Officer of the University (secretary);
- 21.2.3. The University Ombudsperson;
- 21.2.4. Student Conduct Administrator;
- 21.2.5. A representative of academic staff;
- 21.2.6. Two representatives (one female and one male) of the University Teacher Union;
- 21.2.7. Director for Gender, Equity and HIV/AIDS Mainstreaming;
- 21.2.8. Two representatives from the Student Union (one female and one male); and
- 21.2.9. Any other person (s) that the Senate may assign.

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 when deemed appropriate or when one-third of the members request such a meeting; and



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

Article 22. Staff Standards Committee (SSC)

22.1. Duties and Responsibilities

The Staff Standards Committee shall:

- 22.1.1. Periodically review policies and practices of the University relating to workload and class sizes;
- 22.1.2. Propose to the Senate the University's policy on academic and research freedom;
- 22.1.3. Formulate strategies for improvement of the capacity of academic staff;
- 22.1.4. Ensure that provisions for academic advising are in place;
- 22.1.5. Formulate an effective evaluation and appraisal system of academic staff and prepare guidelines for evaluation of staff performance;
- 22.1.6. Stimulate and encourage staff professional development;
- 22.1.7. Act as a Board of appeal for complaints of undergraduate and postgraduate students on academic matters; and
- 22.1.8. Advise staff on general grading strategies.

22.2. Membership

The Committee shall consist of the following members:

- 22.2.1. Director for Academic Programme Development and Admission (chairperson);
- 22.2.2. Director for Assessment Centre (secretary);
- 22.2.3. Director for Institutional Quality Assurance;
- 22.2.4. Director for Human Resources Management and Development;
- 22.2.5. All Deans;
- 22.2.6. Director for Gender, Equity and HIV/AIDS Mainstreaming;
- 22.2.7. One representative from undergraduate students and one from postgraduate students; and
- 22.2.8. Any other person (s) that the Senate may assign.

22.3. Meeting and Reporting

- 22.3.1. The Committee shall meet at least four times a year;
- 22.3.2. The chairperson may also convene a meeting of the Committee when deemed appropriate or when one-third of the members request such a meeting; and
- 22.3.3. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.



Article 23. Graduate Programme Committee (GPC)

23.1. Duties and Responsibilities

The Graduate Programme Committee shall:

- 23.1.1. Formulate, revise and amend policies, rules and regulations governing graduate programs in the University;
- 23.1.2. Promote and co-ordinate interdisciplinary programmes for graduate studies and ensure research and teaching programmes are well integrated;
- 23.1.3. Recommend for approval by the Senate the graduate programmes submitted to it by faculty academic commissions;
- 23.1.4. Propose guidelines for admission of candidates to graduate programmes;
- 23.1.5. Approve tuition fees and/or waivers for postgraduate student according to the guidelines of the University;
- 23.1.6. Examine proposals by the various graduate programmes of the University for improvement, revision or adjustment of existing rules and regulations, and submit recommendations to the Senate;
- 23.1.7. Interpret rules and regulations regarding graduate programmes;
- 23.1.8. Expedite collaboration with graduate programmes in other universities, or with organizations that seek such collaborations;
- 23.1.9. Ensure that both existing and new guidelines set by the Senate or decisions made by it are implemented by concerned graduate programme offices;
- 23.1.10. Formulate policies for the welfare of graduate students and the award of graduate scholarships, studentship and other awards;
- 23.1.11. Recommend to the Senate the award of the appropriate postgraduate diploma, certificate or degree in accordance with University rules and regulations;
- 23.1.12. Examine graduate students' appeals that are related to their studies and that could not be handled by their respective college/faculty/institute or school/department and give decision or recommendation;
- 23.1.13. Initiate amendments to existing rules and regulations or draft new ones and submit them to the Senate;
- 23.1.14. Participate in the periodic assessment of the graduate programmes of the University and organize workshops to consult with stakeholders;
- 23.1.15. Advise the Senate on all matters pertaining to graduate programmes; and
- 23.1.16. Establish its own rules of procedure and set up standing and *ad hoc* committees as necessary.

23.2. Membership

The Graduate Programme Committee shall consist of the following members:



- 23.2.1. Vice President for Academic Affairs (chairperson);
- 23.2.2. Dean of Graduate School (secretary);
- 23.2.3. Vice President for Research Affairs;
- 23.2.4. Director for Academic Programme Development and Admission;
- 23.2.5. The University Registrar;
- 23.2.6. Deans of colleges/faculties/institutes that run graduate programme;
- 23.2.7. Postgraduate students' representative (one female and one male);
and
- 23.2.8. Any other person (s) that the Senate may assign.

23.3. Meeting and Reporting

- 23.3.1. The Committee shall meet at least once before each Senate meeting;
- 23.3.2. The chairperson may also convene a meeting of the Committee when deemed appropriate or when one-third of the members make a request for such a meeting; and
- 23.3.3. The Committee shall submit a bi-annual report to the Senate on the implementation of its duties and responsibilities.

Article 24. Laboratory Management Committee (LMC)

24.1. Duties and Responsibilities

The Laboratory Management Committee shall:

- 24.1.1. Formulate laboratories and reagent management policies;
- 24.1.2. Formulate policies and standards to enhance laboratory teaching in the University;
- 24.1.3. Establish and oversee good laboratory practices at all levels and in all laboratories;
- 24.1.4. Supervise the implementation of safety regulations in all laboratories;
- 24.1.5. Organize and supervise tailor-made trainings of technical personnel;
- 24.1.6. Provide clearance for bulk equipment, chemical and reagent purchases;
- 24.1.7. Organize and oversee chemical and reagent audits annually;
- 24.1.8. Formulate rules and regulations for the University wide interdisciplinary collaboration in the use of equipment and laboratory personnel;
- 24.1.9. Formulate regulations and regularly update fees and charges for laboratory analysis;
- 24.1.10. Formulate guidelines for storing, managing and disposing chemicals and laboratory equipment, glassware, etc;
- 24.1.11. Devise a strategy for the staff deployment, career development and training needs of laboratory technicians, researchers, etc.; and



24.1.12. Organize and oversee the procurement and transfer of equipment to new laboratories.

24.2. Membership

The Laboratory Management Committee shall consist of the following members:

- 24.2.1. Vice President for Academic Affairs (chairperson);
- 24.2.2. Director for the University Laboratory Management (secretary);
- 24.2.3. Director for Research Facilities;
- 24.2.4. Deans of Colleges/Faculties/Institutes with laboratories; and
- 24.2.5. Any other person(s) that the Senate may assign.

24.3. Meeting and Reporting

- 24.3.1. The Committee shall meet at least four times a year;
- 24.3.2. The chairperson may also convene a meeting of the Committee when deemed appropriate or when one-third of the members request such a meeting; and
- 24.3.3. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 25. Library Information and Communication Technology Committee (LITC)

25.1. Duties and Responsibilities

The Library Information and Communication Technology Committee shall:

- 25.1.1. Formulate library information and communication technology policies and devise strategies in relation to the development of resources for instruction, research and other services;
- 25.1.2. Formulate a policy to enhance the University's potential in library information and communications technology and its application in teaching-learning, research, and administrative services of the University;
- 25.1.3. Oversee that the University's libraries and information centres are maintained as a national and international scholarly resource;
- 25.1.4. Solicit external funding and provide guidelines for and oversee the effective utilization of such funding for ICT development;
- 25.1.5. Provide oversight on the overall implementation and development of the libraries and information centres;
- 25.1.6. Ensure efficient utilization of ICT and facilitate the resources required to implement the University's strategy and agreed policy in the area of ICT;
- 25.1.7. Oversee the library information and communication technology services and initiate the preparation of strategic plans of these services to the University as a whole;



- 25.1.8. Enhance the potential of library information and communication technology centres to support academic and research programmes and maximize the information resources available to researchers and to facilitate access to information;
- 25.1.9. Formulate rules and regulations on donated books, manuscripts, pieces of arts and other materials including the rights of donors and their families;
- 25.1.10. Formulate regulations on the application of any aspect of library and information service policies to University libraries and information services which are not available in the University's library services;
- 25.1.11. Make, amend and publish regulations, subject to approval by the Senate, for the control, management and security of the use of the facilities of the University's library and information services;
- 25.1.12. Determine policy relating to the admission of readers and users to the libraries and information centres in the University;
- 25.1.13. Formulate policy for the acquisition, development, management and disposition of collections in the libraries and services within the University's library services;
- 25.1.14. Formulate guidelines for the preservation of materials in the University's library collections;
- 25.1.15. Devise strategies and plans of action for the provision of electronic information resources for the University; and
- 25.1.16. Devise a strategy for the staff deployment, career development, and training needs of ICT and library support personnel.

25.2. Membership

The Library Information and Communication Technology Committee shall consist of the following members:

- 25.2.1. Vice President for Academic Affairs (chairperson);
- 25.2.2. Director for Library and Information Services (secretary);
- 25.2.3. Director for Academic Programme Development and Admission;
- 25.2.4. Director for Research, Extension and Publication;
- 25.2.5. Dean, College of Computing and Informatics;
- 25.2.6. Director for ICT;
- 25.2.7. Director for Institutional Quality Assurance;
- 25.2.8. Two student representatives (one from graduate programme and one from undergraduate programme);
- 25.2.9. One elected senior staff member; and
- 25.2.10. Any other person(s) that the Senate may assign.

25.3. Meeting and Reporting

- 25.3.1. The Committee shall meet at least four times a year;



- 25.3.2. The chairperson may also convene a meeting of the Committee when deemed appropriate or when one-third of the members request such a meeting; and
- 25.3.3. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 26. Policy and Legislation Committee (PLC)

26.1. Duties and Responsibilities

The Policy and Legislation Committee shall:

- 26.1.1. Identify, examine, draft and recommend to the Senate policies, strategies and new Legislations that anticipate and respond to the changing needs of the University;
- 26.1.2. Initiate the development of policies on issues such as affirmative action, equal opportunity, recruitment and promotion;
- 26.1.3. Initiate and develop policies on academic and research freedom, standards, programme expansions, cost-sharing, responsibility in academic and research conduct, academic disruptions and misconducts;
- 26.1.4. Develop comprehensive policies and strategies to reward merits;
- 26.1.5. Draft new or amended rules and regulations and submit them to the Senate for approval;
- 26.1.6. Receive biannual reports of Senate committees;
- 26.1.7. Communicate to the appropriate legislative authorities its proposal for review of Legislations;
- 26.1.8. Follow up relevant federal Legislations and up-date the University rules and regulations; and
- 26.1.9. Prepare guidelines for the implementation of policies;
- 26.1.10. Develop indicators for evaluation of policies and of their implementation.

26.2. Membership

The Policy and Legislation Committee shall consist of the following members:

- 26.2.1. The President (chairperson);
- 26.2.2. Director for Legal Services (secretary);
- 26.2.3. All Vice Presidents of the University;
- 26.2.4. Dean, College of Law;
- 26.2.5. Director for Strategic Management and Institutional Transformation;
- 26.2.6. Director for Public and International Relations;
- 26.2.7. Two representatives from academic and administrative staff (one female and one male);
- 26.2.8. Two (one male and one female) student representatives; and
- 26.2.9. Any other person that the Senate may assign.



26.3. Meeting and Reporting

- 26.3.1. The Committee shall meet at least twice a year;
- 26.3.2. The chairperson may also convene a meeting of the Committee when deemed appropriate or when one-third of the members request such a meeting; and
- 26.3.3. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 27. Research, Extension and Publication Committee (REPC)

27.1. Duties and Responsibilities

The Research, Extension and Publication Committee shall:

- 27.1.1. Formulate strategies for promoting research and dissemination of research findings to the wider community;
- 27.1.2. Guide research and other units of the University in designing and conducting training workshops on research methods and research proposal/report writing and preparation of teaching materials;
- 27.1.3. Set strategies and specify priorities for research based on national needs;
- 27.1.4. Set guidelines for the approval of research proposals;
- 27.1.5. Monitor and support execution of research activities done by staff and students together with accountability of the use of financial, manpower and material resources for undertaking the research and extension activities.
- 27.1.6. Initiate, foster and promote establishment and publication of scientific journals, bulletins etc in various disciplines of the University to disseminate knowledge and technology generated through staff and student research to appropriate stakeholders;
- 27.1.7. Determine courses of action in the case of breach of agreement by researchers;
- 27.1.8. Specify the calendar for submission of research proposals and research reports;
- 27.1.9. Examine and endorse the activity reports of research institutes and centres;
- 27.1.10. Advise and assist the Research Office in securing fund from organizations outside the University;
- 27.1.11. Design, facilitate and endorse collaborative activities with regional, national and international institutions;
- 27.1.12. Recommend and establish award systems for recognizing outstanding research;
- 27.1.13. Establish and support research ethical committees;
- 27.1.14. Assist the Office of the Vice President for Research Affairs in preparing code of ethics governing/safeguarding research and intellectual property rights;



- 27.1.15. Propose allocation of funds for research institutes/colleges;
- 27.1.16. Issue guidelines pertaining to visiting researchers who wish to be affiliated with various units of the University;
- 27.1.17. Initiate, establish and promote scientific advisory units that support students and staff in scientific paper presentations, editions and statistical data analysis;
- 27.1.18. Support and promote maintenance of quality standards of publications of the University;
- 27.1.19. Advise the Senate on all matters pertaining to research, extension and publications;
- 27.1.20. Promote and support publication of theses and dissertations;
- 27.1.21. Determine rules and regulations for screening manuscripts for publications;
- 27.1.22. Provide guidelines for appointing manuscript assessors;
- 27.1.23. Develop mechanisms for assessing submitted materials for publication;
- 27.1.24. Advise the Senate on forming links or collaborations with external organizations for the purpose of co-publishing, organizing book fairs, distributing publications, fund raising, etc;
- 27.1.25. Develop guidelines for approval of co-publications and re-printing;
- 27.1.26. Endorse agreements with distributors and co-publishers;
- 27.1.27. Determine royalty or honorarium for authors and assessors;
- 27.1.28. Determine criteria for establishing reputability of journals;
- 27.1.29. Develop guidelines and formats such as house style, assessment forms and agreement forms;
- 27.1.30. Develop and support mechanisms for releasing and disseminating research technologies; and
- 27.1.31. Establish and support collaborations with international organizations for electronic literature for use by staff and students.

27.2. Membership

The Publication and Editorial Committee shall consist of the following members:

- 27.2.1. Vice President for Research Affairs (chairperson);
- 27.2.2. Director for Research, Extension and Publication (secretary);
- 27.2.3. Director for Research Groups and Partnerships;
- 27.2.4. Director for Academic Programme Development and Admission;
- 27.2.5. Dean, School of Graduate Studies;
- 27.2.6. Director for Research Facilities;
- 27.2.7. Director for ICT;
- 27.2.8. Director for Library and Information Services;
- 27.2.9. Head, University Printing Press;



- 27.2.10. Head, Editorial Office;
- 27.2.11. Two senior academic staff members assigned by the Senate; and
- 27.2.12. Any other person(s) that the Senate may assign.

27.3. Meeting and Reporting

- 27.3.1. The Committee shall meet at least four times a year;
- 27.3.2. The chairperson may also convene a meeting of the Committee when deemed appropriate or when one-third of the members request such a meeting; and
- 27.3.3. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 28. Student Affairs Committee (SAC)

28.1. Duties and Responsibilities

The Student Affairs Committee shall:

- 28.1.1. Initiate, foster and promote student career development, scholarship, employability, leadership skills, entrepreneurship and other activities;
- 28.1.2. Review conditions affecting students' academic and social life at the University;
- 28.1.3. Devise mechanisms that contribute to academic successes and personal development of students;
- 28.1.4. Revise and update the Student Code of Conduct of the University;
- 28.1.5. Develop mechanisms for settling disputes between students (student bodies) on the one hand and staff and/or University administration on the other hand;
- 28.1.6. Formulate ways and means of creating part-time and self-employment activities for students;
- 28.1.7. Identify and devise means of supporting female students and students from disadvantaged communities and overseas;
- 28.1.8. Identify and devise means of supporting students with disabilities;
- 28.1.9. Make students understand their rights and obligations;
- 28.1.10. Promote the well-being and rights of students;
- 28.1.11. Initiate and encourage student exchange programmes, student publications, guest lectures and debates;
- 28.1.12. Formulate policies regulating affairs of international students;
- 28.1.13. Develop and supervise policies for the intercollegiate sports in collaboration with the Department of Sport Sciences;
- 28.1.14. Ensure that intercollegiate sport programmes and other student activities adhere to all policies, rules and regulations set forth by the University administration;
- 28.1.15. Make recommendations to the Senate concerning cost sharing;



- 28.1.16. Formulate policies for official recognition of student organizations and review, approve and revoke constitutions and bylaws of student organizations;
- 28.1.17. Make recommendations on matters pertaining to student life, extra-curricular activities and student welfare that may be reported to the committee by members of the University community;
- 28.1.18. Make recommendations pertaining to general student welfare to administrative entities;
- 28.1.19. Review policies and regulations that affect general student welfare;
- 28.1.20. Promote the core values of the University, peace, tolerance, multiculturalism and democracy; and
- 28.1.21. Develop guidelines for establishing and functioning of student clubs, societies, associations, unions and others.

28.2. Membership

The Student Affairs Committee shall consist of the following members:

- 28.2.1. Vice President for Administration and Student Affairs (chairperson);
- 28.2.2. Director of Students Services (secretary);
- 28.2.3. The University Students Guidance and Counselling Officer;
- 28.2.4. Head, Department of Sports Sciences;
- 28.2.5. Representatives from student bodies (one from graduate class and one from undergraduate class); and
- 28.2.6. Other three senior staff members to be elected by the Senate at least one of whom shall be female.

28.3. Meeting and Reporting

- 28.3.1. The Committee shall meet at least once a month;
- 28.3.2. The chairperson may also convene a meeting of the Committee when deemed necessary or whenever one-third of the members request such a meeting; and
- 28.3.3. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 29. Teaching and Learning Committee (TLC)

29.1. Duties and Responsibilities

The Teaching and Learning Committee shall:

- 29.1.1. Promote excellences in teaching and learning;
- 29.1.2. Nurture the development of innovative teaching and learning, such as e-learning, telepathic education, in collaboration with the Academic Development Resource Centres and overseas universities;



- 29.1.3. Promote and nurture teaching students of the University with support of own or others' practical research findings as opposed to sole dependence on prototype textbook education;
- 29.1.4. 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;
- 29.1.5. Devise methods for encouraging academic staff to write teaching materials and recommend/communicate the same to relevant units of the University;
- 29.1.6. Collaborate with other units of the University such as research institutes and the University Press in organizing training on the preparation of teaching materials, particularly textbooks;
- 29.1.7. Recommend ways of facilitating the preparation and publication of teaching materials;
- 29.1.8. Participate actively in the effort to secure suitable teaching materials from external sources;
- 29.1.9. 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;
- 29.1.10. Examine issues and/or suggestions concerning teaching materials that may be forwarded by deans or higher authorities and provide advice on effective courses of action;
- 29.1.11. Assess periodically the major needs of the various programmes of the University for instructional materials and submit recommendations to the Senate; and
- 29.1.12. Recommend a system of award for authors/developers of first-rate teaching materials.

29.2. Membership

The Teaching and Learning Committee shall consist of the following members:

- 29.2.1. Vice President for Academic Affairs (chairperson);
- 29.2.2. Director for Academic Programme Development and Admission (secretary);
- 29.2.3. Director for Research Groups and Partnership;
- 29.2.4. Director for ICT;
- 29.2.5. Director for Institutional Quality Assurance;
- 29.2.6. Director for Assessment Centre;
- 29.2.7. Director for Library and Information Services;
- 29.2.8. University Registrar;
- 29.2.9. All Deans; and
- 29.2.10. Any other person (s) that the Senate may assign.



29.3. Meeting and Reporting

- 29.3.1. The Committee shall meet at least four times a year;
- 29.3.2. The chairperson may also convene a meeting when deemed necessary or when one-third of the members request such a meeting; and
- 29.3.3. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 30. University Environment, Health and Safety Committee (UEHSC)

30.1. Duties and Responsibilities of the (UEHSC)

The University Environment, Health and Safety Committee shall:

- 30.1.1. Ensure that University members work under environmentally sound, safe and healthful campus conditions including overseeing: fire prevention and emergency equipment; prevention and standby infectious disease control; environment management (air, water and waste); sanitation and water quality; occupational safety and health; laboratory safety and chemical hygiene; campus beautification; promotion of non-violence; in-campus crime prevention; discouragement of alcohol and other drug abuse; and improvement of disability support services;
- 30.1.2. Ensure that all heads of University offices, deans, directors, staff, personnel and students should make sure the University is maintaining a safe and healthful teaching-learning environment;
- 30.1.3. Evaluate current University environment, health and safety status;
- 30.1.4. Develop policies for ensuring against injuries or death due to accidents occurring while on duty (hazardous materials, toxic chemicals, machines, during travelling etc);
- 30.1.5. Formulate guidelines on the use, handling, storage and disposal mechanisms for chemicals, biological agents, radio-active materials, electronic devices and other materials;
- 30.1.6. Develop guidelines for wise and planned use of campus land and premises for the purposes of construction, landscaping, planting, playgrounds, recreation, parking etc;
- 30.1.7. Develop University-wide policies for desired University environment, health and safety;
- 30.1.8. Develop and communicate a clear vision for the University's health and safety programme;
- 30.1.9. Oversee the physical growth and beauty of all campuses;
- 30.1.10. Establish broad safety goals for departments;
- 30.1.11. Evaluate the University's progress toward meeting those goals;
- 30.1.12. Create awareness of and enthusiasm for beautification, hazard recognition and control;



- 30.1.13. Organize educational programs to emphasize health, safe work practices and procedures; and
- 30.1.14. Function as the centre of information dealing with environment, health and safety.

30.2. Membership of the Committee

The University Environment, Health and Safety Committee shall consist of the following members:

- 30.2.1. Vice President for Administration and Student Affairs (chairperson);
- 30.2.2. Director for Institutional Development and Facilities Management (secretary);
- 30.2.3. Director for Student Services;
- 30.2.4. Representative of each college/faculty/institute;
- 30.2.5. Head, Health Centre;
- 30.2.6. Director of HU Specialised Teaching Hospital;
- 30.2.7. Director for University Laboratory Management;
- 30.2.8. Dean, College of Veterinary Medicine;
- 30.2.9. Dean, College of Health and Medical Sciences;
- 30.2.10. Legal Service Officer;
- 30.2.11. A representative of academic staff;
- 30.2.12. A representative of female students;
- 30.2.13. A representative of students with disabilities;
- 30.2.14. A representative of the Student Union;
- 30.2.15. University Sanitarian;
- 30.2.16. Head, University Guards and Security; and
- 30.2.17. Any other person (s) that the Senate may assign.

30.3. Meeting and Reporting

- 30.3.1. University Environment Health and Safety Committee shall meet at least four times a year;
- 30.3.2. The chairperson may also convene a meeting when deemed necessary or when one-third of the members request such a meeting; and
- 30.3.3. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 31. Gender, Equity and HIV/AIDS Mainstreaming Committee (GEHAMC)

31.1. Duties and responsibilities

The Gender, Equity and HIV/AIDS Mainstreaming Committee shall:

- 31.1.1. Devise ways to integrate gender and HIV/AIDS into teaching, learning, research, student and staff welfare, budgeting, outreach and governance of the University;



- 31.1.2. Devise ways to ensure that all University and surrounding communities have access to HIV/AIDS information and services;
- 31.1.3. Ensure that resources obtained to fight against HIV/AIDS are used for awareness creation on HIV/AIDS and control and prevention of the pandemic;
- 31.1.4. Recommend a system where gender and HIV/AIDS are central to policy development, research, advocacy, legislation, resource allocation and planning, implementation and monitoring of University programmes, activities and projects;
- 31.1.5. Review the University documents (strategic plan, policies, rules, regulations, disciplinary policies, codes of conduct, etc) so that gender, equity and HIV/AIDS issues are well taken and considered;
- 31.1.6. Identify ways to make the University and surrounding communities gender sensitive and devise and implement such schemes;
- 31.1.7. Develop systems to increase awareness of the University community on gender, harmful traditional practices, reproductive health issues and HIV/AIDS;
- 31.1.8. Devise ways to promote gender and HIV/AIDS research;
- 31.1.9. Identify ways to help female students to be and become competent, qualified, assertive and successful;
- 31.1.10. Facilitate mechanisms of advising, counselling and supporting female students of the University;
- 31.1.11. Devise mechanisms to improve the participation of female in decision making positions and leadership;
- 31.1.12. Seek ways and means to reduce the gender gap in education and employment;
- 31.1.13. Assess the needs and problems of females in the surrounding communities and seek solutions to their hardship and/or avert harmful traditional practices that may often endanger their future;
- 31.1.14. Develop and/or update work place HIV/AIDS prevention and control policies, guidelines and procedures to the Senate;
- 31.1.15. Devise mechanisms of monitoring the implementation of workplace HIV/AIDS interventions; and
- 31.1.16. Identify female students in high schools of the surrounding communities who have academically high potential but are handicapped by economic hardships and solicit scholarships for them to pursue further studies.

31.2. Membership

The Gender, Equity and HIV/AIDS Mainstreaming Committee shall consist of the following members:

- 31.2.1. President of the University (chairperson);
- 31.2.2. Director for Gender, Equity and HIV/AIDS Mainstreaming (secretary);



- 31.2.3. Vice President for Academic Affairs;
 - 31.2.4. Vice President for Research Affairs;
 - 31.2.5. Vice President for Administration and Student Affairs;
 - 31.2.6. Vice President for Enterprise Development and Community Engagement;
 - 31.2.7. Director of Student Services;
 - 31.2.8. Head, University Health Centre;
 - 31.2.9. Director of HU Specialised Teaching Hospital;
 - 31.2.10. Coordinator of the University HIV/AIDS Office;
 - 31.2.11. Two representatives from the Student Union (one female and one male); and
 - 31.2.12. Any other person(s) that the Senate may nominate.
- 31.3. Meeting and Reporting
- 31.3.1. The Committee shall meet at least four times a year;
 - 31.3.2. The chairperson may also convene a meeting when deemed necessary or when one-third of the members request such a meeting; and
 - 31.3.3. The Committee shall submit a quarterly report to the Senate on the implementation of its duties and responsibilities.



CHAPTER THREE: THE UNIVERSITY STAFF

Article 32. Policy Premises on University Staff

- 32.1. The satisfactory fulfilment of the vision of the University and the effective realization of its mission is premised on the professional competence and quality as well as intellectual and moral discipline of its staff;
- 32.2. It is through the instrumentality of its 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 accordance with the best traditions developed by universities throughout the world;
- 32.3. The staff of the University shall endeavour to attain the requisite level of competence and expertise in their respective discipline and to maintain and improve such competence and expertise by keeping abreast with the new developments and changes in their respective fields of studies;
- 32.4. It is a function of the University, like any University, to serve society by advancing the frontiers of knowledge and to encourage learning through instruction that does not seek to indoctrinate, but to develop, among students, an understanding of the spirit and methods of free, rational, dispassionate and intellectually-disciplined discussion as a means of seeking truth;
- 32.5. It is a function of the University staff to be creative, not imitative, to develop, through imaginative planning and consistent open-minded re-evaluation, instructional programs and research activity which contributes to Ethiopia's special needs for trained manpower and knowledge. It is thus a function of the University to develop itself as a community of scholars devoted to the continuing improvement of the University as a free institution in the service of the nation and society in general, in accordance with the best practices developed by great universities throughout the world;
- 32.6. On its part, the University shall strive to create conducive environment that nurtures excellence and assists the staff in the endeavour to develop itself and discharge its responsibility with efficacy;
- 32.7. The University shall also clearly define what is required of its academic staff in the areas of teaching, research and community services;
- 32.8. The University shall develop policies with respect to salary scales, academic ranks and promotion that 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;



- 32.9. The University is also duty bound to work out rules and regulations governing the academic rights, freedoms and responsibilities of its faculty; and
- 32.10. Such rules and regulations shall have the purpose of regulating opportunities for regular, research or sabbatical leaves to enable faculty 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 that will advance their capacities as teachers and scholars.

Article 33. Embodiment of Statutes in University Contracts

The relevant provisions of this statute be embodied in the University employment agreements for full-time faculty members unless these provisions are expressly waived by the Senate and the terms of this statute thus become part of the basic terms of employment of the full-time members of the faculty.

Article 34. Academic Freedom

- 34.1. All members of the academic community have the right to fulfill their functions of teaching, doing research, writing, learning, exchanging and disseminating information, and providing services without fear of interference or repression from the State or any other force;
- 34.2. All members of the academic community with teaching functions have the right to freely teach without any interference, subject to the generally accepted principles, standards and methods of teaching;
- 34.3. All members of the academic community with research functions have the right to carry out research without interference, subject to the universal principles and methods of scientific enquiry. In particular, researchers shall not be denied information or permission to do or hindered in any way from doing research on any ground except for reasons of public health and morality or in circumstances of clear, present and imminent danger to the nation and its independence;
- 34.4. All members of the academic community shall have freedom of association, including the right to form and to join independent and autonomous trade unions. The right of association includes the right of peaceful assembly and formation of groups, clubs, associations and such other bodies to further the academic and professional interests of the members of the academic community;
- 34.5. All members of the academic community shall have the right to write, print and publish their own newspapers or any other form of media including wall literature, posters and pamphlets; and
- 34.6. The exercise of this right of academic freedom shall have due regard to the obligation of the members of the academic community not to



interfere with the right of others to privacy and in any manner or form to unreasonably arouse religious, ethnic, national or gender hatred.

Article 35. Policies Underlying These Statutes

In order to develop strong faculty members and particularly in order to attract outstanding Ethiopians into University careers, it is desirable that the University develop policies:

- 35.1. With respect to salary scales, ranking and promotion which will provide protection against irrational inequities and which will compare favourably with salaries offered by the public service and private business and will, in terms of local living costs, enable University teachers to enjoy a standard of living compatible with the responsibility, dignity and competence which the University may rightly demand from them;
- 35.2. Governing opportunities for regular research or sabbatical leaves with pay where compensation is not available from other sources which will enable regular faculty members to carry out or complete research projects, or to pursue courses of study at other universities or to engage in other activity clearly related to their University duties and teaching areas, which will advance their capacities as teachers and scholars; and
- 35.3. Governing the academic responsibilities, freedom of teachers, the grounds for their dismissal from University service and the procedures to be followed in such cases.

Article 36. Interpretation

The provisions which follow should be read and interpreted with an awareness that the principles set forth are means to an end, but not ends in themselves, that these means are designed to improve the quality and to promote the creativity of teachers and their teaching and research endeavours at this University; that they are predicated on the assumption that a teacher employed by this University is a member of a self-sustaining profession; and finally, that the justification for these provisions will lie in a high sense of responsibility and increased performance on the part of those governed by them.

Article 37. The Staff Category

The University shall have the following staff categories according to the Higher Education Proclamation No. 650/2009:

- 37.1. Academic Staff;
- 37.2. Research Staff;
- 37.3. Technical Support Staff;
- 37.4. Administrative Support Staff; and
- 37.5. Professionals in teaching hospitals, as may be appropriate.



Article 38. Duties and Responsibilities of Academic Staff

- 38.1. An Academic Staff of the University is required to be a scholar with full devotion to the advancement of the frontiers of knowledge in accordance with the best traditions developed by scholarly circles throughout the world. It shall be the primary duty of an academic staff to carry out functions in the best interest of the University and the nation having due regards to professional etiquette;
- 38.2. An academic staff of the University shall design, develop and implement courses in an area of specialization following established University procedures in such a way that the course material may be delivered over the entire semester in a balanced way; and
- 38.3. Without limitation to the generality of the provisions of sub-Article 38.1 of this Article, a member of the academic staff at the University shall:
 - 38.3.1. Uphold the objective of higher education and the guiding principles applicable to the institution;
 - 38.3.2. Prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
 - 38.3.3. Treat and interact with students and other members of the institutions community giving due respect to their human dignity, emotions, effort and the particular circumstances they may find themselves and rid off oneself from injuries, bias, prejudice and iniquitous and discriminatory practices;
 - 38.3.4. Participate and play due role in curriculum development, review, enhancement and/or enrichment;
 - 38.3.5. Respect the Constitution, higher education proclamations, Legislation of the University and other pertinent laws of the country;
 - 38.3.6. 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 classroom environment;
 - 38.3.7. Be evaluated for once performance by students, colleagues and the University and demonstrate only appropriately in case of disagreement with all or any of the evaluation results;
 - 38.3.8. Contribute to the best of one's ability and as a member of the institution's community towards popularization of orderly conduct and peaceable operations of the institution and to peaceful resolutions of intra-institutional conflicts;
 - 38.3.9. Give lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the University;
 - 38.3.10. Educate, examine and evaluate students;



- 38.3.11. Conduct problem solving research that contributes to the advancement of knowledge or has direct impact on community development;
- 38.3.12. Participate in the University affairs as required;
- 38.3.13. Participate in organizing, directing and developing the activities of the respective academic unit as required by the University;
- 38.3.14. Render services to the University as full-time employee;
- 38.3.15. Consult and advise students;
- 38.3.16. Accept teaching assignments in continuing, summer and distance education programmes;
- 38.3.17. Submit exams and grade reports on time to the academic units;
- 38.3.18. Use and properly handle all University properties;
- 38.3.19. Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University;
- 38.3.20. 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;
- 38.3.21. Accept additional teaching assignments when compelling circumstances arise in any academic unit of the University;
- 38.3.22. Submit periodic reports to the respective academic unit on assigned courses, current research and/or study leave progresses;
- 38.3.23. Be empathic to the solidarity of the University community;
- 38.3.24. Carry out required tasks in an efficient and effective manner as assigned by the academic unit head or any other senior University body;
- 38.3.25. Encourage, guide and permit students to freely and rationally question and examine issues and various lines of thoughts in the course of their study;
- 38.3.26. Inform his students, department head, director or dean well in advance if and when he cannot be available for teaching due to his involvement in fieldwork, seminars, workshops, etc;
- 38.3.27. Hold classes regularly and never miss classes except for *force majeure* reasons which are immediately communicated to the chairperson of the department/school or the dean;
- 38.3.28. Refrain from any act of discrimination against any individual or group on the basis of ethnicity, sex, creed, race, economic status, age, physical conditions, disability or on the basis of other reasons;
- 38.3.29. Avoid acts and situations that are intimidating to students;
- 38.3.30. Develop relationships of mutual respect with students and colleagues;



- 38.3.31. Within the resources available, endeavour to stay abreast of the latest thinking in the area of specialization and shall periodically update pedagogical skills and teaching materials;
- 38.3.32. 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;
- 38.3.33. Arrange make up classes, in consultation with the head of the academic unit and students, for all classes missed due to involvement in field work, seminar, workshop or other activities. However, such make up classes should not exceed 25% of the course unless approved by the Vice President for Academic Affairs; and
- 38.3.39. Not handover pre-assigned courses to any other individual for any length of time without the approval of the academic unit head.

Article 39. Duties and Responsibilities of Research Staff

Research staff shall assume a major role of doing research and a certain role of teaching and shoulder the responsibilities and duties stated under Article 38 with emphasis on research, extension, technology dissemination and publication.

Article 40. Technical Support Staff

The Technical Support Staff shall support academic, research, library and non-academic health related activities.

Article 41: Duties and Responsibilities of Technical Support Staff

The Technical Support Staff shall:

- 41.1. Manage teaching and research laboratories, field research facilities, health and medical facilities and library resources;
- 41.2. Facilitate practicals, laboratory set-ups and demonstrations, and access to library resources;
- 41.3. Assist students and researchers during practicals and experiment sessions;
- 41.4. Maintain teaching and research equipment in his work area;
- 41.5. Ensure proper utilization of resources;
- 41.6. Attend to the general safety conditions; and
- 41.7. Produce standard reports.

Article 42: Administrative Support Staff

The Administrative Support Staff support the day-to-day functioning of the administrative activities of the University



Article 43. Duties and Responsibilities of Administrative Support Staff

The Administrative Support Staff shall:

- 43.1. Provide quality and necessary services that support the University to best carry out its core activities;
- 43.2. Ensure that he provides efficient and effective services for enhancing the efficiency and quality of teaching and research in the University.
- 43.3. Maintain efficient management of the assets of the University;
- 43.4. Ensure transparent, efficient and speedy financial systems that corresponds with the needs of the academic wing of the University; and
- 43.5. Facilitate the employment of academic staff and keep records safely (with the necessary legal limitations).
- 43.6. Take good care of all University property specially those that are under his possession;
- 43.7. Refrain from any act of discrimination against any individual or group on the basis of race, ethnicity, sex or creed or any unjustifiable grounds;
- 43.8. Demonstrate utmost diligence in the discharging his functions and, save where circumstances require otherwise, personally carry out tasks entrusted to him; and
- 43.9. Make himself available at all working days and during working hours, unless it is for compelling reasons and during official leave.

Article 44. Rights and Privileges of Support Staff

- 44.1. The University shall put in place suitable working environment that protects the rights and privileges of the University support staff;
- 44.2. Based on the needs of the University, it shall give educational and training opportunities for support staff to enhance their efficiency and professionalism; and
- 44.3. Support staff shall be entitled to:
 - 44.3.1. Annual and other type of leave as per the law that governs civil servants;
 - 44.3.2. Due compensation for any overtime work rendered for the University;
 - 44.3.3. Salary increment pursuant to the guidelines and procedures set for salary increment of civil servants;
 - 44.3.4. Internal promotion based on merit;
 - 44.3.5. Waiver of tuition fees for education of spouse up until first degree; and
 - 44.3.6. Have all rights and duties to participate in the overall governance of the University.

Article 45. University Ranks

- 45.1. University staff ranks and general qualifications for these ranks are fixed by this Legislation. It is the duty of each college/faculty/institute dean,



after consulting the academic commission of the college/faculty/institute, to make, periodically, or upon request, proposals to the Vice President for Academic Affairs regarding the projected general size of the staff in his college/faculty/institute and its structure in terms of rank. These proposals will also be submitted to the Staff Appointments, Promotions and Scholarship Committee (APSC) of the Senate for their information and for the purpose of soliciting any advice they may care to transmit to the University management.

45.2. The University uses the following hierarchy of academic ranks in ascending order:

- 45.2.1. Graduate Assistant I
- 45.2.2. Graduate Assistant II
- 45.2.3. Assistant Lecturer
- 45.2.4. Lecturer
- 45.2.5. Assistant Professor
- 45.2.6. Associate Professor
- 45.2.7. Professor

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

- 45.3.1. Professional Librarians
 - 45.3.1.1. Assistant Librarian V
 - 45.3.1.2. Assistant Librarian IV
 - 45.3.1.3. Assistant Librarian III
 - 45.3.1.4. Assistant Librarian II
 - 45.3.1.5. Assistant Librarian I
 - 45.3.1.6. Associate Librarian
 - 45.3.1.7. Librarian

45.3.2. Technical Support Staff

- 45.3.2.1. Technical Assistant I
- 45.3.2.2. Technical Assistant II
- 45.3.2.3. Technical Assistant III
- 45.3.2.4. Senior Technical Assistant I
- 45.3.2.5. Senior Technical Assistant II
- 45.3.2.6. Senior Technical Assistant III
- 45.3.2.7. Chief Technical Assistant I
- 45.3.2.8. Chief Technical Assistant II
- 45.3.2.9. Chief Technical Assistant

45.4. A research staff member may change his status to teaching staff or vice versa when he requests an academic unit in writing and gets approval from the Offices of the Vice President for Academic Affairs and the Vice President for Research Affairs; or this condition may be accomplished if the staff member is requested by an academic unit or a



research unit by virtue of his merits and approval is obtained from the same offices;

- 45.5. Adjunct/honorary academic ranks may be assigned to qualified instructors employed on the basis of joint appointment, part-time, or other arrangements in accordance with the general University policy;
- 45.6. Each person joining any college/faculty/institute of the University as a full-time staff will be assigned an academic or research rank, in accordance with other procedures and criteria established by the University for that college/faculty/institute; and each person assigned to a rank shall be eligible for promotion in accordance with the procedures and rules set forth in this sub-section;
- 45.7. Unless specific contractual arrangements are made to the contrary, an academic or research staff member joining the University for the first time will be subject to a probationary period during his first year with the University, during which time the University may, based on performance evaluation and on one semester notice, inform the staff that his employment contract will be terminated the following year;
- 45.8. Persons contracting to join the University to perform essentially administrative, non-teaching duties may, in exceptional cases, be assigned an academic rank within a relevant college/faculty/institute of the University provided the following conditions are satisfied:
 - 45.8.1. The person must be a recognized scholar in his field with prior experiences;
 - 45.8.2. The candidate must be formally recruited pursuant to the University's rules and regulations; and
 - 45.8.3. The person must be invited to join a specific college/faculty/institute of the University, although his attachment to that academic unit need not entail teaching or other academic duties. However, such an appointment shall be approved by the University Senate.
- 45.9. Persons holding academic ranks in accordance with sub-Article 45.2. above may, at the discretion of the Vice President for Academic Affairs, be treated as full-time teaching staff for purposes of pay arrangements; in all other respects, they shall be subject to this statute.

Article 46. Salary Scale and Increment

- 46.1. A general staff salary scale providing for salary ranges to be fixed in accordance with a formula applicable to all full-time University staff, will be developed by the University in consultation with a committee appointed by the President whose members shall be and drawn from standing committees of the Senate, with jurisdiction in regard to the University regulations and promotions;
- 46.2. This salary scale shall take into account the staff's assigned academic rank and other factors including academic, research and related



experiences, and prior professional position. It will thus be used to establish a proper salary level for each staff member working at the University;

- 46.3. However, in fixing the actual salary of a teacher, the University may also, within the limitations of the formula, take account of the following factors:
 - 46.3.1. The teacher's recognized professional ability and reputation;
 - 46.3.2. His previous job experience in so far as it specially reflects unusual professional competence;
 - 46.3.3. The nature of the University's need for a teacher in the particular field; and
 - 46.3.4. Any other circumstances which may justify compensation beyond the minimum fixed by the University formula.
- 46.4. While the University shall adopt the general government policy framework for salary increments, for University academic staff, the Senate shall periodically propose new salary increments scheme to the appropriate government bodies. In addition, the Senate may decide on the benefits and incentives for academic and research staff;
- 46.5. It will be the policy of the University to provide salary increments within the limits of its fiscal resources; and
- 46.6. Salary increments within a rank shall be made based on service years and results of evaluations by students, department head and colleagues as set out by the University.

Article 47. Pay for Extra and Non-regular Works

- 47.1. This includes, but not limited to summer, distance, continuing education, part-time teaching, research, and any other extra workloads;
- 47.2. The University Senate shall determine payment rates for the extra work cited in sub-Article 47.1.;
- 47.3. Extra Load
The University shall make payments to the academic and research staff for services rendered in teaching/research/community service beyond the full load expected of them. Such payments shall follow the rates proposed by the Ministry of Education for regular programme;
- 47.4. Teaching and Research Load
 - 47.4.1. Measurement Unit for Teaching Load
 - 47.4.1.1. The teaching load of an academic staff member 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;
 - 47.4.1.2. A course having only lecture hours in European Credit Transfer and Accumulation System (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;

47.4.1.3. A course that has lecture and tutorial hours in ECTS can be converted to conventional credit hour system by adding lecture hours in ECTS to two-third of the tutorial hours in ECTS as shown below:

Credit hours in conventional system = a + (2/3×b), where a= lecture hour in ECTS, b = tutorial hours in ECTS.

47.4.1.4. A course that has lecture, tutorial and laboratory/practicals hours in ECTS can be converted to conventional credit hour system by adding the lecture hours in ECTS to two-third of the tutorial hours in ECTS plus two-third of the laboratory/practicals hours in ECTS as shown below: Credit Hours in conventional system = a + [(2/3×b)+ (2/3×c)], where a= lecture hour in ECTS, b = tutorial hours in ECTS, c = laboratory/practical hours in ECTS;

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

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

47.4.1.5.1. One undergraduate course credit = 1.0 LEH

47.4.1.5.2. One graduate course credit = 1.5 LEHs

47.4.1.5.3. One hour lab/practical/ or tutorial session = 0.67 LEH

47.4.1.5.4. One undergraduate student senior project/ essay advising = 0.33 LEH

47.4.1.5.5. Undergraduate senior project/ essay group advising = 0.5 LEH*

47.4.1.5.6. One PhD student dissertation advising = 2.0 LEHs*

47.4.1.5.7. One PhD student dissertation co-advising = 1.5 LEH *

47.4.1.5.8. One master thesis advising = 1.5 LEHs*

47.4.1.5.9. One master thesis co-advising = 1.0 LEH*

47.4.1.5.10. Advising one medicine or veterinary student = 1.5 LEHs

* Such teaching load can only be considered for the duration of essay or thesis advising, which is one year for master thesis and two to a maximum of three years for PhD dissertation if an extension of one extra year is granted.

47.4.2. Class Sizes per Section

Determination of class size has taken into account courses that can be given as lecture, courses for skill development, facilities and capacity of the department and cost effectiveness.

- 47.4.2.1. Lecture for undergraduate programme except for Language.....80 students
- 47.4.2.2. Language courses..... 40-60 students
- 47.4.2.3. Lab/Field sessions..... 30-40 students



- 47.4.2.4. Tutorial and seminar classes except for language courses..... 40-60 students
- 47.4.2.5. For clinical attachment..... 15 students
- 47.4.2.6. Lecture for graduate programme..... 25 students

Note:

Load is defined as the total credit hours of teaching, research, community services and other weighable assigned work a staff member performs. It takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, student advising, administrative duties and other items that the Senate considers as a load.

Full work load is the number of hours that a staff member is required to work for the institution for the salary he is paid. Any staff member is expected to spend about 39 hours of work per week in preparing for courses, teaching, research, administrative work, committee assignments, student advising, etc.

Full teaching and/or research load is the number of credit hours beyond which a staff member is not required to teach or do research without compensation (extra pay) for extra lecture equivalent hour of work rendered.

Considering that an academic staff member is expected to work for 39 hours per week, the full teaching load of a full time academic staff is 12 LEHs. Based on the assumption given above, 12 LEHs is equivalent to 36 hours of work per week. In addition, every academic staff member is required to advise/consult students for 3 hours a week.

The teaching and research staff members of the University are expected to engage in teaching and research activities. However, to prevent taking of much time of the teaching, academic staff members are not expected to engage in a research work for more than 25% of their time. Similarly, not to take a big share of the research time, research staff is not expected to engage in teaching for more than 25%.

47.4.3. Teaching Load

A full teaching load in the regular programme for the different categories of academic and research staff is recommended to be as follows:

- 47.4.3.1. Full-time academic staff..... = 12 LEHs
- 47.4.3.2. University approved project coordinators/ research Programme Coordinator..... = 9 LEHs
- 47.4.3.3. Department Head/Coordinator at academic unit level/ or equivalent/Programme Coordinator..... = 6 LEHs



- 47.4.3.4. Dean, Director and Coordinator at the University level/
equivalent.....= 5 LEHs
- 47.4.3.5. Campus heads /equivalent.....= 4 LEHs
- 47.4.3.6. Research staff.....= 3 LEHs
- 47.4.3.7. Vice-Presidents.....= 3 LEHs
- 47.4.3.8. President.....= 0 LEHs

Except under extra ordinary situation, an academic staff member is not expected to handle more than three different courses and a research staff member is not required to handle more than one course per semester. In case a course is offered to more than one section, each extra section will have $\frac{2}{3}$ (two-third) of the LEH in a regular program.

47.4.4. Maximum Teaching Load

Normally, a full-time academic staff member shall have a workload of 12 LEHs per week. However, not to overload academic staff members to the detriment of the quality of education, the total extra teaching load at the University, in both regular and continuing education programmes, shall not be more than two courses or six LEHs per week. In other words, the maximum total load permitted together with the normal acceptable load is 18 LEHs per week.

In case academic units have serious shortages 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 Vice President for Academic Affairs. In other words, the maximum extra total load permitted together with the normal acceptable load is 21 LEHs per week.

47.4.5. Remuneration for overloads

An academic staff member who, due to a serious shortage of staff, has taken a teaching and/or research assignment beyond the full load specified in sub-Article 47.4.3 of this Article for the regular programme shall be remunerated at the prevailing rate for part-time employment in regular programme promptly at the end of the semester upon submission of grades.

47.4.6. Reporting Teaching Load

Teaching loads for all staff members engaged in teaching shall be reported to the Vice President for Academic Affairs by deans on forms prepared for this purpose before the end of the fourth week after the start of classes. Justifications have to be provided in writing in instances when the teaching load of an academic staff member is below the average or above the maximum.

47.4.7. Research load of teaching staff



Since an academic staff member is expected to spend about 25% of his time in research, an academic staff member with continuous and approved research project is required to have a full teaching load of only 9 LEHs. In case more than one academic staff members are involved in a research project, the three LEHs shall be shared among the researchers according to the magnitude of their contributions. The duration of every research project shall be determined by the appropriate office of the University.

47.4.8. Load of research staff

Since a research staff member is expected to spend about 75% of his time in research, he is required to have a full research load equivalent to 9 LEHs. In case more than one research staff members are involved in any research project (s), the total research load shall be shared among the researchers according to the magnitude of their contributions. The duration of every research project shall be determined by the appropriate office of the University. A research staff member is required to teach three LEHs. One research project is equivalent to three LEHs as approved by the office of the Vice President for Research Affairs.

Article 48. Principles and Procedures for Promotion

- 48.1. Request for promotion from all staff shall be handled by the Appointment, Promotion and Scholarship Committee (APSC) of the University Senate;
- 48.2. The procedures for promotion shall be as follows:
 - 48.2.1. The staff member shall initiate the promotion request by applying in writing to the respective head of his academic unit;
 - 48.2.2. The head shall summon a meeting of the council of the academic unit to seek advice and recommendation on the promotion request;
 - 48.2.3. In case the promotion request is rejected by the council of the academic unit for no justifiable reason, the staff member reserves the right to apply to the dean of his college/faculty/institute in accordance with the procedures in sub-articles 48.2.4 and 48.2.5 below, to submit his name as a candidate for promotion;
 - 48.2.4. The head shall submit the recommendation of the council to the dean who in the exercise of his discretion may seek other external evaluations of the candidate. The dean shall present the request to the academic commission of the college/faculty/institute for approval;
 - 48.2.5. The recommendations of both the dean and the college's/faculty's/institute's promotions committee shall be communicated to the Vice President for Academic Affairs;
 - 48.2.6. When the head of a department/school himself is a candidate for a promotion, the dean shall designate a senior member of the department/school to preside over the council of the department/



- school or its equivalent for scrutinizing the promotion request;
The person so designated shall be responsible for:
- 48.2.6.1. Convening and chairing all department/school meetings for the purpose;
 - 48.2.6.2. All relevant forms, documents and confidential correspondences relating to the case;
 - 48.2.6.3. Selecting, in confidential consultation with appropriate senior members of the department/school, relevant evaluators for the publications submitted; and
 - 48.2.6.4. Submitting the final recommendations of the department on the promotion to the dean.
- 48.2.7. When a dean himself is the candidate for promotion:
- 48.2.7.1. The chairman of his department shall be responsible for the processing of the promotion by taking the steps outlined in the provisions of sub-Article 48.2 of this Article; and
 - 48.2.7.2. The Vice President for Academic Affairs shall designate the appropriate associate or assistant dean (equivalent position) of the college/faculty/institute to act as dean for the specific purpose of the promotion procedure. The designated associate or assistant dean (equivalent position) shall:
 - 48.2.7.2.1. Receive the recommendations of the department as well as all relevant confidential documents thereof;
 - 48.2.7.2.2. Convene and preside over the necessary meetings of the college/faculty/institute appointment and promotion committee;
 - 48.2.7.2.3. Be in charge of all necessary documents and confidential correspondence;
 - 48.2.7.2.4. Submit the recommendations of the college/faculty/institute promotion committee to the academic commission;
 - 48.2.7.2.5. Chair the meeting of the academic commission considering the promotion case; and
 - 48.2.7.2.6. Submit to the Vice President for Academic Affairs the final recommendation of the academic commission on the promotion.
- 48.2.8. The Vice President for Academic Affairs shall then convene the APSC for evaluation and recommendation with respect to each of the candidate;
- 48.2.9. Promotion to rank of Assistant Professor, Associate Professor and Professor shall be presented to the Senate for its approval in



accordance with the provisions of this Legislation or such other regulations as may be issued by the Senate from time to time;

48.2.10. The President, upon approval of the Senate, shall submit the recommendations for a promotion to the rank of Professor to the University Board for final decision;

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

48.2.11.1. Promotion to the ranks of Professor when approved by the Board;

48.2.11.2. Promotion to the rank of Assistant Professor and Associate Professor, when approved by the Senate;

48.2.11.3. Other promotions of academic ranks such as Lecturer, Assistant Lecturer, Graduate Assistant, Research Assistant, Technical Assistant and Assistant Librarian when approved by the APSC;

48.2.11.4. The date of promotion for staff members requesting reinstatement and rank adjustment shall be the date the candidate reports to duty holding the appropriate credentials through an appropriate academic unit to the Vice President for Academic Affairs; and

48.2.11.4. The date of academic commission promotion approval shall be taken for salary adjustment for all academic ranks.

48.3. Standards for Promotion

The standards for promotion are generally set forth in the University statutes but the APSC, in consultation with the President and the Senate, may prescribe further bylaws consistent with the University statutes, which shall help to establish objective policies for promotions.

Article 49. Criteria for Appointments and Promotions

49.1. General Policy

49.1.1. The University shall appoint all staff members of all levels on a two-year contract out of which the first six months constitute a probation period. Should the performance of the candidate be unsatisfactory, his appointment shall be terminated after the initial six months;

49.1.2. 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;

49.1.3. 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 Vice President for Academic Affairs; and

- 49.1.4. In case the previous promotion of a person joining the University from an external institution was evaluated and attained against less rigorous criteria, the University may reconsider the original academic rank of the applicant at the time of appointment.

49.2. Criteria for promotion

The length of service with a given rank, performances in teaching, research and extension, scientific publications, participation in the affairs of the University and community and professional services rendered to the public in various capacities shall be the basic criteria on which promotion is given. The components of the requirements that have to be met to fulfil each of these criteria and the manner in which these are assessed are set forth in this sub-Article 49.2.

49.2.1. Length of Service with a given rank:

49.2.1.1. There shall be a minimum number of years an academic staff member shall serve the University with a given rank before applying for promotion to the next higher rank;

49.2.1.2. For an academic or research staff member who had served in other accredited institutions of higher learning having an equivalent promotion standard as the University, his years of service at the other institution shall be considered for promotion. However, such an academic or research staff member shall not submit an application for promotion before serving the University for at least one year;

49.2.1.3. However, the above provision shall not apply where the length of service in the other institution of higher learning was considered and used to determine the rank of an academic staff member at the time of the appointment; and

49.2.1.4. For persons who have joined the University as staff members after a given period of service in other non-academic institutions or organizations, their service years in such organizations may be used to determine their academic rank and salary at the time of employment only. However, this provision shall not be applicable for the rank of Professor.

49.2.2. Performance in Teaching or Research

49.2.2.1. Effectiveness in teaching or research of a staff member shall be measured by the staff member's performance as evaluated by dean, head, director, students and colleagues/ professional peers at the end of each semester or academic year as the case may be;



- 49.2.2.2. The contribution of each of the components of the system of evaluation to the overall rating of the teaching/research effectiveness of an academic or research staff member shall be as outlined in the Appendix I;
- 49.2.2.3. For fulfilment of the criteria of effectiveness in teaching, or research the weighted average of the evaluation over a given number of years the staff member has served after his last promotion shall not be less than 80%; and
- 49.2.2.4. In certain cases, where a staff member is not handling courses due to other assignments given by the University, the weighted evaluation of students may be waived and the rest of the criteria for evaluation shall be taken out of 100%.

49.2.3. Publication Requirements

- 49.2.3.1. Publication of a book, an article or articles in reputable journals, release of technological package(s) through a nationally accredited mechanism, preparation of a teaching material or, in some fields such as music and the fine arts, production of realized pieces of work or projects demonstrating professional and creative talent is a mandatory requirement for promotion to the rank of Assistant Professor, Associate Professor and Professor;
- 49.2.3.2. Publications considered for promotion shall be the outcome of continuous research focusing on one's area of specialization;
- 49.2.3.3. The reputability of a professional journal is best determined, in the first instance, by the relevant academic unit and then by Research, Extension and Publication Committee of the University (Appendix I);
- 49.2.3.4. Research papers presented at conferences, seminars, symposia, etc. and published in proceedings of the same or published in a journal whose reputability has not been established or chapter(s) in books may be presented for purposes of fulfilling the publications requirements for promotion. The criteria and procedures for the assessment of such papers or articles shall be formulated by the Research, Extension and Publication Committee and formally issued by the Office of the Vice President for Research Affairs. However, such points shall not account for more than 50% of the publication requirements. Abstracts shall not be considered for promotion;
- 49.2.3.5. Publications that appear in reputable journals under the titles such as technical notes, short communications, discussions, reviews, etc. may be counted towards the fulfilment of the



criteria for promotion. Even though these appear under different sections in different journals, they are defined as reviewed and published findings in reputable journals but not as full-fledged research articles. Accordingly, they will be considered depending on their merit, as indicated in Appendix I;

- 49.2.3.6. For promotion to the rank of Professor, at least 25% of the value of publication of an applicant must come from a publication for which he is the first author of the article(s);
- 49.2.3.7. “Authorship” refers to the state of being the designer, originator or writer or co-writer of an article or a book. Authorship of a research article or a book or any other publication refers to substantial participation, where all of the following conditions are met: (1) conception and design, or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; and (3) final approval of the version to be published. For example, participation solely in the acquisition of funding or collection of the data and/or general supervision of the research group does not warrant authorship; and
- 49.2.3.8. Authorship related to any promotion, including full professorship shall be assured based on formal assessment according to sub-Article 49.2.3.7.

49.3. Intermediate academic rank

Academic and research staff of the University with the rank of lecturer/researcher and above can be promoted to intermediate ranks within a given rank provided that they fulfil the requirements adopted by the Senate:

- 49.3.1. Academic ranks of teaching and research staff from Lecturer/Researcher onwards shall have intermediate ranks with I, II or III attached to the rank;
- 49.3.2. Promotion to a particular academic/research rank shall automatically qualify a staff member to have rank with “I” following the particular rank;
- 49.3.3. Promotion within a particular academic/research rank, intermediate rank, (from I to II, or from II to III) shall be effected every two year;
- 49.3.4. The academic/research staff should submit his request for promotion to any one of the intermediate ranks to his respective school/department with all relevant and appropriate documents at least three months before the end of the desired service years;



- 49.3.5. The school/departmental council based on the request made and performance of the staff in teaching, research and community engagement as evaluated by students, peers and school/department shall recommend to the APSC through the concerned academic commission; and
- 49.3.5. In the event of denial to a promotion to intermediate rank, the academic/research staff can appeal to his head, dean or concerned Vice President as the case may be and/or found appropriate. The decision made by the concerned Vice President in consultation with APSC shall be final.

49.4. Promotion Requirements for Teaching Staff

49.4.1. Graduate Assistant I

Appointment

- 49.4.1.1. A candidate with the qualification of a four-year Bachelor's Degree in the old curriculum or a three-year Bachelor's Degree in the new curriculum or equivalent, and with a CGPA of at least 3.00. The CGPA requirement may be changed under special circumstances justified by the department/school, approved by the academic commission, and finally authorized by the President after passing through the proper channel. However, the CGPA should not be less than 2.75.

AND

The candidate must be supported by a strong recommendation of the recruiting department and approved by the academic commission of the respective college/faculty/institute regarding his future promise;

- 49.4.1.2. A Graduate Assistant is person employed for one year by the University to assess his ability and develop his suitability for future permanent contractual employment as regular academic staff member after postgraduate studies and/or after attaining promotion to the next rank;
- 49.4.1.3. A Graduate Assistant should be given every opportunity for gaining insights into as many aspects as possible of the work of the department to which he is assigned, as well as some opportunity to prepare himself for the necessary advanced specialized study;
- 49.4.1.4. The head of the department to which a Graduate Assistant is assigned has the responsibility to develop and supervise the training program for the Graduate Assistant.



- 49.4.1.5. A Graduate Assistant shall normally assume tutorial responsibilities; but under exceptional circumstances, he may be given teaching responsibilities at the level of lower division courses and under the supervision of a senior staff member; and
- 49.4.1.6. A Graduate Assistant shall not be given independent teaching duties. However, he may be given the following duties:
- 49.4.1.6.1. Assisting in the instruction of special types of classes as well as large classes under the supervision of a regular staff member;
 - 49.4.1.6.2. Giving tutorial classes, provided that these classes are part of a regular course in the curriculum and giving of final grades in the course is the responsibility of the regular staff member to whom the course is assigned;
 - 49.4.1.6.3. Acting as a demonstrator in scientific and technical laboratory classes, provided that the planning and supervision of such classes remains with a regular staff member;
 - 49.4.1.6.4. Taking over classes with the approval of the dean of the college/faculty/institute in emergencies such as sickness or other unavoidable absence, provided that such arrangement shall not continue beyond four weeks provided that in the above instance assistants shall not be given the responsibility for more than half of the course time. Staff members should normally give to such a class fifty percent of the time they would have given in the absence of a Graduate Assistant and will be credited with fifty percent of the teaching load involved; and
 - 49.4.1.6.5. Assisting in research activities under the supervision of senior staff members.

49.4.2. Graduate Assistant II

Appointment

- 49.4.2.1. A candidate with the qualification of a five year Bachelor's Degree in the old curriculum or a four-year Bachelor's Degree in the new curriculum and with CGPA of at least 3.00. The CGPA requirement may be changed under special circumstances justified by a department and approved by the academic commission and finally authorized by the President after passing through the proper channel. However, the minimum CGPA should not be less than 2.75.



AND

The candidate must be supported by a strong recommendation of the recruiting department and approved by the academic commission of the respective faculty regarding his future promise.

Promotion

- 49.4.2.2. A candidate with a one-year effective service as Graduate Assistant I and a minimum performance evaluation result by Head, peers and Dean as indicated in Appendix I;
- 49.4.2.3. A Graduate Assistant is a person employed for one year by the University to assess his ability and develop his suitability for future permanent contractual employment as regular Academic staff members after postgraduate studies and/or after attaining promotion to the next rank;
- 49.4.2.4. A Graduate Assistant should be given every opportunity for gaining insight into as many aspects as possible of the work of the department to which he is assigned, as well as some opportunity to prepare himself for the necessary advanced specialized study;
- 49.4.2.5. The head of an academic unit to which a Graduate Assistant is assigned has the responsibility to develop and supervise the training program for the Graduate Assistant.
- 49.4.2.6. A Graduate Assistant shall normally assume tutorial responsibilities; but under exceptional circumstances, he may be given teaching responsibilities at the level of lower division courses and under the supervision of a senior faculty member; and
- 49.4.2.7. A Graduate Assistant shall not be given independent teaching duties. However, he may be given the duties listed under 49.3.1.6 above.

49.4.3. Assistant Lecturer

Appointment

- 49.4.3.1. A candidate with the qualification of a five-year Bachelor's Degree with CGPA of at least 3.00. The CGPA requirement may be changed under special circumstances justified by a department and approved by the academic commission and by the Vice President for Academic Affairs. However, the minimum CGPA should not be less than 2.75.

Promotion



49.4.3.2. A Bachelor's Degree or its equivalent, with one year of effective service, normally as a fulltime Graduate Assistant II; and a minimum performance evaluation result by Head, student and peers as indicated in Appendix I.

49.4.4. Lecturer

Appointment

49.4.4.1. A candidate with the qualification of a Master's Degree with an undergraduate CGPA of ≥ 2.75 ; or MD or DVM Degree with no specialization.

Promotion

49.4.4.2. With the qualifications of Bachelor's Degree or its equivalent with at least two years of effective teaching as an Assistant Lecturer and at least one published article in reputable journal;

OR

49.4.4.3. One teaching material for a specific course he teaches since becoming an Assistant Lecturer; and a minimum performance evaluation result by department head, peers and students as indicated in Appendix I.

49.4.5. Assistant Professor

Appointment

49.4.5.1. The qualification of a Ph.D. Degree or equivalent or MD or DVM Degree with specialization.

Promotion

49.4.5.2. A qualification of Master's Degree or its equivalent, a minimum of four years of effective teaching as a Lecturer; and at least one publication in a reputable journal; or a teaching material for a specific course in which he teaches, or in some fields such as architecture, music and the fine arts one recognized and realized (implemented) project 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 one technological package through a nationally accredited mechanism since becoming Lecturer;

AND

49.4.5.2.1. Active participation in the affairs of the University as well as in the enhancement of his profession;



- 49.4.5.2.2. Rendering active service to the community at large; and
- 49.4.5.2.3. A minimum performance evaluation result by department head, peers and students as given in Appendix I.

OR

- 49.4.5.3. A qualification of a Master's Degree or its equivalent; and a minimum of three years of effective teaching as a Lecturer; and 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; 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 by one internal and two external assessors who are specialists in the area; or release of two technological packages through a nationally accredited mechanism since becoming Lecturer;

AND

- 49.4.5.3.1. Active participation in the affairs of the University as well as in the enhancement of his profession;
- 49.4.5.3.2. Rendering active service to the community at large; and
- 49.4.5.3.3. A minimum performance evaluation result by department head, peers and students as given in Appendix I;

OR

- 49.4.5.4. A qualification of Bachelor's Degree; or MD/DVM with no specialization or its equivalent; and at least four years of effective teaching as a Lecturer; and two articles published in a reputable journal(s); or one article and one teaching material; or one textbook or reference book; 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 by one internal and two external assessors; or release of two technological packages through a nationally accredited mechanism since becoming lecturer;

AND

- 49.4.5.4.1. Active participation in the affairs of the University and in the enhancement of his profession;
- 49.4.5.4.2. Rendering active service to the community at large; and
- 49.4.5.4.3. Minimum performance evaluation result by department head, peers and students as given in Appendix I.



49.4.6. Associate Professor

Appointment

49.4.6.1. A qualification of a Ph.D. Degree or equivalent; or MD or DVM Degree with specialization; and a minimum of five years of effective teaching as an Assistant Professor in a recognized college or University; and at least two articles published in the last five years in a reputable journal (s).

OR

A qualification of a Ph.D. Degree or equivalent; and a minimum of five years of research experience as a senior researcher; and at least three articles published in the last five years in a reputable journal (s).

OR

MD or DVM Degree with specialization; and a minimum of six years of research experience as a senior researcher in a recognized research institute; and at least three articles published in the last six years in a reputable journal (s).

Promotion

49.4.6.2. A candidate with qualification listed in sub-Article 49.4.5.1 above who has a minimum of four years of effective teaching experience as an Assistant Professor; and at least two publications in a reputable journal (s); or one reference book or text book based on original research in one's area of specialization; 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 by one internal and two external assessors who are specialists in the area; or release of two technological packages through a nationally accredited mechanism since becoming an Assistant Professor;

AND

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

49.4.6.2.2. Rendering active service to the community at large; and

49.4.6.2.3. Minimum performance evaluation result by department head, peers and students as given in the Appendix I.

OR

49.4.6.3. A minimum of three years of effective teaching experience as an Assistant Professor; and at least three publications in reputable journal(s); or two published articles in reputable journal(s) and one teaching material for a course he teaches;



or release of three technological packages through a nationally accredited mechanism; or one article and one textbook or reference book; or two 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 three recognized and realized (implemented) projects which demonstrate professional and creative talent and which must have been critically and positively evaluated by one internal and two external assessors who are specialists in the area; since becoming an Assistant Professor;

AND

- 49.4.6.3.1. Active participation in the affairs of the University and in the enhancement of his profession;
- 49.4.6.3.2. Rendering active service to the community at large; and
- 49.4.6.3.3. Minimum performance evaluation result by department head, peers and students as indicated in Appendix I.

49.4.7. Professor

Appointment

- 49.4.7.1. A candidate with the rank of Professor from a recognized University.

Promotion

- 49.4.7.2. A qualification of a PhD Degree or Master's Degree; or MD or DVM with specialization or equivalent with at least four years of effective teaching experience as an Associate Professor; and a minimum of four publications in a reputable journal; or a book of undisputed professional merit based on original research in his field of specialization; or two published articles and a textbook or reference book; or two publications and release of two technological packages through a nationally accredited mechanism since becoming an Associate Professor;

AND

- 49.4.7.2.1. Active participation in the affairs of the University and in the enhancement of his profession;
- 49.4.7.2.2. Rendering active service to the community at large; and
- 49.4.7.2.3. Minimum performance evaluation result by department head, peers, and students as given in Appendix I.

OR

- 49.4.7.3. The qualification of a PhD Degree or Masters Degree or MD or DVM with specialization or equivalent in the area of his



specialization with at least three years of effective teaching experience as an Associate Professor; a minimum of five publications in a reputable journal (s); or one published article and a book of undisputed professional merit based on original research in his field of specialization; or three published articles and a textbook or reference book; or three publications and release of two technological packages through a nationally accredited mechanism since becoming an Associate Professor;

AND

- 49.4.7.3.1. Active participation in the affairs of the University and in the enhancement of his profession;
- 49.4.7.3.2. Rendering active service to the community at large; and
- 49.4.7.3.3. A minimum performance evaluation result by department head, peers, and students as indicated in Appendix I.

49.5. Special Provision for Promotion

- 49.5.1. Promotion request of a staff member on any kind of leave shall not be entertained. However, the promotion request of a staff member who fulfilled all the requirements for promotion and submitted the application before taking the leave shall be entertained. Additionally, academic staff member on a study leave who is contributing greater than or equal to 50% of the workload expected from a full time staff member, is eligible to apply for promotion.
- 49.5.2. Such staff members, however, shall not be given any waiver in service years, and shall be required to serve the University for the minimum period of service required from any other staff member as a commitment to serve the University after completion of further studies.

Article 50. Criteria for Appointments and Promotion of Technical Assistant

50.1. A Technical Assistant is a person employed to support the teaching-learning, research and extension, and community engagement activities of the University. He shall specifically assist in laboratory sessions, field demonstrations, research activities, technology dissemination, and community services. He may undertake any assignments given by the concerned academic units and staff members.

50.2. Technical Assistant I



Appointment

A candidate with the qualification of 10+3 or its equivalent, a two-year diploma (in the old curriculum) or a three-year diploma (in the new curriculum) from an accredited and recognized University, college or institute with a CGPA of 3.00 or above. The CGPA requirement may be changed under special circumstances justified by the department, approved by the academic commission and by the concerned Vice President(s). However, the CGPA should not be less than 2.75.

50.3. Technical Assistant II

Appointment

A candidate with the qualification of a three-year (advanced diploma) from an accredited and recognized University, college or institute with a cumulative GPA of 3.00 or above, and a one-year work experience as Technical Assistant I;

OR

A candidate with the qualification of a 12+3 (advanced diploma) or minimum of two-year University education or equivalent qualification from an accredited and recognized institute or college and a one-year work experience as Technical Assistant I.

Promotion

50.3.1. One year of effective service as a Technical Assistant I;

AND

50.3.2. Evaluation: very good ($\geq 80\%$) by both supervisors and students which accounts for 60% and 40%, respectively; or sole evaluation by the supervisors for technical assistant engaged mainly in research and community services.

AND

50.3.3. Active and effective service at the University.

50.4. Technical Assistant III

Appointment

50.4.1. A candidate with the qualification of a three-year (advanced diploma) from an accredited and a recognized University, college or institute with a cumulative GPA of 3.00 or above; and three years of experience as Technical Assistant II;

OR

A candidate with the qualification of a 12+3 (advanced diploma) or minimum of two-year University education or equivalent qualification



from an accredited and recognized institute or college and three years of work experience as Technical Assistant II.

Promotion

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

AND

50.4.3. Evaluation: very good ($\geq 80\%$) by both supervisors and students which accounts for 60% and 40%, respectively; or sole evaluation by the supervisors for technical assistant engaged mainly in research and community services.

AND

50.4.4. Active and effective service at the University.

50.5. Senior Technical Assistant

50.5.1. Senior Technical Assistant I

Appointment

50.5.1.1. A candidate with a Bachelor's Degree or its equivalent with a CGPA ≥ 2.75 in the specific or related field;

Promotion

50.5.1.2. Two years of effective service as a Technical Assistant III;

AND

50.5.1.3. Evaluation: very good ($\geq 80\%$) by both supervisors and students which accounts for 60% and 40%, respectively; or sole evaluation by the supervisors for technical assistant engaged mainly in research and community services.

AND

50.5.1.4. Active and effective service at the University.

50.5.2. Senior Technical Assistant II

Promotion

50.5.2.1. Two years of effective service as a Senior Technical Assistant I;

AND

50.5.2.2. Evaluation: very good ($\geq 80\%$) by both supervisors and students which accounts for 60% and 40%, respectively; or sole evaluation by the supervisors for senior technical assistant engaged mainly in research and community services.

AND

50.5.2.3. Active and effective service at the University.



50.5.3. Senior Technical Assistant III

Promotion

50.5.3.1. Two years of effective service as a senior technical assistant II;

AND

50.5.3.2. Evaluation: very good ($\geq 80\%$) by both supervisors and students which accounts for 60% and 40%, respectively; or sole evaluation by the supervisors for senior technical assistant engaged mainly in research and community services.

AND

50.5.3.3. Active and effective service at the University.

50.6. Chief Technical Assistant

50.6.1. Chief Technical Assistant I

Appointment

50.6.1.1. A Master's degree or its equivalent in the specific or related field;

Promotion

50.6.1.2. Senior Technical Assistant III with two years of effective service;

AND

50.6.1.3. Evaluation: very good ($\geq 80\%$) by both supervisors and students which accounts for 60% and 40%, respectively; or sole evaluation by the supervisors for senior technical assistant engaged mainly in research and community services;

AND

50.6.1.4. Teaching/research material: one manual for laboratory/practical teaching as positively assessed by one internal and one external specialists in the area, or one published article in his area of work;

AND

50.6.1.5. Active and effective service at the University.

50.6. 2. Chief Technical Assistant II

Promotion

50.6.2.1. Chief Technical Assistant I with two years of effective service;

AND

50.6.2.2. Evaluation: very good ($\geq 80\%$) by both supervisors and students which accounts for 60% and 40%, respectively; or sole evaluation by the supervisors for chief technical assistant engaged mainly in research and community services;

AND

50.6.2.3. Active and effective service at the University.



OR

50.6.2.4. Senior Technical Assistant III with three years of effective service;

AND

50.6.2.5. Evaluation: very good ($\geq 80\%$) by both supervisors and students which accounts for 60% and 40%, respectively; or sole evaluation by the supervisors for senior technical assistant engaged mainly in research and community services;

AND

50.6.2.6. Teaching/research material: two manuals for laboratory/practical teaching as positively assessed by one internal and one external specialist in the area, or two published articles in his area of work;

AND

50.6.2.7. Active and effective service at the University.

50.6.3. Chief Technical Assistant III

Promotion

50.6.3.1. Chief Technical Assistant II with two years effective service;

AND

50.6.3.2. Evaluation: very good ($\geq 80\%$) by both supervisors and students which accounts for 60% and 40%, respectively; or sole evaluation by the supervisors for chief technical assistant engaged mainly in research and community services;

AND

50.6.3.3. Active and effective service at the University.

OR

50.6.3.4. Chief Technical Assistant II with one year of effective service;

AND

50.6.3.5. Evaluation: very good ($\geq 80\%$) by both supervisors and students which accounts for 60% and 40%, respectively; or sole evaluation by the supervisors for senior technical assistant engaged mainly in research and community services;

AND

50.6.3.6. Teaching/research material: one manual for laboratory/practical teaching as positively assessed by one internal and one external specialists in the area, or one published article in his area of work,

AND

50.6.3.7. Active and effective service at the University.



Article 51. Promotion Requirements for Research Staff

51.1. Research Assistant - I

Appointment

51.1.1. A candidate with the qualification of a four-year Bachelor's Degree in the old curriculum or three-year Bachelor's Degree in the new curriculum or equivalent, and with at least a CGPA of 3.00. The CGPA requirement may be changed under special circumstances justified by the department, approved by the academic commission, and the Vice President for Research Affairs. However, the CGPA should not be less than 2.75;

AND

The candidate must be supported by a strong recommendation of the recruiting department and approved by the academic commission of the respective college/faculty regarding his future promise;

51.1.2. A Research Assistant is a person employed for one year by the University to assess his ability and develop his suitability for future permanent contractual employment as regular research staff members after postgraduate studies and/or after attaining promotion to the next rank;

51.1.3. A Research Assistant should be given every opportunity for gaining insight into as many aspects as possible of the work of the department to which he is assigned as well as some opportunity to prepare himself for the necessary advanced specialized study;

51.1.4. The head of the department to which a Research Assistant is assigned has the responsibility to develop and supervise the training program for the Research Assistant; and

51.1.5. A Research Assistant shall assume the responsibilities of assisting in research, extension, technology dissemination, and teaching-learning; but under certain circumstances, he may be given the assignment to independently propose and undertake research and extension activities.

51.2. Research Assistant II

Appointment

51.2.1. A candidate with the qualification of a five-year Bachelor's Degree in the old curriculum or a four-year Bachelor's Degree in the new curriculum such as law, engineering, etc. and with a CGPA of at least 3.00. The CGPA requirement may be changed under special circumstances justified by the



department, approved by the academic commission, and the Vice President for Research Affairs. However, the minimum CGPA shall not be less than 2.75; and

AND

The candidate must be supported by a strong recommendation of the recruiting department and approved by the academic commission of the respective faculty regarding his future promise.

Promotion

- 51.2.2. A candidate with a one-year effective service as Research Assistant I and a minimum performance evaluation result by department head and peers as indicated in Appendix I;
- 51.2.3. A Research Assistant should be given every opportunity for gaining insight into as many aspects as possible of the work of the department to which he is assigned as well as some opportunity to prepare himself for the necessary advanced specialized study;
- 51.2.4. The head of the department to which a Research Assistant is assigned has the responsibility to develop and supervise the training programme for the Research Assistants; and
- 51.2.5. A Research Assistant shall assume the responsibilities of assisting in research, extension, technology dissemination, and teaching-learning; but under certain circumstances, he may be given the assignment to independently propose and undertake research and extension activities.

51.3. Assistant Researcher

Appointment

- 51.3.1. A candidate with the qualification of a five-year Bachelor's Degree with a CGPA of at least 3.00. The CGPA requirement may be changed under special circumstances justified by a department and approved by the academic commission and by the Vice President for Research Affairs. However, the minimum CGPA should not be less than 2.75.

Promotion

- 51.3.2. A Bachelor's Degree or its equivalent, with one year of effective service, as a full-time Research Assistant II and a minimum performance evaluation result by department head and peers as indicated in Appendix I.

51.4. Researcher



Appointment

51.4.1. A candidate with the qualification of a Master's Degree or MD/DVM degree or its equivalent.

Promotion

51.4.2. A candidate with the qualifications of Bachelor's Degree or its equivalent with at least two years of effective research and teaching service as an assistant researcher and at least three published articles in reputable journals and/or release of three technological packages through nationally accredited mechanism (combination possible) since last promotion.

51.5. Assistant Professor

Appointment

51.5.1. A candidate with the qualification of PhD degree or equivalent or an MD/DVM degree with specialization; or an applicant from accredited and recognized research institution with MSc degree and holding the rank of researcher with three years of research work experience and at least four articles published in reputable journals and/or release of four technological packages through nationally accredited mechanism (combination possible) since last promotion.

Promotion

51.5.2. A candidate with the qualification of a master's degree or MD/DVM degree or equivalent; and a minimum of four years of effective research experience; and at least three articles and/or release of three technological packages through nationally accredited mechanism (combination possible) since last promotion; and active participation in the extension and technology dissemination in the community; and should have a very good ($\geq 80\%$) research and extension performance evaluation by departments, research supervisors, and peers; must have been involved in teaching at least 25% of his time (evaluation by students, peers and department), active participation in the University affairs and rendering active services to the community at large; and

OR

51.5.3. A candidate with the qualification of a master's degree or MD/DVM degree or equivalent; and minimum of three years of effective research experience; and at least five articles



and/or release of five technological packages through nationally accredited mechanism (combination possible) since last promotion; and active participation in the extension and technology dissemination in the community; and should have a very good ($\geq 80\%$) research and extension performance evaluation by departments, research supervisors, and peers; must have been involved in teaching at least 25% of his time (evaluation by students, peers and department), active participation in the University affairs and rendering active services to the community at large.

51.6. Associate Professor

Appointment

51.6.1. A candidate with the qualification of PhD degree or equivalent; or an MD/DVM degree with specialization; and a minimum of four years of effective research experience as an Assistant Professor; or as a senior researcher; and six articles published in reputable journal(s) and/or release of six technological packages through nationally accredited mechanism (combination possible) since last promotion; and active participation in the extension and technology dissemination in the community;

OR

51.6.2. An applicant from accredited and recognized research institution with MSc degree and holding the rank of senior researcher with four years of research work experience and at least six articles published in reputable journals since last promotion.

Promotion

51.6.3. A candidate with the rank of Assistant Professor and a minimum of four years of effective research experience as an Assistant Professor; and six articles published in reputable journal(s) and/or release of six technological packages through nationally accredited mechanism (combination possible) since last promotion; and active participation in the extension and technology dissemination in the community; and should have a very good ($\geq 80\%$) research and extension performance evaluation by departments, research supervisors, and peers; must have been involved in teaching at least 25% of his time (evaluation by students, peers and department),



active participation in the University affairs and rendering active services to the community at large.

OR

51.6.4. A candidate the qualification of a PhD degree or equivalent or MD/DVM degree with specialization and/or sub-specialization; or a Master's degree or its equivalent, and a minimum of three years of effective research experience as an Assistant Professor; and nine articles published in reputable journal(s) and/or release of nine technological packages through nationally accredited mechanism (combination possible) since last promotion; and should have a very good ($\geq 80\%$) research and extension performance evaluation by departments, research supervisors, and peers; must have been involved in teaching at least 25% of his time (evaluation by students, peers and department), active participation in the University affairs and rendering active services to the community at large.

51.7. Professor

51.7.1. A candidate with the rank of Associate Professor, and a minimum of four years of effective research experience; and twelve articles published in reputable journal(s) and/or release of twelve technological packages through nationally accredited mechanism (combination possible) since last promotion; and active participation in the affairs of the University; and active participation in the extension and technology dissemination in the community and should have a very good ($\geq 80\%$) research and extension performance evaluation by departments, research supervisors, and peers; must have been involved in teaching at least 25% of his time (evaluation by students, peers and department), active participation in the University affairs and rendering active services to the community at large.

OR

51.7.2 A candidate with the rank of Associate Professor, and a minimum of three years of effective research experience as an Associate Professor; and fifteen articles published in reputable journal(s) and/or release of fifteen technological packages through nationally accredited mechanism (combination possible) since last promotion; and active participation in the affairs of the University; and rendering active service to the public and should have a very good ($\geq 80\%$) research and extension performance evaluation by departments, research supervisors, and peers; must have been involved in teaching at least 25% of his time (evaluation by students, peers and



department), active participation in the University affairs and rendering active services to the community at large.

- 51.8. For promotion of the research staff to the different ranks, the values allotted for various publications considered for promotion of academic staff shall apply also to the research staff.

Article 52. Criteria for Appointment and Promotion of Librarian

52.1. Assistant Librarian V

Appointment

A candidate with the qualification of a Bachelor's degree or its equivalent in library and/or information sciences or related fields, and a minimum CGPA of 3.00. The CGPA requirement may be changed under special circumstances justified by the head of the library and approved by the Vice President for Academics. However, the CGPA should not be less than 2.75.

52.2. Assistant Librarian IV

Appointment

52.2.1. A Bachelor's degree or its equivalent in library and/or information sciences or related fields, and a minimum CGPA of 3.00, and two years of effective service as an Assistant Librarian V. The CGPA requirement may be changed under special circumstances justified by the Head of the Library and approved by the Vice President for Academic Affairs.

Promotion

52.2.2. A candidate with the rank of Assistant Librarian V and one year of effective service as an Assistant Librarian V and very good ($\geq 80\%$) performance evaluation.

52.3. Assistant Librarian III

Appointment

52.3.1. A Master's degree or its equivalent in library and/or information sciences or related fields, and a minimum undergraduate CGPA of 3.00 or a Bachelor's degree or its equivalent with a CGPA of 3.00 and four years of effective service as an Assistant Librarian IV. The CGPA requirement may be changed under special circumstances justified by the



head of the Library and approved by the Vice President for Academic Affairs.

Promotion

52.3.2. A candidate with the rank of Assistant Librarian IV and one year of effective service with a minimum evaluation score of \geq 80% by the supervisors and peers.

52.4. Assistant Librarian II

Appointment

52.4.1. A Bachelor's degree or its equivalent in library and/or information sciences or related fields, and a minimum CGPA of 3.00 and four years of relevant work experience in a library, two of the four years as an Assistant Librarian III.

OR

52.4.2. A candidate with a qualification of Master of Library Science degree or the equivalent; and two years of effective work experience in a library after the Master's degree.

Promotion

52.4.3. A candidate with the rank of Assistant Librarian III and two years of effective service and a minimum evaluation score of \geq 80% as assessed by supervisors and/peers.

52.5. Assistant Librarian I

Appointment

52.5.1. A candidate with a qualification of PhD degree or its equivalent;

OR

A candidate with a qualification of a Master's Degree in Library Science or its equivalent and a minimum of five years of work experience, three of which as an Assistant Librarian II and at least one published material/article in the relevant field as assessed favourably by relevant professionals.

Promotion

52.5.2. A candidate with a qualification of Master of Library Science degree or its equivalent; and



- 52.5.3. Four years of effective experience, at least three of which as an Assistant Librarian II; and
- 52.5.4. At least one published material favourably assessed by both internal and external competent evaluators; and
- 52.5.5. Effective performance in their regular work and/or any other assigned duties; and a minimum evaluation score of $\geq 80\%$ as assessed by supervisors and/peers.

OR

- 52.5.6. Three years of effective service at least two of which as an Assistant Librarian II;
- 52.5.7. Two publications in reputable journal(s); and
- 52.5.8. Effective performance in their regular work and/or any other assigned duties; and a minimum evaluation score of $\geq 80\%$ as assessed by supervisors and/peers.

52.6. Associate Librarian

Appointment

- 52.6.1. Master's degree in Library and Information Science or its equivalent; and
- 52.6.2. At least seven years of effective library experience, four years of which must have been spent at the rank of Assistant Librarian I; and
- 52.6.3. At least two articles published in a reputable journal(s) since becoming Assistant Librarian I; or
- 52.6.4. A candidate with a qualification of PhD degree or its equivalent;

AND

- 52.6.5. At least four years of effective library experience with the rank of Assistant Librarian I; and
- 52.6.6. At least two articles published in a reputable journal(s) since becoming Assistant Librarian I

Promotion

- 52.6.7. A minimum of four years of effective service as an Assistant Librarian I;
- 52.6.8. At least two publications in a reputable journal since becoming Assistant Librarian I; or two teaching and research support material, or two recognized and realized projects which demonstrate professional and creative talent and which must have been positively and critically evaluated by both internal and external assessors which are specialists in the area;
- 52.6.9. Active participation in the affairs of the University as well as in the enhancement of his profession; and



52.6.10. Rendering active service to the community at large.

52.7. Librarian

Promotion

- 52.7.1. A candidate with the rank of Associate Librarian; and
- 52.7.2. At least three years of effective service since last promotion;
- 52.7.3. Effective teaching in the training programmes of the University relevant to the library profession; and
- 52.7.4. A minimum of four publications of undisputed professional merit in a reputable journal(s); or a book of undisputed professional merit based on original research in his field of specialization; or two articles and a textbook;
- 52.7.5. At least 25% of the value of the published material in reputable journals should be first-authored by the applicant, and the published material should emanate from research work to which the candidate contributed substantially according to sub-Article 49.2.3.7;
- 52.7.6. The publications should be favourably assessed by at least two internal and two external assessors of noted academic repute. Publications should be carefully assessed for their specific contributions to knowledge and their impact in the field of research;
- 52.7.7. Active participation in the affairs of the University and in the enhancement of his profession; and
- 52.7.8. Rendering active service to the community at large.

Article 53. Criteria for Appointment and Promotion of Technical Library Assistant

All appointment and promotion criteria stated under Article 50 shall also apply to Technical Library Assistants with the only exception that the candidates must have been trained in Library and Information Science or related fields.

Article 54. Extraordinary Cases

- 54.1. Should there be a candidate with exceptional scientific feat, appointment or promotion may be considered through extraordinary recommendations of the department and academic commission concerned and the Senate's Standing Committee for Staff Appointment, Promotion and Scholarship (APSC). The APSC shall in these cases prepare a detailed description of the special merits of the candidate that would justify the Senate taking an extraordinary decision on the recommendation for his appointment or promotion; and



- 54.2. Where a staff member requires additional manpower with which to undertake regular teaching and research commitments and considers that a graduate student is of sufficient calibre with exceptional academic and research records to fulfil the requirements, that person should be engaged as a regular staff member, e.g. with the rank of assistant lecturer or higher.

Article 55. Joint Appointment

55.1. Principle

In line with Article 34 of the Higher Education Proclamation No. 650/2009, the University shall have adjunct (joint) employment and offer appointments in teaching and research positions to selected and willing academics and professionals so that they can formally participate in the teaching and research activities of the University.

- 55.2. The University may confer the following titles and promotion for adjunct/joint academic staff members:

- 55.2.1. Adjunct Lecturer;
- 55.2.2. Adjunct Assistant Professor;
- 55.2.3. Adjunct Associate Professor; and
- 55.2.4. Adjunct Professor.

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

- 55.3.1. 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

- 55.3.2. Promotion in the adjunct series shall follow the current practice of promotion of academic staff of the University. The APSC shall formulate detailed guidelines.

55.4. Conditions of Appointment

- 55.4.1. A staff on whom the University has conferred an appropriate rank in the adjunct series shall be entitled to the privileges normally given to the academic staff of the University of similar rank, participating in departmental meetings (when possible), attending seminars;

- 55.4.2. Termination of contract for unsatisfactory performance shall occur only after appropriate review;

- 55.4.3. The University Code of Conduct for fulltime academic staff shall also apply for adjunct staff;



- 55.4.4. 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;
 - 55.4.5. 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 Senate;
 - 55.4.6. 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;
 - 55.4.7. *Mutatis mutandis*, all rules and regulations of the University and laws of the country are applicable to adjunct academic staff.
- 55.5. Terms of Service
- 55.5.1. A staff on whom the University has conferred an appropriate rank in the adjunct series shall enter into a contractual agreement with the University. Such contract shall constitute as part of the contract between the University and the employee.
 - 55.5.2. 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.
 - 55.5.3. Renewal of contract shall be subject to appropriate institutional review by the University based on performance evaluation.

Article 56. Honorary Staff Appointment

56.1. Overview

The University supports the appointment of honorary academic or research staff as a means of optimizing significant links with academics of different organizations who have special merits and international standing.

56.2. Purpose

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

56.3. Description

The University may appoint as an honorary academic or research staff those professionals retired from the University, persons of great distinction and international standing who can serve the University in a teaching and/or research capacity but who, by virtue of the existing appointment, cannot be



considered for a full-time position. Such appointments shall 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.

56.4. Procedure

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

- 56.4.1. Honorary Lecturer
- 56.4.2. Honorary Assistant Professor
- 56.4.3. Honorary Associate Professor
- 56.4.4. Honorary Professor
- 56.4.5. Professor Emeritus

56.5. The candidate to be appointed with honorary rank should at least fulfil the requirements of the respective academic or research ranks as per Article 49 promotion of this Legislation. Appointments and reappointments of honorary academic staff up to the level of Lecturer shall be 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 college and approved by APSC. The Vice Presidents for Academic Affairs and Research Affairs subsequently approve the appointment of Assistant and Associate Professor and report to the Senate any such appointments. Appointment of Honorary Professor and Professor Emeritus shall be approved by the University Senate subject to ratification by the Board.

56.6. Nomination and appointment of honorary staff request of the department/school must contain the following specific information that should be addressed to the approving organ:

- 56.6.1. The duties and responsibilities of the proposed appointee;
- 56.6.2. 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 benefits that will flow through to the department from the appointment; and
- 56.6.3. In case of reappointment, how the University has realized the expected benefits from the previous appointment.

56.7. Offer of Appointment



Appointments of the level of honorary lecturer will be referred to the relevant college/academic unit. Appointments up to Honorary Associate Professor are referred to the APSC. Appointments of Honorary Professor and Professor Emeritus shall be approved by the Board. All appointment and promotion are bound by the University staff appointment and promotion regulation. After the honorary appointment has been approved by the Senate, the concerned Vice President shall arrange for an offer to be sent to the nominee.

56.8. Period of Appointment

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

56.9. Renewal of Appointment

56.9.1. The proposal for renewing the appointment shall follow the same procedures for the initial appointment, but also include a reflection on the benefits realized from the previous appointment; and

56.9.2. No limitation is placed upon the number of appointments in consideration of each nomination.

56.10. Conditions of Appointment

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

56.11. Promotion of honorary academic or research staff

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

56.12. 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 may be commercially exploitable.

Article 57. University Property Clearance

57.1. A University property clearance shall be required of:

57.1.1. All contract employees at the end of the contract period;

57.1.2. All non-contract employees including tenured staff at the end of their service years; and

57.1.3. All those leaving for further studies.

57.2. The last salary of all three categories of persons shall be paid after presenting duly signed clearance by relevant units of the University;



- 57.3. The University shall issue letters to concerned government body when these are required;
- 57.4. The University shall have a duty to provide clearance within a week; and
- 57.5. 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 58. Leave of Absence

58.1. Study Leave

- 58.1.1. The University, within its capacity, shall provide training opportunities based on its staff development plan;
- 58.1.2. Any academic or research staff member who is awarded a fellowship through the University or who can provide satisfactory evidence regarding an award of a scholarship leading to a higher degree in a particular field of specialization may be granted a study leave provided that it is in line with the staff development plan worked out by the respective academic units and approved at the University level;
- 58.1.3. For any academic and research staff member, the leave provided in this Article may be taken only after a staff member has served for a minimum of two years following employment or reinstatement after a study leave. However, under special circumstances, a Graduate Assistant and a female staff member may be granted study leave in a shorter time frame. Such special circumstances include the following:
 - 58.1.3.1. The academic or research unit to which such a Graduate or Research Assistant belongs has shortage of qualified staff, and it has been decided *a priori* that the staff would be granted a study leave in a shorter time frame;
 - 58.1.3.2. A female academic or research staff member shall be granted leave of study in a shorter time frame than stipulated under sub-Article 58.1.3.; and
 - 58.1.3.3. The condition in sub-Article 58.1.3.2 above shall apply provided that it is in line with the staff development plan of the University and approved by APSC.
- 58.1.4. A staff member who has obtained a leave of absence exceeding three months (cumulative in case the leave was more than one time) shall compensate for the duration of the leave before applying for study leave;
- 58.1.5. When a staff member leaves for his second or terminal degree following normal procedures, within the country or abroad, he is entitled to:



- 58.1.5.1. Full salary family support for in-country scholarship for periods of two and four years for Maser's and PhD degrees, respectively;
- 58.1.5.2. Half salary for a study leave abroad for a period of two and four years for Maser's and PhD degrees, respectively; and
- 58.1.5.3. For a sandwich programme, the student shall be paid full salary when at home, but only if the donor of the scholarship does not pay him any salary.
- 58.1.6. A staff 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. These regular reports shall in all cases be endorsed by the academic advisor or the major professor of hosting University. Failure to submit such reports may result in interruption of the salary payment and may lead to other appropriate actions;
- 58.1.7. An academic or research 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 (including post-docs) or its equivalent without any salary payment. However, staff on study leave shall seek University approval for any extension of stay beyond the completion of study;
- 58.1.8. A staff member who fails to return to the University to resume required duties within the periods of time specified in this Article or fails to complete required studies due to incompetence or for unjustified reasons shall lose standing with the University. In the event of reemployment, the case shall be handled as though it is employment of first instance and services rendered to the University prior to the award of the study leave shall not count towards any benefits that may accrue; and
- 58.1.9. A staff member, who, continues his study to higher degrees without being sanctioned by the University, and returns to the University for employment possessing a higher qualification than the qualification for which he was granted the leave of absence, shall be reinstated with the salary commensurate with the higher degree, but he shall forfeit his right of salary and other benefits during the unsanctioned period of his study.

58.2. Research Leave

- 58.2.1. It will be the policy of the University to provide research leave for up to nine months with a possible extension of three months, with full salary payments and associated benefits for its fulltime staff



members. Leave is granted pursuant to the rules set out in sub-Article 58.2.2.2 below.

58.2.2. A fulltime teacher/researcher holding an academic rank shall be eligible as of right for a research leave of nine months provided that:

58.2.2.1. He has served the University for a period of at least four years as a full-time teacher/researcher and has not, in that period enjoyed a research leave or other voluntary leave of absence, exceeding four months, related to his academic and/or research duties. In case he had earlier obtained leave of absence exceeding four months, he shall serve for a duration equivalent to the time he enjoyed the leave of absence;

58.2.2.2. He submits a plan of study or research related to his academic or research field to the appropriate academic units, aimed at improving his capacities as a full-time staff member; and

58.2.2.3. He intends, in good faith, to continue his association with the University for a prolonged period in the future after his research leave. The applicant is required to continue rendering services to the University for a minimum of one year upon completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff during the leave period plus damages.

58.2.3. The research leave described in sub-Article 58.2.2 above shall be with full pay;

58.2.4. Application for the research leaves shall be submitted by any staff member seeking such a leave, to the appropriate academic units three months in advance of the start of the leave. The APSC shall grant the leave unless it is determined that the teaching/research needs of the college/faculty/department cannot be met if the leave is granted during the semester the leave is sought, in which event the research leave will be granted in a later semester, at least within a period of one year within the coming academic year;

58.2.5. Research leave may be extended with pay for a period not exceeding three months on the condition that:

58.2.5.1. The department/college confirms that such extension will not seriously impede its academic or research programmes; and

58.2.5.2. The staff member concerned produces satisfactory evidence that the leave is necessary to complete the on-going research the output of which is expected to enhance knowledge and



also improve the teaching and research skills of the individual staff.

58.3. Sabbatical Leave

58.3.1. A full-time academic or research staff member holding an academic or research rank who has served the University continuously for a period of seven uninterrupted years and intends to continue his association with the University for at least two years is entitled to a sabbatical leave, as of right and with full pay, for a period of one year with the following conditions:

58.3.1.1. A staff member requesting a sabbatical leave under this Article shall present to his head of academic / research unit a programme of study or research project related to his area of specialization that will enable him to improve his capacities as a scholar. In certain cases such a leave could be a study leave leading to certificate, diploma or higher degree, consultancy, employment, community development work, etc.;

58.3.1.2. He shall further be required to issue an undertaking that he will continue his association with the University for at least two years after the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff and other benefits during the leave period plus damages;

58.3.1.3. A request for a sabbatical leave shall not be accepted if the person applying for the leave is already past the retirement age as determined by law; and

58.3.1.4. An academic or research staff member who has served in an administrative position for at least three years is entitled to a sabbatical leave at the end of six years of uninterrupted service to University.

58.3.2. Application for a sabbatical leave shall be submitted by the staff member to his head of academic/research unit six months in advance of the start of the leave;

58.3.3. The head shall convene the department council and decide on the application of the staff member. The department shall ensure that the normal functioning of teaching and research will not be adversely affected by the departure of the staff member in question;

58.3.4. The decision of the academic unit council should be communicated to the dean who shall present the decision to the AC. The AC shall then examine and endorse the leave unless it is determined that the teaching needs of the academic unit cannot be



affected if the leave is granted for the period sought in which event the leave is to be granted within a period of one year. The Vice President for Academic Affairs, in consultation with APSC and other concerned Vice Presidents shall approve the decision of the AC before the leave is granted;

58.3.5. An academic or research staff member may apply for an unpaid leave of absence for a maximum period of one year subsequent to his sabbatical leave if he can demonstrate to the satisfaction of his academic/research unit and the University that returning to fulltime duty would seriously jeopardize the completion of work on which he had spent the full length of his sabbatical leave. This additional leave of absence can be granted with the confirmation that the teaching and research activities in the department would not be compromised and the right of other staff member for leave would not be jeopardized by granting of the leave. Such a determination should be endorsed by the AC of the college/faculty/institute/research unit. The Vice President for Academic Affairs, in consultation with APSC and other concerned Vice Presidents shall approve the decision of the AC before the extension is granted;

58.3.6. An academic or research staff member who is granted a sabbatical leave shall be required to sign an undertaking that he will continue his services to the University for a minimum period of two years 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; and

58.3.7. A beneficiary of a sabbatical leave shall upon completion of his leave, submit a report on his experiences or accomplishments to his supervisors and University-wide seminar on the work he did. Such a report should be in line with the original proposal for the leave.

58.4. Other leave of absence

58.4.1. The granting of a research, study, sabbatical and other leave to a staff member as per Article 58 shall not disqualify him from short term leave of not more than three months in a year, where it can be demonstrated that the leave is necessary to complete research or a course of study meant to improve the staff member's professional capacity or for other purposes approved by the University. The granting of such leave is subject to the discretion of the concerned academic unit as approved by APSC and the concerned Vice President(s);



- 58.4.2. An academic/research staff member who has served the University for more than one year shall be granted sick leave with full salary payment for three months and an additional six months of leave with half salary payment in the event of a 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;
- 58.4.3. An academic/research staff member who has served the University for less than one year shall be granted sick leave with payment of a full salary for two months and an additional leave of absence of three months with payment of half salary in the event of a protracted illness within the year of employment. However, such sick leave should not exceed five months in the year of employment. In either case, the leave shall be granted only where the staff member produces a proof from a recognized medical institution;
- 58.4.4. An academic/research staff member who has encountered an accident and sustained injuries while on duty shall be granted medical leave for a period required to recover based on a medical recommendation from a recognized hospital. In case of serious injuries requiring prolonged medication, the staff member shall be handled by the University according to the law of the land;
- 58.4.5. An academic/research staff member who is suffering from physical disease or mental disorder proven by a medical testimony and rendered continuously unable to perform teaching or research assignments appropriately may be pensioned off from the University in accordance with the relevant Laws of Ethiopia on retirement;
- 58.4.6. A University-employed spouse of a staff member who is on a leave of absence for a duration of a year or longer may be granted a leave of absence without pay for a maximum period of one year to live with the latter and that the University unit for which the spouse works confirms that the granting of such a leave, without prejudice to previous service agreements, would not cause a serious disruption to its normal functioning;
- 58.4.7. Occasional leave such as leave to attend seminars, workshops, symposia, short-term trainings, etc. may be granted with full salary payment for a period not exceeding three months per academic year;
- 58.4.8. A full time staff member who has effectively served the University for a minimum period of ten years with the rank of Assistant Professor or above may be granted a leave of absence without pay



for a maximum period of two years provided that the following conditions are fulfilled:

- 58.4.8.1. The staff 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 honour for University and an opportunity for experience that would not only benefit the country at large but also enhance the professional capacity of the scholar;
- 58.4.8.2. The staff member 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 leave or other kinds of leaves he would normally have been entitled to as per this Legislation;
- 58.4.8.3. 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;
- 58.4.8.4. 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 or research activities in a department; and
- 58.4.8.5. 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.

58.5. Accumulating Leave

Sabbatical and research leave can be split, but cannot be accumulated. Sabbatical and research leave can be claimed separately as a right more than one times based on the fixed service year requirement for each. However, cumulative and prolonged sabbatical and research leave cannot be claimed at one time by adding up the stipulated length of service years required for each leave. Sabbatical and research leave of absence shall not count for service year.

58.6. Maternity Leave

Maternity leave shall be applied for female staff according to the government's civil service law.

Article 59. Tenure for Staff

59.1. Staff member may have a tenured employment, which shall constitute a privilege and an incentive for professional excellence; and an academic or research staff member shall attain tenured employment through



services and scholarly contributions in teaching and/or research or institutional leadership;

59.2. A tenured academic staff shall have job security and may not be dismissed from his position unless he has committed a serious breach of discipline as stipulated by this Legislation;

59.3. Professor or Associate Professor who meets the requirements of sub-Article 59.1 of this Article may, upon retirement, be given the rank and status of Professor Emeritus or Associate Professor Emeritus;

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

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

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

59.4.3. The staff has freely consented to extend his retirement age.

59.5. Criteria for Awarding Tenure

Tenure may be awarded to a fulltime staff member who:

59.5.1. Holds the rank of Associate Professor or above and has served the University for a total of five years after holding the rank of Assistant Professor, or that who holds the rank of Assistant Professor with a ten-year service after holding this rank;

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

59.5.3. Has demonstrated throughout their professional career:

59.5.3.1. A scholarly ability through teaching, research, publications or other contributions to the advancement of the respective academic field; and

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

59.6. Procedure for Awarding Tenure

The University may offer tenure appointment on request of the applicant, and subject to endorsement by the councils of concerned academic units and approval of the Senate.

59.7. Right of Tenured Staff

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



code of conduct that may justify termination of his employment from the University as a staff member.

Article 60. Rights of Academic and Research Staff Members

Any academic or research staff member shall have the freedom and duty to develop any field related to his discipline and offer a full-fledged course in accordance with the University's rules and procedures on course offerings in various disciplines in pursuit of knowledge in the University.

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

- 60.1. Exercise academic freedom consistent with the University's mission;
- 60.2. Conduct research and render consultancy services; take research and sabbatical leaves to conduct research and studies beneficial to the University and the country in accordance with the provisions given in this Legislation;
- 60.3. Be entitled to enjoy institutional mission bound and informed academic freedom;
- 60.4. Be entitled to further education and/or training for professional development and subject to internal rules and regulations of the University;
- 60.5. Be promoted and assume new academic rank on the basis of merit in accordance with the University rules and regulations;
- 60.6. 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;
- 60.7. Be adequately and timely informed of his performance results and of any records kept in his personal file without his prior knowledge;
- 60.8. Be informed appropriately, timely and regularly on the University plans, developments, directions, conditions and performance results;
- 60.9. 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;
- 60.10. Compete for academic offices and leadership positions on the bases of the applicable University criteria and be treated in selection process on the basis of merit and without any discrimination, transparent or otherwise;
- 60.11. Elect and be elected where election of academic and/or by academic staff shall be necessary or is the norm;
- 60.12. Enjoy academic freedom, which is regarded by the University as fundamental to the proper conduct of teaching, research and scholarship;



- 60.13. Exercise his rights to examine social values and to criticise and challenge the belief structures of society in the spirit of a responsible and honest search for knowledge and its dissemination;
- 60.14. Challenge and criticise ideas and methods but not defame others in exercising academic freedom;
- 60.15. Conduct free inquiry and exchange of ideas which is expressed in his teaching and research and in his role in advancing developmental and technological changes as well as his intellectual heritage to his society;
- 60.16. Present material relevant to a course of instruction;
- 60.17. Express his views concerning the style of management of the University;
- 60.18. Demand a forum for public debate at the University in an effort to rectify wrongs; and
- 60.19. Be entitled to a reasonable act, done in good faith, for academic, scientific or research purposes, or for purposes of the public interest, including discussion or debate regarding public policy such as educational policy, multiculturalism or affirmative action.

Article 61. Norms of Teaching

- 61.1. A staff member involved in teaching shall demonstrate independent scholarly learning, critical judgment, academic integrity and ethical sensitivity to his students and encourage them to pursue these qualities;
- 61.2. A staff member giving advice to students about University administrative or academic procedures shall ensure that the information is up-to-date and accurate;
- 61.3. Significant scholarly or academic assistance or contributions from students should be acknowledged, for instance, where this has given rise to publication;
- 61.4. A staff member shall seek and state the truth to students as he sees it;
- 61.5. A teaching staff shall make himself available for individual consultation of students for reasonable periods of time, whether in person or by other means;
- 61.6. A student should not be unfairly penalized for adhering to a defensible alternative view or approach;
- 61.7. A staff member shall exercise critical self-discipline and judgment in using, extending and transmitting knowledge;
- 61.8. A staff member shall give primary consideration to the interests of students in the relationship of trust with them;
- 61.9. A staff member shall ensure that evaluation of students reflect each student's true merit;
- 61.10. A staff member shall clearly explain expectations of students in respect of assessment criteria in a timely fashion;
- 61.11. His contact with students for teaching purposes may always promote and permit an atmosphere of free, rational and dispassionate inquiry with



respect to issues relevant to the subject matter of the courses, by including, where he deems it necessary a discussion of controversial issues and the presentation of particular views thereon, without, however, forcing the assumption that these issues are settled in advance; and

61.12. His research methodology and findings always promote and permit an atmosphere of free, rational and dispassionate inquiry and findings with respect to issues relevant to the subject matter of the research.

Article 62. Norms of Research Supervision

62.1. A research supervisor for master thesis research shall have the academic rank of at least Assistant Professor;

62.2. A research supervisor for a PhD study shall have the academic qualification of a PhD degree and the rank of Associate Professor, but academic rank with Assistant Professor rank can co-supervise a PhD student ;

62.3. Qualified supervisor(s) shall be assigned to each research student or trainee at any level;

62.4. Joint supervision or supervisory teams may be appointed in addition to or with a principal supervisor;

62.5. A principal research supervisor shall not be assigned more than five masters research students per semester and/or more than five PhD research students per academic year;

62.6. A co-supervisor shall not be assigned more than five master research students per semester and/or more than five PhD research students per academic year;

62.7. A research supervisor shall be the primary source of guidance to research students in all matters of good research practice;

62.8. A research supervisor shall strictly monitor and supervise the research experiments with onsite visits as well as regular and concrete reports and/or presentations of data generated by the student;

62.9. A research supervisor shall ensure the appropriate utilization of research funds by the student; and

62.10. A research supervisor shall ensure, as far as possible, the validity of research data obtained by a student under his supervision.

Article 63. Conflicts of Interests

63.1. A staff member shall avoid conflicts between his private interests and University responsibilities, and should avoid situations where there is a reasonable basis for the perception of such a conflict;

63.2. A staff member may not make or participate in decisions affecting another person with whom he has a personal relationship such as close relative, spouse or personal associate;



- 63.3. A staff member shall discuss the matter with his supervisor where conflicts of interests arise;
- 63.4. A staff member shall avoid sexual relationship with another staff member that may give rise to conflicts of interests;
- 63.5. No staff member shall have a sexual relationship with a student regardless of whether or not the relationship is consensual or non-consensual or condoned by parents or care givers;
- 63.6. A staff member shall withdraw from the supervisory role when he is involved in a sexual relationship with his research student; and
- 63.7. Where a staff member has a pecuniary interest in a company or suppliers from which equipment is purchased or services are obtained, he shall disclose his financial relationships with such companies or suppliers before any question of purchasing or other financial or contractual decisions or dealings may arise.

Article 64. Complaints

- 64.1. Every academic staff member shall have the right to complain in writing to the Vice President for Academic Affairs if he feels aggrieved or prejudiced, after exhausting lower channels of authority, where such authority exists; similarly, any research staff member shall have the right to complain in writing to the Vice President for Research Affairs if he feels aggrieved or prejudiced, after exhausting lower channels of authority, where such authority exists;
- 64.2. The concerned Vice President may, when he deems it necessary, order an investigation to be conducted by establishing an *ad-hoc* committee. If the nature of the complaint involves issues beyond regular administrative matters, such as breach of duty and discipline, the concerned Vice President shall refer the complaint to the Disciplinary Committee;
- 64.3. The composition of the *ad-hoc* committee shall be decided by the concerned Vice President;
- 64.4. The *ad-hoc* committee shall submit its findings on the complaint, together with its recommendation as to measures that should be taken, to the concerned Vice President, who shall submit his recommendation as to what measures should be taken by the President of the University; and
- 64.5. In the event that the complaint still persists, the President of the University shall decide on the complaint, and his decision shall be final.

Article 65. Personal Conduct and Loyalty

- 65.1. A staff member is expected to maintain at all times, within and outside the University, behaviour and conduct which gain the respect of the public for his profession.



65.2. Arrest or Conviction

65.2.1. If a staff member is arrested on, charged with, or convicted of any criminal offense, he shall take all reasonable steps to inform any of his supervisors; and

65.2.2. The foregoing shall not, however, apply to petty offences which do not entail imprisonment.

Article 66. Outside Work Activities

66.1. No staff member shall engage in outside activities during the official working days and hours without prior official permission;

66.2. No staff member shall undertake any outside activity which may, in any way, tend to impair his usefulness or conflict with his duties or be inconsistent with assigned activities;

66.3. Nothing in the provisions of the preceding sub-articles of this article shall, however, be construed as a prohibition on a staff member from participating in social organizations, professional associations or consultancy services;

66.4. A staff member may undertake paid outside work in accordance with the University's rules, policy and guidelines;

66.5. He may use University facilities in connection with outside work only upon prior approval and subject to reimbursement for the full cost of such use;

66.6. A staff member may engage in outside extra work so long as it does not affect his responsibility to the University;

66.7. A staff member shall avoid outside work which may cause a conflict between his private interests and his duties and responsibilities to the University;

66.8. A staff member shall not seek to secure paid outside consultative work tasks that would rightly be regarded as part of his University duties; and

66.9. When a staff member is solicited for a consultancy service, he is required to get approval from appropriate academic units and the concerned Vice President.

Article 67. Use of University Information

67.1. A staff member shall keep confidential information obtained in the course of performing his duties unless permitted by University rules;

67.2. He shall not use University's information of a commercial or strategic nature for personal gains; and

67.3. He shall handle such information with utmost sensitivity.



Article 68. External Activities and Public Comment

- 68.1. A staff member may engage in political, professional, interest group, charitable activities etc. provided that such engagement does not give rise to a conflict of interest or impede the performance of his duties;
- 68.2. An academic and research staff regarded as expert in a particular field of scholarship may comment publicly in his capacity as a staff member of the University;
- 68.3. Where a University staff member comments publicly in connection with professional association, party politics or interest group activities, he shall make clear that such a comment is made on behalf of the union, political party or association which he represent and not in his capacity as member of staff of the University; and
- 68.4. A staff member shall make utmost efforts to ensure that his opinions expressed as a private view are not represented as an official view of the University or compromise his ability to carry out his duties or implement duly approved University policy.

Article 69. Upgrading Standards of Performance

- 69.1. A staff member shall endeavour to maintain and enhance his skills and expertise and keep up-to-date the knowledge associated with his particular field or area of work;
- 69.2. A staff member shall maintain high standards of performance and focus on client service; and
- 69.3. The University shall provide trainings to enhance effective interpersonal and human resource management skills.

Article 70. Responsibility for Safety

- 70.1. A staff member shall exercise due care in undertaking his activities, particularly where others will rely on advice or information offered;
- 70.2. A staff shall have a duty to take reasonable care to avoid causing harm to anyone;
- 70.3. A staff shall promote safe working practices and environments for everyone while using University facilities;
- 70.4. A staff member training others in workplace about health and safety practices shall make available written instructions, explain or gives demonstrations; and
- 70.5. A staff member teaching, researching or assisting in laboratories shall dispose hazardous or infectious material, such as sharps, in an appropriate ways, and ensure that students using laboratories are also instructed in safe handling and waste disposal procedures.



Article 71. Disclosure of Fraud or Corrupt Conduct

- 71.1. A staff member shall report fraud, corrupt conduct or maladministration to appropriate University or external authorities; and
- 71.2. A staff member shall not harass or take reprisals against any person who discloses impropriety or corrupt conduct to appropriate authorities.

Article 72. Use of University Property, Resources and Time

- 72.1. University premises and facilities shall not be used for religious and political gatherings and/or purposes;
- 72.2. The use of any University property by any staff member for private or personal purpose shall not be made without prior written authorization from the concerned University officer;
- 72.3. A staff member shall have the duty to ensure that University's resources are managed effectively and without harm to the community or the environment;
- 72.4. A staff member shall use University property (vehicles, electric power, residential houses), financial and computerized (telephone, electronic mail or internet, etc.) resources only for legitimate purposes for which they are provided;
- 72.5. A staff member shall not remove or transfer any equipment from the University's premises or rooms unless it is authorized by the concerned official;
- 72.6. A staff member shall use University resources economically and avoid wastage;
- 72.7. A staff shall secure University property against theft or misuse;
- 72.8. A staff member shall not maliciously or negligently damage or cause waste or loss of University property; and
- 72.9. A staff member shall not steal or misappropriate University money, materials or equipment.

Article 73. Signatures

- 73.1. A staff member shall review carefully any document he is asked to sign;
- 73.2. A staff member may not sign any document which he knows is not true and correct;
- 73.3. A staff member shall only sign his own name;
- 73.4. A staff member shall only use his own name when sending emails and avoid giving the impression that he has the authority of another person; and
- 73.5. A supervisor may not coerce staff to sign any document.



Article 74. Physical Harm

- 74.1. A staff member shall not engage in conduct that could assault or cause physical harm to any other staff member, University official or any other human being; and
- 74.2. Assault, for the purpose of this article, involves either hostile or reckless application of force or threat with use of some force, regardless of whether harm has been done to a person. Very serious physical harm includes, but is not limited to battering, stabbing, and/or killing.

Article 75. Psychological Harm

- 75.1. A staff member must not engage in unreasonable conduct that could cause psychological harm to any other staff member or University officials or any other human beings; and
- 75.2. For the purpose of this article, psychological harm includes, but is not limited to, targeted and sustained criticism, belittling or teasing; persistent hostility and severe verbal abuse, rejection and scapegoating.

Article 76. Use of Alcohol or Tobacco or ‘Chat’ or Illegal Drugs etc

- 76.1. A staff member shall not drink or permit drinking alcohol during working-hours including during meal or tea breaks under any circumstances anywhere;
- 76.2. A staff member shall not chew or permit chewing Chat (*Catha edulis*) while on duty in offices or other work places such as laboratories, classrooms, University garage, lounges, health centres, restaurants, cafeteria, toilets, sentries, etc.;
- 76.3. A staff member shall not smoke or permit smoking cigarette or shisha in any University building of working places, enclosed area or on any University grounds prescribed as smoke-free such as laboratories, classrooms, University garage, lounges, health centres, restaurants, cafeteria, toilets, sentry, etc; and
- 76.4. A staff member shall not use or permit using illegal drugs such as marijuana, cocaine, etc.

Article 77. Possessing Dangerous Weapons

- 77.1. A staff member shall not possess or sell firearms, other dangerous weapons, or incendiary or explosive devices. Dangerous weapons include, but are not limited to the following: guns, explosives, dangerous or toxic or poisonous chemicals, dagger, bayonet, ‘mencha’, etc.; and
- 77.2. A staff member shall not carry a gun or an explosive on any premise of the University whether or not he is licensed to bear it (exception: guards or security personnel on duty).



Article 78. Mistreating Students

- 78.1. A staff member shall respect the rights of students to learn and explore new ideas and knowledge;
- 78.2. A staff member who mistreats students shall be subject to disciplinary procedures before staff disciplinary committee;
- 78.3. A graduate student teaching courses and/or one assigned to invigilate, who have breached the University's Code of Conduct shall be subject to disciplinary sanctions according to the staff disciplinary policy; and
- 78.4. A graduate student teaching courses and/or one assigned to invigilate, who have mistreated undergraduate or graduate students in the course of his work shall be subject to disciplinary sanctions according to the staff disciplinary policy.

Articles 79. Breach of Code of Conduct

A staff who alleged to have breached code of conduct stipulated in this Legislation and other University's documents shall be investigated and dealt in accordance with the Staff Code of Conduct.



CHAPTER FOUR: THE ACADEMIC ORGANIZATION OF THE UNIVERSITY

Article 80. General Provisions on the Organization of Colleges, Institutes, Schools and Departments

80.1. The University includes the following teaching colleges/faculties, institutes and schools:

- 80.1.1. College of Agriculture and Environmental Sciences (CAES)
- 80.1.2. College of Agro-industry and Land Resources (CAiLR)
- 80.1.3. College of Business and Economics (CBE)
- 80.1.4. College of Computing and Informatics (CCI)
- 80.1.5. College of Education and Behavioural Sciences (CEBS)
- 80.1.6. College of Health and Medical Sciences (CHMS)
- 80.1.7. College of Law (CoL)
- 80.1.8. College of Natural and Computational Sciences (CNCS)
- 80.1.9. College of Social Sciences and Humanities (CSSH)
- 80.1.10. Institute of Technology (IoT)
- 80.1.11. College of Veterinary Medicine (CVM)
- 80.1.12. College of Continuing and Distance Education (CCDE)
- 80.1.13. School of Graduate Studies (SGS)
- 80.1.14. Institute of Pastoral and Agro-pastoral Studies (IPAS)

80.2. Colleges consist of degree-awarding departments and other academic units;

80.3. Institutes consist of research and development establishments;

80.4. Upon the recommendation of the Council for Graduate Programmes and the approval of the Senate, colleges may establish graduate degree awarding departments; and

80.5. The Senate may decide on establishing new colleges, faculties, institutes, schools, or upgrade the existing ones.

80.6. The University may re-establish and re-structure the existing colleges/faculties, institutes, centre, etc as deemed necessary

Article 81. The Academic Commission (AC)

For each college/faculty/institute there shall be an Academic Commission (AC) which is accountable to the dean.

81.1. Composition

The AC shall consist of:

- 81.1.1. The Dean of the College/faculty/institute (chairperson);
- 81.1.2. College Programme Coordinator;



- 81.1.3. Heads of Departments;
- 81.1.4. One representative of academic staff elected by fulltime members of each department concerned;
- 81.1.5. Assistant Registrar;
- 81.1.6. Representative of the Director for Student Services;
- 81.1.7. Representative of the Director for Gender, Equity, HIV/AIDS Mainstreaming;
- 81.1.8. Two student representatives (one female and one male);
- 81.1.9. Co-opted member who would attend AC meeting with voice, but not vote; and
- 81.1.10. Any other person(s) that the commission may wish to include.

81.2. Organization

- 81.2.1. The terms of service of elected members of the AC shall be three years for the Dean and two years for Heads;
- 81.2.2. The AC shall have its own rules and procedures approved by the Senate;
- 81.2.3. The AC shall have the following standing committees:
 - 81.2.3.1. College Academic Affairs Committee (CAAC);
 - 81.2.3.2. College Research and Extension Affairs Committee (CREC);
 - 81.2.3.3. College Staff Affairs Committee (CSAC);
 - 81.2.3.4. College Student Affairs Committee (CSAC); and
 - 81.2.3.5. College Graduate Studies Committee (CGSC).
- 81.2.4. The AC may establish *ad-hoc* committees to perform specific tasks; and
- 81.2.5. The AC may co-opt other persons to attend its meetings. However, such persons shall not have voting rights.

81.3. Power and Duties of Academic Commission

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

- 81.3.1. Set guidelines to facilitate the teaching-learning and research processes;
- 81.3.2. Issue guidelines for setting/marking of examinations in the college/faculty/institute in accordance with rules and regulations approved by the Senate;
- 81.3.3. Recommend to the Senate the establishment of new programmes and modifications of existing programmes pertaining to study and research in the college/faculty/institute;



- 81.3.4. Deliberate and decide upon all appointment and promotion cases presented to it through the Dean;
- 81.3.5. Recommend leave of academic and research staff to the Vice President for Academic Affairs;
- 81.3.6. Promote research and extension work within the college/faculty/institute, issue guidelines on their execution, on the basis of regulations issued by the Senate and follow-up/monitor their implementation;
- 81.3.7. Review the missions and objectives of the college/faculty/institute on a periodic basis and evaluate the success of their implementation;
- 81.3.8. Promote the welfare of staff members and students and ensure observance of discipline within the college/faculty/institute as provided by the rules and regulations of the University;
- 81.3.9. Review grades and determine academic status of students of the college/faculty/institute every semester;
- 81.3.10. Conduct periodical reviews of curricula and ensure they are updated according to the dynamic needs of the economy and the society;
- 81.3.11. Supervise teaching-learning processes, student advisement, continuous assessment and examination administration;
- 81.3.12. Monitor and ensure the relevance and standards of academic and research programmes of the college/faculty/institute;
- 81.3.13. Develop and implement guidelines for research and community services;
- 81.3.14. Encourage and support staff members to conduct problem solving research and assure the quality of research activities;
- 81.3.15. Screen staff research proposals based on research priority and multidisciplinary approach and recommend selected proposals for outside or University funding;
- 81.3.16. Organise forums for reviewing research undertakings and research ideas through workshops, colloquia, etc.;
- 81.3.17. Monitor and ensure that graduate students' research is in line with the University's research thematic areas;
- 81.3.18. Deliberate and decide on disciplinary case of students pertaining to academic matters in accordance with the rules and the regulation of the University;
- 81.3.19. Recommend to the Senate the graduation of students and college/faculty/institute medal winner;
- 81.3.20. Review and recommend budget proposals to the budget office and allocate approved budget for the various activities of the college/faculty/institute;



- 81.3.21. Initiate staff development schemes for the college/faculty/institute; prioritize training programmes for the staff and recommend candidates for training;
- 81.3.22. Issue guidelines on conditions of employment and remuneration for consultancy services in the college/faculty/institute in accordance with the general University policies;
- 81.3.23. Receive and assess the results of the annual performance evaluation of the members of the staff and make recommendations to be taken on the basis of the evaluation;
- 81.3.24. Issue guidelines for promotion of links with relevant external bodies and organizations with a view to enhancing the academic/research functions in line with the rules and regulations of the University;
- 81.3.25. Initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence;
- 81.3.26. Determine the allocation and appropriate utilization of the physical resources;
- 81.3.27. Perform such other functions relevant to the betterment of the teaching-learning process and promotion of research;
- 81.3.28. The power and responsibilities of the AC with respect to graduate programmes shall be to:
 - 81.3.28.1. Propose to the Graduate Programme Committee about the graduate programmes to be offered;
 - 81.3.28.2. Undertake every three years evaluation of graduate programs and make appropriate recommendations to the Council of Graduate Studies (CGS) and supervise implementation of the decision of the CGS thereon;
 - 81.3.28.3. Recommend to the CGS granting of graduate degrees, diplomas or certificates;
 - 81.3.28.4. Ensure that the rules governing appointment of advisors and examination Boards as well as those governing their functions are uniformly implemented; and
 - 81.3.28.5. Settle all academic problems that concern the college/faculty/institute at graduate studies level.

81.4. Meetings of the Academic Commission

- 81.4.1. The AC shall meet at least six times per semester;
- 81.4.2. The chairperson shall call a meeting when it is requested by at least one-third of the AC members; and
- 81.4.3. The chairperson may call a meeting as deemed necessary.

81.5. Rules of Procedure



The AC shall establish its own rules and procedure and set up standing and *ad-hoc* committees as necessary.

Article 82. Dean and Director

82.1. Appointment

A dean or a director shall be elected through a University procedure and endorsed by the President. A person competing for the position of deanship or directorship shall have the academic rank of at least a Lecturer.

82.2. Terms of Office

The term of office of a dean or a director shall be three years. However, he may be re-elected for one more term.

82.3. Power and Duties of a Dean

The dean, as the chief executive officer of the college, shall perform his duties under supervision of the Vice President for Academic Affairs and is accountable to the same. The dean shall have the following duties and responsibilities.

He shall:

- 82.3.1. Serve as the chairperson of the AC;
- 82.3.2. Carry out all decisions of the AC 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;
- 82.3.3. Promote multidisciplinary academic and research programmes;
- 82.3.4. Propose to the AC the establishment of new programmes and revision of existing programmes; dissolution or merger of programmes, etc.;
- 82.3.5. Conduct follow-up on the various academic and research programmes to assess whether recommendation of the AC has been taken into account and present a report to the AC and concerned Vice President;
- 82.3.6. Co-ordinate the preparation of college/faculty/institute plans, programmes and budgets in collaboration with heads of academic units and submit to the AC for review and endorsement. The dean shall also recommend to the AC schemes for allocation of the approved budget among the various academic units of the college/faculty/institute and follow-up on the implementation of the AC's decisions;
- 82.3.7. Direct, co-ordinate and coach the activities of academic and research units of the college/faculty/institute;
- 82.3.8. Direct, co-ordinate the formulation of criteria for admission of students to the college/faculty/institute and school/departments and participate in the placement of such students;
- 82.3.9. Administer and oversee the proper utilization of the material and human resources of the college/faculty/institute;



- 82.3.10. Direct, co-ordinate and coach issuing of rules and procedures for the proper administration of the college/faculty/institute in line with the overall policies and regulations of the University;
- 82.3.11. Ensure that the policies, rules and regulations of the University are readily available for the staff and students of the college/faculty/institute;
- 82.3.12. Facilitate recruitment of fulltime or part-time professionals that can contribute to the research and teaching needs of the college/faculty/institute;
- 82.3.13. Endeavour to foster good working relationships with relevant research institute(s) and other units of the University;
- 82.3.14. Promote the good image of the college/faculty/institute by providing appropriate and full information on its activities;
- 82.3.15. Plan and implement schemes and programmes that promote academic and research excellence;
- 82.3.17. Plan and implement welfare of both staff and students;
- 82.3.18. Ensure the proper maintenance of student records in the college/faculty/institute in accordance with guidelines to be set by the Office of the Registrar;
- 82.3.19. Delegate his duties and power to other coordinators or heads as deemed necessary;
- 82.3.20. Prepare quarterly and annual reports and compile them in a form of booklets as well as upload them on the University's website;
- 82.3.21. Submit an annual report to the Vice President for Academic Affairs on the activities of the college/faculty/institute; and
- 82.3.22. Carry out any other relevant tasks assigned to him by the Higher Officials of the University.

82.4. Power and Duties of a Director

The Director, as a chief executive officer of an institute, centre, research group and other academic or research unit, shall work under the supervision of the President or a concerned Vice President and is accountable to the same. The director shall have the following duties and responsibilities.

He shall:

- 82.4.1. Plan, co-ordinate, promote and support academic and research programmes, community services, social activities etc as deemed necessary according to their stipulated terms of reference;
- 82.4.2. Execute duties assigned to him by the President or concerned Vice President;
- 82.4.2. Perform any other duties assigned to him by the University.



Article 83. Program Coordinator

- 83.1. A college/faculty/institute or school may have programme coordinators who are elected through a University procedure;
- 83.2. A programme coordinator shall be accountable to the dean or director or head;
- 83.3. Duties and responsibilities of the programme coordinator shall be formulated by the dean/director or head of the concerned academic or research unit in consultation with the concerned Vice President; and
- 83.4. The term of office of a programme coordinator under the school shall be two years and one under the college/faculty/institute/directorate shall be three years with possible re-election for one more term.

Article 84. The Department Council (DC)

In each department/school of every college/faculty/institute, there shall be established departmental council (DC). The composition, power and duties of which are set forth as follows:

84.1. Membership

- 84.1.1. Full-time academic and research staff members with the rank of assistant lecturer, assistant researcher and above shall be full DC members; Graduate Assistants, Research Assistants and Chief Technical Assistants shall also constitute DC members. However, they shall be non-voting members.
- 84.1.2. The school/department head shall preside over DC meetings.
- 84.1.3. The AC shall set the working procedures of the DC.
- 84.1.4. The DC shall establish the following Committees:
 - 84.1.4.1. Curriculum and Academic Standards Committee (CASC);
 - 84.1.4.2. Research, Extension and Publications Committee (REPC);
 - and
 - 84.1.4.3. Examination and Grading Committee (EGC).
- 84.1.5. The DC, when deemed necessary, may appoint *ad-hoc* committees, whose members may be drawn from the staff of the department, or other units of the University (when required), to perform specific tasks;
- 84.1.6. The DC can co-opt and invite to its meetings any member of the staff of the University in the course of execution of its tasks. Such invited members shall not have voting rights.

84.2. Power and Duties of the School/Department Council

The DC shall:

- 84.2.1. Prepare the school's/department's short and long-term



- objectives, plans and programmes and necessary budgets for their implementation and submit the same to the dean through the department head;
- 84.2.2. Recommend criteria to the AC for the selection of students joining the department;
 - 84.2.3. Monitor, co-ordinate and ensure that all examinations are reviewed by the curriculum and standard committee for completeness of content, rigour and soundness;
 - 84.2.4. Review grades and recommend the academic status of students to the AC every semester;
 - 84.2.5. Review grades and recommend graduation of students;
 - 84.2.6. Plan and co-ordinate regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, merger of courses, conduct of research, extension, community services, proper utilization of departmental resources, maintenance of standards and quality of the academic and research programmes of the school/department;
 - 84.2.7. Develop annual research, extension, community service plans and ensure their proper conduct and implementation;
 - 84.2.8. Review and approve research proposals presented to it through its research and publications committee;
 - 84.2.9. Plan, organize and coordinate laboratory facilities and installations to ensure effective use and proper conduct of teaching, research and community service activities;
 - 84.2.10. Plan and coordinate proper mechanism of handling, maintenance and repair of laboratory equipment, devices and facilities as well as ensure mechanism for disposal of expired chemicals, apparatus, devices and wastes;
 - 84.2.11. Plan and supervise infrastructure of the school/department and ensure timely maintenance and proper functioning for conducting teaching and research activities;
 - 84.2.12. Plan, solicit and co-ordinate consultancy services to be rendered by staff of the school/department ensuring that University's regulations governing consultancy services are adhered to;
 - 84.2.13. Recommend actions to the dean with regard to:
 - 84.2.13.1. Promoting the wellbeing of staff and the students of the school/department;
 - 84.2.13.2. Planning staff development schemes for the school/department;
 - 84.2.13.3. Planning and implementing staff evaluation by students and peers, institution of scholarships, fellowships, prizes and other awards to students and staff of the department;
 - 84.2.13.4. Recommending to the AC, the appointment and promotion of staff members of the department; and



84.2.13.5. Planning, fostering and organizing workshops, symposia, networking and professional associations, research consortia, alumni, etc.

84.3. Meeting of the School/Department Council

84.3.1. The school/department council shall meet at least six times per semester;

84.3.2. The chairperson shall call a meeting when requested by at least one-third of the members of the council within five working days; and

84.3.3. The chairperson may call a meeting as deemed necessary.

Article 85. School/Department Head

85.1. Appointment and Accountability

85.1.1. A school/department head shall be elected by the school/department council through the University's procedure and endorsed by the dean.

85.1.2. Candidates for headship shall be a fulltime staff member of the school/department concerned.

85.1.3. The school/department head shall be accountable to the dean.

85.2. Term of Office

The term of office of a head of a school/department shall be two years at the end of which he may be re-elected for one more term.

85.3. Duties and Responsibilities

The school/department head, in regular consultation with the dean and the council, shall:

85.3.1. Direct the teaching, research and community service activities of the school/department;

85.3.2. Promote the enhancement of the quality and relevance of teaching and research in the school/department;

85.3.3. Initiate proposals for deliberations by Curricula and Academic Standards Committee, and Research, Extension and Publication Committee on matters within the jurisdiction of the latter;

85.3.4. Follow-up and implement the decisions and recommendations of the school's/department's council, AC and higher bodies of the University;

85.3.5. Seek to provide opportunities for educational and professional development of the staff and students of the school/department;

85.3.6. Follow-up the processing of appointments, promotions, salary increments and the benefits due to the staff of the school/department in accordance with the rules and regulations of the University;



- 85.3.7. Prepare budgetary plans for academic, research, community services and closely supervise the implementation of the approved plans and budgets;
- 85.3.8. Create conducive atmosphere for the expansion of academic and research efforts in the school/department;
- 85.3.9. Assign an advisor to each undergraduate student to help him in his education and research and provide appropriate and timely guidance and counselling to students;
- 85.3.10. Facilitate and ensure the proper use of human and material resources within the school/department;
- 85.3.11. Ensure that staff of the school/department submit periodic reports on their teaching and research activities and, in consultation with the DC, take appropriate actions on issues of concern stated in the reports;
- 85.3.12. Prepare quarterly and annual reports and compile them in a form of booklets as well as upload them on the University's website;
- 85.3.13. Keep records of activities of all staff members of the school/department to serve as inputs for evaluations. Such records shall, *inter alia*, include reports on research works, publications, conference papers and talks, status of works in progress during that year, professional public services and participation in University affairs;
- 85.3.14. Conduct performance evaluation of each staff at the end of each academic year;
- 85.3.15. Ensure that students' evaluations and peer reviews of staff of the school/department are properly conducted and the necessary reports are submitted to the dean and staff members as per procedures on these matters;
- 85.3.16. Ensure keeping of proper academic records of students of the school/department; and
- 85.3.17. Delegate his powers to programme coordinator or another fulltime academic staff member of the school/department and, where necessary, carry out other relevant tasks assigned to him by the dean.

Article 86. Provisions Relating to Continuing, Distance and Summer Education

86.1. General Provisions

- 86.1.1. The main purpose of the college of Continuing and Distance Education (CCDE) is to increase access to education and to reach out to the public at large through self-financing;
- 86.1.2. The CCDE shall place excellence in the pursuit of the University's three core missions: education, research and community services.



It shall make use of credit and non-credit courses or alternative methods of knowledge transfer to enable students to become more competitive in employment and personal enrichment through the use of innovative technology and quality customer service;

- 86.1.3. The CCDE refers to all instructions offered outside the regular fulltime programme through formal and non-formal means such as evening programmes, kiremt programmes, distance education, correspondence and radio programmes as well as seminars and workshops to working adults and those who, for various reasons, are not enrolled in the regular programmes.

86.2. Autonomy

The CCDE shall have the requisite institutional autonomy in its administration of human resources and financial arrangements to efficiently administer the College in collaboration with other academic/research units of the University.

86.3. Power, Duties and Responsibilities of the College of Continuing Distance and Education

The CCDE shall:

- 86.3.1. Prepare a strategic plan for continuing and distance education of the University by identifying the educational needs of the public and the private sectors;
- 86.3.2. Make provisions to meet these needs by proposing, in consultation with the appropriate college/faculty/institute, distance education courses and programmes leading to University degrees and diplomas and organizing certificate programmes, lectures, seminars and related activities;
- 86.3.3. Provide part-time, on-the-job and/or on-the-spot education and facilitate lifelong learning by overcoming barriers such as time and distance through the use of appropriate media of communications such as correspondence, internet, interactive videos and others;
- 86.3.4. Expand services and promote innovative approaches to reach traditionally under-served populations, including adult learners;
- 86.3.5. Develop collaborative programmes with the business community, industry, government agencies and non-profit corporations to enhance socio-economic development and the quality of life;
- 86.3.6. Increase both the use of technology for sharing data and systems among higher education institutions and with other government agencies and the private sector;
- 86.3.7. Improve the quality of education by tapping the best global academic resources with a view to nurturing problem-solving skills an entrepreneurial spirit;
- 86.3.8. Design specialized programmes of studies specifically tailored to



- the needs of stakeholders of Continuing and Distance Education;
- 86.3.9. Design policy for recruitment of academic, research and support staff for Continuing and Distance Education;
 - 86.3.10. Work on admission policy, internal and external transfer from/to continuing, and distance education credit, non-credit and short term training programmes;
 - 86.3.11. Facilitate the launching of graduate programmes of study within the Continuing and Distance Education Programme in collaboration with the School of Graduate Studies;
 - 86.3.12. Revise and update from time to time the rate of tuition fee to provide quality service at affordable fees and means of revenue generation for the University;
 - 86.3.13. Develop partnerships both within the University and beyond to discharge its duties and responsibilities;
 - 86.3.14. Prepare quarterly and annual reports together with financial statements and compile them in a form of booklets; and
 - 86.3.15. Upload quarterly and annual reports of the college on the University's website.

Article 87. Organizational Structure of College of Continuing and Distance Education

The CCDE shall have appropriate organizational structure and financial arrangements of its own to be implemented after duly approved by the Presidents.

Article 88. School of Graduate Studies

88.1. General Provision

- 88.1.1. The School of Graduate Studies (SGS) shall function through school/department Graduate Committees (SGC/DGC), the Council of Graduate Studies (CGS) and the University Senate (in the ascending order);
- 88.1.2. The SGS, through the established colleges/faculties, institutes, schools and departments offers programmes of study and research leading to various types of masters and PhD degrees;
- 88.1.3. The University Senate shall promulgate the necessary rules and regulations governing the School of Graduate Studies;
- 88.1.4. All University wide Senate policies, rules and regulations shall apply to the SGS *mutatis mutandis*, provided they do not conflict with these provisions; and
- 88.1.5. The SGS may also, as conditions permit, offer such programmes of study and research leading to postgraduate and postdoctoral diplomas. The above provision applies to both regular and continuing education programmes.



Article 89. Duties and Responsibilities of School of Graduate Studies

89.1. The SGS shall:

- 89.1.1. Present the annual plan and budget to the Vice President for Academic Affairs for approval;
- 89.1.2. Ensure effective implementation of the policies laid down by the Senate for the proper administration of graduate programs, research and the welfare of students;
- 89.1.3. Take appropriate actions in consultation with the respective school/departmental graduate committee (SGC/DGC) on recommendations with regard to programs, candidates or other academic matters;
- 89.1.4. In consultation with the Registrar, issue directives pertaining to registration, record keeping and the like for graduate programmes and ensure their implementation;
- 89.1.5. Submit to the Senate through the Registrar, on behalf of and after approval by the CGS, the names of candidates eligible for the award of graduate diplomas, certificates and degrees in conformity with University rules and regulations;
- 89.1.6. Submit to the CGS bi-annual reports and make any recommendations thereof to the Senate and other appropriate bodies of the University;
- 89.1.7. Receive recommendations for the strengthening and development of existing programmes or for commencement of new ones and carry out any other task that fosters the development of graduate studies in the University as per the recommendation and the approval of the Senate;
- 89.1.8. Study and recommend the initiation of inter-disciplinary and multi-disciplinary postgraduate programmes; and
- 89.1.9. Perform such other duties as may be assigned by the CGS, the Senate, the Vice President for Academic Affairs and the Vice President for Research Affairs and the President.

89.2. The Council of Graduate Studies

- 89.2.1. The CGS is the body responsible for ensuring the conduct of academic matters of postgraduate studies; and
- 89.2.2. The CGS shall be accountable to the Vice President for Academic Affairs and function through SGC/DGC.

89.3. Membership

The CGS shall consist of the following members:

- 89.3.1. Vice President for Academic Affairs (chairperson);
- 89.3.2. Dean, School of Graduate Studies (secretary);
- 89.3.3. Vice President for Research Affairs;



- 89.3.4. The University Registrar;
- 89.3.5. Director for Research, Extension and Publication;
- 89.3.6. Deans of Colleges/faculties/institutes running postgraduate programme(s);
- 89.3.7. Director for Academic Programme Development and Admission;
- 89.3.8. Coordinator, Postgraduate Programme of CCDE;
- 89.3.9. Coordinator, Postgraduate Programme of campuses;
- 89.3.10. Chairpersons of SGC/DGC; and
- 89.3.11. Two (one male and one female) postgraduate students' representative.

89.4. Duties and Responsibilities of CGS

The CGS shall:

- 89.4.1. Review, examine and recommend various academic programmes;
- 89.4.2. Ensure postgraduate learning and research quality, standards and relevance;
- 89.4.3. Implement policies, rules and regulations regarding graduate programmes;
- 89.4.4. Support schools/departments in provision and strengthening postgraduate teaching/learning and researching facilities;
- 89.4.5. Assess and approve postgraduate applicants for admission to different programmes;
- 89.4.6. Examine and decide on postgraduate students' readmission, make up examination, etc;
- 89.4.7. Approve postgraduate course offerings for all programmes;
- 89.4.8. Approve postgraduate thesis/dissertation proposals;
- 89.4.9. Assess postgraduate students' course and research performances based on the SGS regulations for defence examination and approve Board of Examiners as presented by respective SGC/DGC;
- 89.4.10. Assess postgraduate students' course and research performance and recommend the same for Senate approval for graduation;
- 89.4.11. Review and determine students' academic performance and status based on the recommendations of SGC/DGC; and
- 89.4.12. Deliberate on students' applications with regard to postgraduate studies and make decisions.

89.5. The School/Department Graduate Committee (SGC/DGC)

- 89.5.1. Each school/department shall have SGC/DGC; and
- 89.5.2. The SGC/DGC shall be chaired by the head of the school/department or by an elected member of the same.

89.6. Composition and Term of Office



89.6.1. Members of SGC/DGC shall be staff members holding the rank of Assistant Professor or above; and

89.6.2. In case the school/department head does not hold the rank of Assistant Professor, he should serve as secretary, with an elected member serving as chairperson.

89.7. Functions of SGC/DGC

The functions of SGC/DGC shall:

89.7.1. Develop the school's/department's graduate academic and research programme(s) in collaboration with the staff;

89.7.2. Prepare and approve postgraduate course offerings and ensure that staff members with appropriate specialization and academic rank are assigned to teach courses;

89.7.3. Assign staff member with the minimum rank of Assistant Professor to teach masters courses and Associate Professor to teach PhD courses; however, under special circumstances, staff with the academic rank of lecturer and Assistant Professor with recognized merits and experiences may teach masters and PhD courses, respectively, subject to prior approval by the CGS;

89.7.4. Review and revise periodically curricula of postgraduate programmes and research thematic areas;

89.7.5. Assess and approve masters and PhD research proposals for postgraduate research;

89.7.6. Monitor and ensure that masters and PhD research proposals are in line with the research thematic areas of the University and the country at large;

89.7.7. Establish advisory Boards and mechanisms for monitoring and evaluating postgraduate students' research;

89.7.8. Supervise and coordinate all activities of the programmes;

89.7.9. Review and approve postgraduate students' examination papers and grades on the basis of guidelines provided by CGS;

89.7.10. Prepare semester reports on its activities and submit the same to the SGS;

89.7.11. Monitor and rectify, if problems arise, the assignment of research advisors to graduate students; and

89.7.12. Assign members of examining Boards for theses, dissertations, and other qualifying examinations and get approval from the CGS.

Article 90. General Provisions on Institutes

90.1. Institute

90.1.1. An "Institute" shall be a research and academic unit of the University with the principal objective of carrying out research, generating and disseminating technologies for development



through offering programmes of study for undergraduate and postgraduate degrees in various fields of study;

90.1.2. All academic and research rules and regulations governing colleges/faculties including their organizational structure shall *mutatis mutandis* apply to institutes, as deemed necessary.

90.2. Functions

90.2.1. An institute shall:

90.2.1.1. Initiate, coordinate and direct multi-and inter-disciplinary research to enhance production and productivity, reduce poverty and improve the overall livelihoods in the spheres of agriculture, environment, health, nutrition, education, science and technology, culture and the welfare of humanity;

90.2.1.2. Plan, coordinate, strategizes research and education on ways of bringing about socio-economic and cultural development and prosperity through research, technology generation and dissemination;

90.2.1.3. Plan, organize and conduct forums for the exchange of ideas, knowledge, experiences, expertise and information through local, national and international networking and partnerships to forge collaboration and pave way for coordinated development efforts;

90.2.1.4. Offer interdisciplinary courses leading to undergraduate and higher degrees (Master's and PhD) based on demand-driven research and education and tailor-made short-term trainings;

90.2.1.5. Develop sound and viable projects and seek various foreign and local grants and donations to promote research, extension and development;

90.2.1.6. Encourage and assist scholars to engage in research and development endeavours by providing financial and technical assistance;

90.2.1.7. Publish journals and other research findings and collect categorize and document all relevant printed materials on research and development;

90.2.1.8. Establish and work with model communities for participatory research and technology adoption and dissemination;

90.2.1.9. Establish research and community resource centres in collaboration particularly with disadvantaged communities and regions;

90.2.1.10. Encourage, promote and coordinate the dissemination of research findings through workshops, seminars, lectures, demonstrations, ICT, etc;

90.2.1.11. In collaboration with stakeholders, organize annual gathering of researchers, extension workers, NGOs, policy makers to



assess the progress made towards research and technology generation and dissemination and jointly plan subsequent actions and implementations; and

- 90.2.1.12. In addition, institutes shall determine and update their specific functions in a manner compatible with their missions and objectives as well as dynamism of socio-economic changes.

90.3. Specific Functions

Without prejudice to the provisions of this Legislation and the Proclamation, each institute shall determine its specific functions in a manner compatible with the mission and objectives of the University.

90.3.1. Administrative Structure of Institutes

90.3.1.1. General Provisions

- 90.3.1.1.1. Each institute shall be managed by a director who shall be appointed by the President and answerable to him through the Office of the Vice President for Research Affairs;
- 90.3.1.1.2. The director shall serve for three years at the end of which he may be reappointed for another term;
- 90.3.1.1.3. The director shall be assisted by a Board of advisors;
- 90.3.1.1.4. Institutes may have deputy directors and such other offices that may be deemed appropriate for properly discharging their activities; and
- 90.3.1.1.5. Relevant provisions of sub-Article 81.3 concerning the power and duties of Academic Commission may also apply to institutes.

90.3.2. Composition of the Board of Advisors

The Board of advisors in an institute shall be composed of at most seven persons:

- 90.3.2.1. Two persons nominated by the director from fields of study associated with the institute and appointed by the President;
- 90.3.2.2. The designate of the Office of the Vice President for Research Affairs as its chairperson;
- 90.3.2.3. A representative of the national research system relevant to the institute;
- 90.3.2.4. One person representing non-governmental organization believed to be appropriate to become a member of the Board;
- 90.3.2.5. A representative of private sectors as deemed necessary;
- 90.3.2.6. The Director of an institute shall serve as a member and secretary of the Board;
- 90.3.2.7. Director for Research, Extension and Publication; and
- 90.3.2.8. A representative from an affiliated college.



90.3.3. Meeting and Term of Office

- 90.3.3.1. The Board shall meet at least four times per year;
- 90.3.3.2. A member of the advisory Board shall serve for a period of three years after which he may be re-appointed for another term; and
- 90.3.3.3. The President shall appoint a person to fill a vacant position for the rest of the term.

90.4. Functions of the Board

The Board shall advise the director of the institute on the:

- 90.4.1. Establishment and formulation of the administrative and research responsibilities of the institute;
- 90.4.2. Identification of research needs, technology dissemination, determination of research priorities and projects;
- 90.4.3. Determination of the desirability and feasibility of creating functional units in the institute;
- 90.4.4. Implementation of the University policy on research priority in consultation with the Vice President for Research Affairs;
- 90.4.5. Recruitment of professional staff for the institute and the co-opting of staff from other units of the University;
- 90.4.6. Provision of grant permission to visiting scholars who seek formal associations with the institute;
- 90.4.7. Applications and acceptance of grants and donations in support of the institute's objectives; and
- 90.4.8. Publication and dissemination of research outputs.

90.5. Duties of the Director

The director shall:

- 90.5.1. Direct the activities of the institute towards the fulfilment of its stated objectives; and
- 90.5.2. Implement the recommendations of the Board in consultation with the President or the Vice President for Research Affairs.
- 90.5.3. Report annual plans budget of the institute. Perform such other duties assigned by the Board, the Senate, the Vice President for Research Affairs, and the President.

90.6. Fiscal Power

The director shall expend the funds of an institute in accordance with the University's rules and regulations as provided under this Legislation and other requirements set by the Office of the Vice President for Research Affairs.

90.6.1. Budgetary Responsibilities

An institute shall submit an annual budget reviewed and endorsed by its Board to the University like any other academic unit of the University.



Article 91. The University Library

91.1. General Provisions on the University Library

The University Library consists of a central library and other constituent libraries. Colleges, schools, departments and institutes may have their own constituent libraries.

91.1.1. 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.

91.1.2. Creation and Dissolution of Constituent Libraries

91.1.2.1. 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 all academic units; and

91.1.2.2. Constituent libraries may be authorized by the Vice President for Academic Affairs in consultation with the Chief Librarian and concerned deans/directors. Any constituent library may be merged or dissolved by agreement between the Chief Librarian and the deans or directors of the involved faculties or institutes and subject to the rules set forth below.

91.1.3. Creation of Smaller Collections on Loan from the Relevant Library

91.1.3.1. Upon request, a librarian may make provisions for the deposit of a small collection of books from the relevant library to be housed within academic unit 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; and

91.1.3.2. Any acquisition of books or other reference materials by such units shall be duly registered and catalogued by the University Library System.

91.2. Organizational Structure of the University Library

91.2.1. The University library system shall have two divisions: The technical processing division and the service division;

91.2.2. 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; and

91.2.3. The service division shall be responsible for providing direct services to users of library. All constituent libraries come under this division.

91.3. Functions of the University Library

91.3.1. The primary function of the University library is to build and maintain balanced collection of sources of information that support the teaching-learning and research activities of the University;

91.3.2. The collection shall include a wide range of basic monographs, a selection of core journals in different formats, the standard reference tools, selected CD-ROM databases, online information sources and documents pertaining to different subject areas;

91.3.3. It shall also collect information sources that are believed useful for the curriculum and research programmes of the University as selected by the teaching faculty, researchers and students in cooperation with the library and information professionals;

91.3.4. It shall identify and build a database of suppliers of books, periodicals and other sources of information; and

91.3.5. It shall develop criteria for selection of suppliers of books, periodicals and other sources of information and submit the same for the concerned University units for approval.

91.4. The University Librarian

91.4.1. Appointment

The Chief Librarian, appointed by the President, is the chief administrative officer of the University Library System and is employed under such contractual arrangements with the University as prescribed under this Legislation and other rules governing academic rank, salary, freedom and responsibility.

91.4.2. Duties

91.4.2.1. The Chief Librarian is responsible, under the Vice President for Academic Affairs, for the general administration of the library and employment and supervision of its personnel and, in consultation with the Library and Information Technology Committee, for its planning, budget and development as a resource for teaching and research as well as for the promulgation of all rules governing use of the library by students, staff and external users.



- 91.4.2.2. The Chief Librarian shall protect the University's interest in its property and ensure the efficient use of library resources. To this end, he shall:
- 91.4.2.2.1. Ensure the availability of trained library staff in adequate numbers and meeting prescribed standards, through employment, transfer and/or appropriate training;
 - 91.4.2.2.2. Require adherence to procedures regarding the acquisition, accession and cataloguing of all information resources;
 - 91.4.2.2.3. Require adherence to rules to assure that all materials in the library are available, on reasonable terms, to users subject to the priority of meeting the academic needs of the customers;
 - 91.4.2.2.4. Request annual report including statistical information from each constituent library and deans where the constituent library is situated; and
 - 91.4.2.2.5. Inspect all libraries within the system and take all other steps necessary and proper to secure the above objectives.
- 91.4.2.3. Other libraries within the University campuses shall be governed as per the rules formulated for the same.

91.5. Weeding of Library Materials

- 91.5.1. The weeding process is a continual evaluation of resources with the intention to remove items that become obsolete, are superseded by later editions, are unnecessary, unused, or are in poor physical conditions;
- 91.5.2. 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 staff members to evaluate the material and to determine if it is up for weeding. Involvement of staff 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; and
- 91.5.3. The Chief Librarian upon approval from Library and Information Technology Committee (LITC) 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 be donated to other institutions, local schools, museums or sold as used books or disposed of by other means.

91.6. Budget Appropriations for the Library

- 91.6.1. The Chief Librarian shall ensure that academic units in submitting their budget request to the University shall include budgetary request for equipping, staffing, maintenance and development of the library; and



91.6.2. The Chief Librarian, in consultation with relevant University body responsible for planning and budget, shall prevent duplication of expenses. The chief Librarian shall submit annual proposal on budgetary matters pertaining to the University Library System to Vice President for Academic Affairs, to all relevant deans and to the LITC to guide academic units in obtaining improved planning and clarification of budgetary allocation policies and maintaining a balanced library system.

91.7. Library Staff

91.7.1. The libraries shall have professional librarians and other support personnel.

91.7.2. The terms of employment, promotion and termination of employment of professional librarians shall be governed by the rules and regulations applicable to them; and

91.7.3. Professional librarians shall be expected to teach or assist in teaching courses in their areas of specialization provided that they met the requirements set for involvement in teaching activities.

Article 92. President and Vice Presidents of the University

Without prejudice to provisions of the Higher Education Proclamation No. 650/2009:

92.1. The President of the University shall be selected by the Board and approved by the Minister or by the Head of the appropriate State Organ;

92.2. The candidate Presidents of the University shall have had commendable academic and managerial skills as well as ethics;

92.3. Vice Presidents shall be nominated by the President and the Senate and approved by the Board;

92.4. There shall be four vice Presidents of the University accountable to the President; and

92.5. The terms of office of the University President shall be six years and that of Vice Presidents shall be four years with possible reappointments in accordance with the Higher Education Proclamation No. 650/2009.

Article 93. Powers and Duties of the President

Without prejudice to provisions provided in Article 53 of the Higher Education Proclamation No. 650/2009:

93.1. The University President shall be the Chief Executive Officer of the University in charge of the functioning of the entire system of the University. All staff members of the University shall carry out his/her



- directives and instruction whether given directly by him or through members of the staff to whom he delegates responsibility;
- 93.2. The President shall in particular have the following powers and duties:
- 93.2.1. ensure implementation of the terms and conditions of employment of all staff members and other policies and regulations of the University;
 - 93.2.2. Execute or cause to be executed the policies, regulations, decisions and directives issued by the Board and the Senate;
 - 93.2.3. in consultation with the appropriate organs or academic units make and /or approve agreements with other institutions either foreign or national;
 - 93.2.4. Prepare and submit the strategic and development plans of the University to the Board upon the recommendation of the Senate;
 - 93.2.5. ensure the proper utilization of all budgetary provisions;
 - 93.2.6. In consultation with the Vice Presidents, the Senate, respective colleges/faculties, departments, and institutes, appoint or get elected other academic and administrative officers in accordance with policies, rules and regulations issued by the Board and the Senate;
 - 93.2.7. Propose to the Board to discharge from duty any Vice President for any credible and genuine reasons of incompetence, incapacity, insubordination, indiscipline, or abuse of power;
 - 93.2.8. Utilize the income generated by the University to achieve its objectives;
 - 93.2.9. Examine and approve the employment of academic and research staff of the University;
 - 93.2.10. Approve and decide on disciplinary cases of staff of the University and appellate issues of student discipline in accordance with directives issued by the Senate;
 - 93.2.11. In consultation with the Vice Presidents, secure assistance from the appropriate law enforcement organs of the state when occurrence of disturbance within any one of the University; campuses that leads him to believe that life and property are threatened with serious and imminent danger;
 - 93.2.12. Prepare and submit quarterly and annual reports on the activities of the University to the Senate and the Board;
 - 93.2.13. Represent the University in all its dealings with third parties;
 - 93.2.14. Open and operate accounts in the name of the University;
 - 93.2.15. Delegate his powers as may be necessary; and
 - 93.2.16. Perform all other duties delegated to him by the Board or Senate.

Article 94. Powers and Duties of the Vice Presidents of the University

- 94.1. In addition to the duties and responsibilities stated in the Proclamation, the University's Vice President for Academic Affairs shall:



- 94.1.1. Develop academic and teaching-learning strategies of the University that are pertinent to the development goals and objectives of the nation in consultation and partnership with colleges, Departments, and other academic units of the University.
 - 94.1.2. Direct and supervise the activities of the University organs accountable to him upon implementation of the decisions and directives issued by the Board and Senate;
 - 94.1.3. Plan, lead, and supervise academic activities and facilities of the University of colleges/faculties, institutes, schools/departments, and any other academic unit;
 - 94.1.4. Direct, lead, and supervise the implementation of agreements and projects of the University related to the domain of education with other organizations;
 - 94.1.5. Lead and supervise the registrar, library and other organs of the University which are directly accountable to him;
 - 94.1.6. Plan, and solicit for, and execute national and international links and partnerships to enhance the breadth and quality of education, and follow their implementations;
 - 94.1.7. Plan, and solicit for national and international links and partnerships to support staff development plan so as to enable staff to study for higher degrees abroad, which significantly helps to enhance the quality of education, and follow their implementations;
 - 94.1.8. Prepare and submit budget and strategic plans of the academic programmes of the University to the President;
 - 94.1.9. Report on activity performance, budget allocation and utilization and other activities of the units under him to the President;
 - 94.1.10. Carry out such other activities which may be specifically entrusted him by the Board, the Senate or the President.
- 94.2. In addition to the duties and responsibilities stated in the Proclamation, the University's Vice President for Research Affairs shall:
- 94.2.1. Develop research, extension and technology dissemination strategies as well as research thematic areas of the University that are pertinent to the development goals and objectives of the nation in consultation with various academic units of the University;
 - 94.2.2. Direct and supervise the activities of the University organs accountable to him upon implementation of the decisions and directives issued by the Board and Senate;
 - 94.2.3. Plan, lead and supervise research, extension, publication, and technology dissemination to the community by directing research staff and various academic units of the University;



- 94.2.4. Direct, lead and supervise the implementation of University's projects related to research, extension, publication, and technology dissemination to the community;
- 94.2.5. Lead and supervise various academic units of the University in the sphere of research, extension, publication, and technology dissemination;
- 94.2.6. Plan and solicit for, and foster national and international links and partnerships to enhance research and development as well as human resource capacity building, and follow the implementation of signed agreements and co-operations;
- 94.2.7. Set long and short-term research and extension strategies and programmes in consultation with various academic units, and ensure that they will be implemented;
- 94.2.8. Initiate, plan and seek grants and donations from both internal and external sources, in accordance with general University policies and guidelines;
- 94.2.9. Prepare and submit budget plans of research, extension, publication and technology dissemination programmes to the President;
- 94.2.10. Report the performances, budget allocation and utilization of research and publication units to the President;
- 94.2.11. Organize and conduct national and international workshops, seminars, field days, symposiums, conferences, etc. through partnerships, and support and monitor the publication of their proceedings;
- 94.2.12. Encourage staff members to prepare research and extension projects and monitor their effective implementation;
- 94.2.13. Create forums to evaluate research and extension projects;
- 94.2.14. Plan and effect the publication and circulation of research findings in annual research reports and in scientific journals;
- 94.2.15. Plan and effect the establishment of centres at appropriate location within or outside the University, and administer, manage and control the same;
- 94.2.16. Facilitate the recruitment of research staff and development of their career structures;
- 94.2.17. Administer and manage the University's research facilities including farm machinery and research laboratories;
- 94.2.18. Represent the University, when delegated by the President, in all national and international meetings, conferences and seminars pertaining to research, extension, and technology dissemination;
- 94.2.19. Monitor and ensure effective implementation of guidelines of the Senate on the proper administration of graduate students' research;



- 94.2.20. Study and recommend the initiation of inter disciplinary and multi-disciplinary postgraduate programmes linked to the research efforts of the University; and
 - 94.2.21. Carry out such other activities which may be specifically entrusted him by the Board, the Senate or the President.
- 94.3. The Vice President for Administrative and Student Services shall:
- 94.3.1. Consult and assist the President regarding the powers and duties of the University;
 - 94.3.2. Direct and supervise the activities of the University organs accountable to him;
 - 94.3.3. Plan, direct and supervise the University students' services, financial, administrative and support services;
 - 94.3.4. Implement the decisions and directives issued by the Board or Senate;
 - 94.3.5. Plan, solicit for, and administer national and international partnerships to improve the administrative and management capacity of the University;
 - 94.3.6. Plan, programme, and manager capital investments of the University that are related to new developments and expansions;
 - 94.3.7. Report on activity performance, budget allocation and utilization and other activities of the units under him, to the President; and
 - 94.3.8. Undertake other duties given to him by the Board, Senate, or the President.
- 94.4. The Vice President for Enterprise Development and Community Engagement shall:
- 94.4.1. Develop strategies of self-financing, enterprise development, revenue generation, and community development work activities of the University that are amicable to the laws of the land to enhance the progress and development of the University;
 - 94.4.2. Consult and assist the President regarding the powers and duties of the University;
 - 94.4.3. Direct and supervise the activities of the University organs accountable to him;
 - 94.4.4. Implement the decisions and directives issued by the Board or Senate;
 - 94.4.5. Plan, direct and supervise entrepreneurial enterprises, and business units of the University, and create an entrepreneurial culture;
 - 94.4.6. Plan, program, direct and supervise new ventures and developments in the University, and outsourcing of facilities and services;



- 94.4.7. Direct, lead and supervise the implementation of agreements and projects related to his/her domain with other organization;
- 94.4.8. Actively solicit national and international links and partnerships, and execute the same;
- 94.4.9. Report on activity performance, budget allocation and utilization and other activities of the units under him, to the President;
- 94.4.10. Prepare and submit business and strategic plans of the University to the Senate; and
- 94.4.11. Undertake other duties given to him by the Board, the Senate, or the President.

Article 95. The Office of the University Registrar

95.1. General Provisions on the Office of the University Registrar

- 95.1.1. The Office of the University Registrar is a unit of the University responsible for all operational matters pertaining to student admission, selection and placement, student registration, allocation of classrooms, lecture halls, and keeping academic records of all the faculties and graduation.
- 95.1.2. The office carries on the duties and responsibilities set forth in the provisions of this Chapter in close cooperation with faculties and other offices of the University.

95.2. Responsibilities of the Office of the University Registrar

The Office of the University Registrar shall:

- 95.2.1. prepare the academic calendar of the University each year in consultation with the Vice President for Academic Affairs and submit the same to the Senate for approval;
- 95.2.2. 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;
- 95.2.3. maintain up-to-date records on programs of study of the University;
- 95.2.4. 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;
- 95.2.5. 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;
- 95.2.6. In consultation with the deans ensure that optimum use is made of classrooms, lecture halls, and laboratories and maintain accurate records of such utilizations;



- 95.2.7. Prepare and issue the Academic Calendar, University Catalogue(s), and admission prospectus and student handbooks of the University on a regular basis;
- 95.2.8. Issue transcripts, degrees, diplomas and certificates;
- 95.2.9. Be responsible for the custody of the Dry Seal of the University;
- 95.2.10. Support, coordinate and oversee the registrar units of the University;
- 95.2.11. 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;
- 95.2.12. Oversee the college student intakes;
- 95.2.13. Prepare the list of candidates approved by the academic commissions or Boards eligible for the award of degrees, diplomas and certificates;
- 95.2.14. Oversee all admissions of students from foreign schools are conducted as per the rules and regulations of the University;
- 95.2.15. Manage all finance related issues of the office; and
- 95.2.16. Perform such other tasks consistent with the mission of the office as may be assigned to it by the Senate, the President or the Vice President for Academic Affairs.

95.3. The University Registrar Appointment

The University Registrar shall be appointed by the President and shall be accountable to the President and the Vice-President for Academic Affairs.

95.3.1. Powers and Responsibilities of the University Registrar

The University Registrar shall:

- 95.3.1.1. Administer all operational matters, coordinate, supervise, evaluate, and assess the activities and personnel of the Office of the University Registrar and its various units;
- 95.3.1.2. 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;
- 95.3.1.3. Be responsible for the implementation of the policies and directives laid down by the Senate and the CGS pertaining to students (admission, placement, registration, academic performance, attrition, graduation, etc.) and curricula (courses, credit requirements, etc.);
- 95.3.1.4. 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;



- 95.3.1.5. Submit to the Senate, after approval by AC or the CGS the names of candidates eligible for the award of certificates, diplomas and degrees in conformity with University rules and regulations;
- 95.3.1.6. 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.);
- 95.3.1.7. Submit to the Senate, the President and other appropriate bodies of the University timely progress reports on student admission, placement, registration, academic performance and attrition, and make any recommendations thereon;
- 95.3.1.8. Submit to the Senate, the President 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; and
- 95.3.1.9. Perform such other duties consistent with his responsibility as may be assigned to him by the Senate, the President or the Vice-President for Academic Affairs.

95.4. The University Associate Registrar

- 95.4.1. The Deputy Registrar shall be appointed by the Vice President for Academic Affairs upon the recommendation of the University Registrar.
- 95.4.2. The Deputy Registrar is accountable to the University Registrar and shall be responsible for administering the human resource of the central office of the University Registrar and carrying out other activities assigned to him by the internal regulation of the Office of the University Registrar.

95.5. Powers and Responsibilities of the Associate Registrar

The Associate Registrar shall:

- 95.5.1. Develop and maintain admission procedures for the registrar units;
- 95.5.2. Process all applications for admission in accordance with University policies and procedures;
- 95.5.3. Consolidate up-to-date statistics on admission, registration, and readmission on the basis of reports from registrar units;
- 95.5.4. Assist with the preparation of the University Catalogue, admission prospectus, brochure/flyer, student handbooks and other publications related to the Office of the University Registrar;



- 95.5.5. Assist the Registrar Units in developing and maintaining, records;
- 95.5.6. Coordinate logistical needs for the activities of the Office of the University Registrar such as registration, examinations, exemption, readmission, withdrawal;
- 95.5.7. Consolidate from the Office of the University Registrar complete documents on all new admissions and readmissions;
- 95.5.8. Prepare semester reports for the University Registrar in his area of responsibility;
- 95.5.9. Administer matters covering personnel, finance, resources, maintenance, acquisition, and purchasing;
- 95.5.10. Prepare annual work plans and activity schedules of the Office of the University Registrar and ensure their timely implementation upon approval by the University Registrar;
- 95.5.11. Serve as public relations officer for the Office of the University Registrar;
- 95.5.12. Ensure that up-to-date staff records are kept;
- 95.5.13. Organize trainings for staff of the registrar;
- 95.5.14. Establish an efficient working mechanism to monitor and oversee the activities of Registrar units;
- 95.5.15. Pick up timely issues and arrange discussion with the Registrar and the staff when necessary; and
- 95.5.16. Perform such other duties as may be assigned to him by the University Registrar and the Presidents.

95.6. The University Assistant Registrar

- 95.6.1. The University shall have faculty Assistant Registrars appointed by the Academics and Research Vice President upon the recommendation of the registrar;
- 95.6.2. The Assistant Registrar is accountable to the college/faculty dean and shall be responsible for all activities of the office of the Registrar at the Faculty level; and
- 95.6.3. He shall perform such other activities as may be assigned to him by the University Registrar.

95.7. Powers and Responsibilities of the Assistant Registrar

The Assistant Registrar shall:

- 95.7.1. Be responsible for all matters pertaining to academic records certification, registration and other such functions for the Faculty concerned;
- 95.7.2. Provide proper guidance leadership and checking of the registrar personal and their activities at faculty level;
- 95.7.3. Maintain statistical data on academic performance and progress, academic excellence and rate of retention of students and services rendered and regularly submits to the dean and the Registrar;



- 95.7.4. Arrive at a solution of new problems on the basis of and consistence with established policies and producers;
- 95.7.5. Be able to supervise subordinate staff and delegate authority as necessary to successfully accomplish these duties;
- 95.7.6. Plan, prepare and issue ID cards to students in consultation with the University Registrar;
- 95.7.7. Develop efficient systems for handling add and drop, withdrawal/clearance and re-admissions;
- 95.7.8. Prepare enrolment data and other necessary data including graduates and submit to the office of the registrar on a timely bases and as required;
- 95.7.9. Issue all necessary certification of active students and dropouts on a timely bases;
- 95.7.10. Adopt fee structure and service charges in consultation with the University registrar;
- 95.7.11. Ensure that University regulations and college/faculty AC decisions are effectively executed;
- 95.7.12. Contribute to the preparation of the academic calendar of the University and ensure that it is respected by the faculty;
- 95.7.13. Ensure that students who have completed graduation requirements are immediately presented to the AC and subsequently forwarded for approval and timely conferment of degrees and diplomas;
- 95.7.14. Ensure that all student records are immediately transferred to the office of the registrar up on graduation of the student;
- 95.7.15. Be creative and visionary to continuously improve operational and systems and improve both efficiency and quality of services; and
- 95.7.16. Perform such other duties as may be assigned to him by the University Registrar and the Presidents.

95.8. Other Units of the Registrar Office

The Office of the Registrar shall determine the organizational structure of all units under it.



CHAPTER FIVE: EDUCATIONAL POLICY

Article 96: Policy Premises

The University establishes relevant programmes 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 colleges/faculties/institutes and schools/departments, it would see to it standards for the measurement of the scholastic achievements of all that go through its programmes are duly set up and effectively carried out. It shall also devise mechanisms for monitoring and evaluating the effectiveness of existing programmes as well as their relevance to the needs of the nation.

Article 97: Procedures for Programme Development and Review

97.1. Needs assessment shall be carried out at two levels:

97.1.1. The University/high level and programme level need assessments shall be conducted by relevant academic unit and coordinated by Academic Programme Development and Admission Directorate 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 of new programmes, revising and/or closing down of existing programmes in the University; and

97.1.2. The programme level need assessment refers to the investigation of the felt and anticipated need of the society for the specific programme. At this stage, the economic feasibility of the programme is checked by preparing detailed business plan. Depending on the results of programme level need assessment and/or business plan, the need for initiating a programme may be acceptable or unacceptable; in the latter case, it can either be modified or dropped.

97.2. Drafting curriculum involves the following detailed activities:

97.2.1. Identifying desired learning outcomes expressed as professional profile (detailed job and task analyses) and graduate profile (key competency areas);

97.2.2. Developing acceptable evidence to assure that the desired results are achieved (outcome is obtained);

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

97.2.4. Work out inputs required (facilities, human resource, etc); and

97.2.5. Determine admission and certification/graduation requirements.



97.3. Curriculum Review Workshop

The curriculum review workshop is a forum where a completed draft curriculum is presented to internal and external stakeholders for further scrutiny, feedback and enrichment. After the review workshop the comments shall be incorporated and the final document shall be presented for final approval by the Senate. The approved programme/curriculum shall be sent for accreditation. However, the programme can be launched without being delayed by the accreditation process.

97.4. Programme Approval

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

97.5. Quality Assurance

The quality of a programme shall be audited by Institutional Quality Assurance Directorate in accordance with the guidelines set by Higher Education Relevance and Quality Agency (HERQA).

Article 98. Academic Calendar

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 its regular programme. In Continuing Education Programme (CEP), there are two semesters, eighteen weeks each; the same with the regular programme and a Kiremt term of eight to twelve weeks. The programmes of Health and Medical Sciences may employ a system of annual rather than semester course offerings. The calendar for each year shall be prepared by the University Registrar in consultation with the Vice President for Academic Affairs and approved by the Senate. The University academic calendar, among other things, shall provide the following: admission, readmission and registration; adding and dropping of courses/modules, examination periods, beginning and end of semesters, inter-semester breaks, application of research and teaching material proposals, annual research review, last date for reporting exam results to the Registrar, date of submission of annual research progress reports to the Office of the Vice President for Research Affairs, instructor evaluation weeks, the regular meetings of the Senate, final thesis submissions and open defence dates, etc.

Article 99. Admission

99.1. Admission to Undergraduate Programmes

99.1.1. General Provisions on Admissions to Undergraduate Programmes



- 99.1.1.1. Admission to all regular undergraduate programmes is processed according to the University's admission policies and procedures;
- 99.1.1.2. Admissions to all undergraduate CEP, kiremt and distance education programmes shall be processed through the Directorate for Academic Programme Development and Admission taking into account the Senate's criteria applicable to the College of Continuing and Distance Education (CCDE);
- 99.1.1.3. Criteria for special admissions to individual programmes shall be developed and recommended by AC and endorsed by Recruitment and Admission Committee (RAC);
- 99.1.1.4. The University may determine special admission procedures for female students, students with disabilities and other disadvantaged groups; and
- 99.1.1.5. The spouse or children of a University permanent employee, from any public university, can be transferred to and admitted into a study programme of the University. However, the field of study will remain as assigned by the Ministry of Education.

99.2. Admission to Regular Undergraduate Programmes

Admission to the regular undergraduate degree programmes of the University may be granted by the University to a candidate who fulfils the requirements specified under any one or more of the following five eligibility categories:

99.2.1. Admission of Preparatory Education Completes

Admissions to undergraduate programmes of any institution from preparatory schools shall be based on completion of the preparatory programme and the necessary pass marks in the Ethiopian Higher Education Entrance Examination (EHEE);

99.2.2. Admission of Students with Foreign Examination Results

Students with foreign examination or other examinations of equivalent standard assessed by Recruitment and Admission Committee (RAC) and who passed the University Entrance Examination may be admitted into the University;

99.2.3. Admission as Advanced Standing

- 99.2.3.1. Admission to all undergraduate degree programmes with advanced standing level is processed through the Directorate for Academic Programme Development and Admission and the respective AC, and granted by the Recruitment and Admission Committee (RAC) of the University. Given the availability of places, admission shall be on a competitive basis. Eligible applicants for advanced standing are graduates



holding a diploma (2 or 3 years of college study) from accredited institutions of higher education may seek admission into the degree programme of the University if they have:

- 99.2.3.1.1. A minimum CGPA of 2.00 upon graduation;
- 99.2.3.1.2. A minimum of two years of post-diploma working experience in the intended field of study, where applicable;
- 99.2.3.1.3. Favourable recommendations from their employers, where applicable; or
- 99.2.3.1.4. The TVET graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry of Education can be admitted; and
- 99.2.3.1.5. Advanced standing admission is granted only during the first semester of each academic year.

99.2.4. Admission as Part-time Students

- 99.2.4.1. Part-time students are permanent University employees who are allowed to attend classes of the regular undergraduate programme on a part-time basis;
- 99.2.4.2. Applicants must meet the admission requirements of the University, serve the University for at least two years and must obtain the approval of the administrative department or the college/faculty/institute they are affiliated to, prior to applying for admission to an academic programme;
- 99.2.4.3. Final admission must be endorsed by the University Managing Council; and
- 99.2.4.4. A part-time student, at his final year, may be allowed to finish his study as a full-time regular student upon approval of the concerned academic units and endorsed by a concerned Vice President.

99.2.5. Special Admission

- 99.2.5.1. The University in certain circumstances may admit students jointly with other affiliated universities or institutes. Such admission may be processed at anytime of the academic calendar as deemed appropriate. Students may also be admitted to more than one programme at the same time. However, criteria for such special admissions to individual programme shall be developed and recommended by SC/DC and endorsed by the RAC;
- 99.2.5.2. A student who has successfully finished a set of particular modules which entitles him to a degree may also pursue other related modules and earn another degree continuously. Details guidelines shall be worked out by Curricula and Academic Standards Committee (CASC);



- 99.2.5.3. Private applicants who fulfil admission requirements as regular students and produce evidence of financial support to cover full tuition fees and other expenses may apply for admission into the regular programme. However, such admissions should be approved by the RAC;
- 99.2.5.4. Under no circumstances private admissions to a regular programme may exceed 5% of the total students admitted in such a programmes;
- 99.2.5.5. Other special admission may be granted for people from disadvantaged areas, physically impaired people, people needing special training, etc. by the decisions of the University;
- 99.2.5.6. Special admissions into some programmes may be granted to attract potentially resourceful candidates such as mature students to the regular undergraduate programmes provided that:
 - 99.2.5.6.1. They have records of continuous employment for a minimum of seven years, their works relate to the field of training to which they seek admission and they have proof of demonstrable achievement in their careers; and
 - 99.2.5.6.2. They pass an entrance examination to be administered by the relevant departments.
- 99.2.5.7. Such admission shall be granted by the University Senate.

99.3. Admission to the Continuing and Distance Education Programmes

Admission to all undergraduate programmes of the CCDE is processed by the college in collaboration with the Directorate for the Academic Programme Development and Admission is granted by RAC.

99.3.1. Continuing Education Programme (CEP)

Without any prejudice to directives given by the Ministry of Education, eligible applicants to the CEP may fall into any one of the following four categories:

99.3.1.1. Preparatory Education Completes

- 99.3.1.1.1. Applicants who have successfully completed 10 + 2 preparatory school education;
- 99.3.1.1.2. Pass the University entrance examination; and
- 99.3.1.1.3. Sign an agreement to pay tuition and related fees to the University.

99.3.1.2. Upgrading Applicants

- 99.3.1.2.1. Applicants who have ESLCE result of 2.00 and above; or
- 99.3.1.2.2. Applicants with a diploma (12 + 2 or 10 + 3) and a CGPA of 2.00 upon graduation from an accredited higher learning institution of similar programme; or



- 99.3.1.2.3. The TVET graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry of Education can be admitted; and
- 99.3.1.2.4. Sign an agreement to pay tuition and related fees to the University; and
- 99.3.1.2.5. Successfully passed University entrance examination.

99.3.1.3. Non-Academic Permanent University Employees

- 99.3.1.3.1. Applicants who have ESLCE result of 2.00 and above; or
- 99.3.1.3.2. Applicants with a diploma (12 + 2 or 10 + 3) and a CGPA of 2.00 or its equivalent upon graduation from an accredited higher learning institution of similar programme; or
- 99.3.1.3.3. The TVET graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry can be admitted;
- 99.3.1.3.4. Served the University for at least two years;
- 99.3.1.3.5. Successfully passed the University Entrance Examination;
- 99.3.1.3.6. Recommended by the concerned University administrative offices, and endorsed by the Managing Council; and
- 99.3.1.3.7. Sign an undertaking to continue to serve the University after graduation.

99.3.1.4. Transfer

A student who seeks to transfer from other higher learning institutions of equivalent standard and programme to the University may be granted admission to CEP if:

- 99.3.1.4.1. He has successfully completed a minimum of one semester of study in an accredited institution of higher learning;
- 99.3.1.4.2. He produces a certified document from previous higher learning institution;
- 99.3.1.4.3. He meets the special requirements of the specific college/faculty/institute and/or school/department he wants to join;
- 99.3.1.4.4. He signs an agreement to pay tuition and related fees to the University; and
- 99.3.1.4.5. Transferable credits shall be determined by the academic commission.

99.3.1.2. Kiremt Programme



Eligible applicants to the Kiremt Programme of the University may fall into any one of the following four categories:

99.3.1.2.1. Preparatory Education Completes

This refers to applicants who have successfully completed ten-plus-two (10 + 2) preparatory school education and passed the University Entrance Examination.

99.3.1.2.2. Upgrading Applicants

- 99.3.1.2.2.1. Applicants who have ESLCE result of 2.00 and above; or
- 99.3.1.2.2.2. Applicants with diploma (10 + 3) and CGPA of 2.00 or its equivalent upon graduation from an accredited higher learning institution; or
- 99.3.1.2.2.3. The TVET graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry of Education can be admitted; and
- 99.3.1.2.2.4. Applicants who sign an agreement to pay tuition and related fees to the University.

99.3.1.2.3. The University Academic Technical Assistances

- 99.3.1.2.2.1. Served the University for at least two years;
- 99.3.1.2.2.2. Successfully passed the University entrance examination;
- 99.3.1.2.2.3. Recommended by their respective Department and AC and endorsed by the Vice President for Academic Affairs;
- 99.3.1.2.2.4. The TVET graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry of Education can be admitted; and
- 99.3.1.2.2.5. Applicants who sign an undertaking to continue to serve the University after graduation.

99.3.1.3. Distance Education Programme

Eligible applicants to the Distance Education Programme of the University may fall into any one of the following three categories:

99.3.1.3.1. Preparatory Education Completes

- 99.3.1.3.1.1. Applicants who have successfully completed ten-plus-two (10 + 2) preparatory school education;
- 99.3.1.3.1.2. Applicants who passed the University entrance examination; and
- 99.3.1.3.1.3. Applicants who sign an agreement to pay tuition and related fees to the University.

99.3.1.3.2. Upgrading Applicants

- 99.3.1.3.2.1. Applicants who have ESLCE result of 2.00 and above;



- 99.3.1.3.2.2. Applicants with diploma (12 + 2 or 10 + 3) and a CGPA of 2.00 or its equivalent upon graduation from an accredited higher learning institution of similar program;
- 99.3.1.3.2.3. The TVET graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry of Education can be admitted; and
- 99.3.1.3.2.4. Applicants who sign an agreement to pay tuition and related fees to the University.

99.3.1.3.3. Transfer

Student who seeks to transfer from other higher learning institutions of equivalent standard and programme to the University may be granted admission to the Distance Education Programme if:

- 99.3.1.3.3.1. He has successfully completed a minimum of one semester of study in an accredited institution of higher learning with similar academic program;
- 99.3.1.3.3.2. He produces a certified academic record form previous higher learning institution;
- 99.3.1.3.3.3. He meets the special requirements of the specific college or school and/or department he wants to join;
- 99.3.1.3.3.4. He signs an agreement to pay tuition and related fees to the University; and
- 99.3.1.3.3.5. Transferable credits shall be determined by the respective Academic Commissions.

Article 100. Admission to Graduate Programmes

100.1. General Provisions on Admissions to Graduate Programmes

- 100.1.1. Admissions to all postgraduate programmes shall be processed in accordance with the provisions in this Legislation and the criteria and rules for special admissions to individual graduate programmes that shall be developed and recommended by the Graduate Programme Committee (GPC) with the consent of school/department graduate committee and endorsed by the GPC and/or the Senate;
- 100.1.2. With approval of the GPC and endorsement by the Senate, a college/faculty/institute may design a graduate programme with non-thesis option;
- 100.1.3. The GPC shall approve admission calendar and number of graduate students to be enrolled in the different programmes.
- 100.1.4. Admission shall take place once in a year in a given programme and modality (regular, summer, etc);
- 100.1.5. A candidate with previous outstanding academic records, professional experiences and recommendations shall be given



- priority for admission. However, recommendations from the employer may not be mandatory for admission to the University;
- 100.1.6. The University may determine special admission procedures for female students, students with disabilities, students from less developed regions and students from nationalities with low participation in education with due regard to maintaining the standard of excellence of the University; and
- 100.1.7. The GPC requires a minimum enrolment of three graduate students in a semester to run a given graduate programme.

100.2. Admission into Regular Graduate (Masters and PhD) Programmes

100.2.1. Academic Requirements

- 100.2.1.1. The applicant must have completed the academic requirements for the bachelors' degree, in case of admission to master's programmes, or be in possession of a Master's degree in case of admission to PhD programmes, from the University or any other accredited institution of higher learning. Given the availability of places, admission to the School of Graduate Studies shall be on a competitive and competence basis;
- 100.2.1.2. The applicant must satisfactorily pass entrance examination to be administered by the school/department concerned. Foreign applicants should present academic records equivalent to accredited Ethiopian Higher Learning Institutions and pass entrance examination;
- 100.2.1.3. Senior undergraduate students of accredited universities or colleges applying to join the graduate programme immediately upon graduation may be allowed to register and/or sit for entrance examinations administered by school/department provided their CGPA and/or major GPA at the end of the first semester of their final year is above 2.50; and
- 100.2.1.4. The SGC/DGC may include additional admission requirements in conformity with University's rules and regulations and upon approval by GPC.

100.2.2. Non-Academic Requirements

- 100.2.2.1. College/faculty/institute or school/department may, for academic reasons or special requirements of the field of study, set appropriate restrictions such as age limits subject to the approval of the GPC;
- 100.2.2.2. College/faculty/institute or school/department may also set appropriate work experience requirements after obtaining



the bachelor's degrees subject to the approval of the GPC;
and

100.2.2.3. Applicants shall be responsible to cover payments of tuition and thesis/dissertation research costs as per internal rules and regulations of the University.

100.2.3. Special Admissions

100.2.3.1. An applicant who is found deficit in undergraduate and/or graduate courses shall be required to take remedial courses recommended by the respective SGC/DGC;

100.2.3.2. Any such student who has been recommended to take remedial courses shall be admitted as a special student;

100.2.3.3. The duration of the student's stay in the University as a special student shall be determined by the respective SGC/DGC, but shall not exceed one academic year;

100.2.3.4. A special student who has satisfactorily completed the prescribed remedial courses and passed the entrance examination shall be granted regular graduate student status;

100.2.3.5. The Registrar shall record separately the results of the examinations in the prescribed remedial courses. These grades may not count towards Masters or PhD degree;

100.2.3.6. The performance of the student in the prescribed remedial courses will not be considered for SGPA and/or CGPA calculation but will appear on the transcript. Such a student must obtain a CGPA of at least 2.00 in the undergraduate and 3.00 for graduate courses taken, with no F grade;

100.2.3.7. A special student may, upon permission of the SGC/DGC, register for and take graduate level courses for which he is qualified; and

100.2.3.8. An applicant who has successfully completed a semester or more graduate study in another accredited University, and who meets the special requirements set by the concerned academic unit may be admitted to a similar graduate programme. Upon admission of such a student, the SGC/DGC shall determine the courses from which the student is to be exempted/get credit transferred. Grades for transferred courses shall be used in calculating CGPA.

100.3. Illegal Admission

100.3.1. Securing or intending to secure admission using forged academic documents and examination results is illegal;

100.3.2. Securing admission by posing oneself as a student to the University system after withdrawal, dropping out or dismissal is illegal; and



100.3.3. The discovery of the above leads to immediate and automatic dismissal from the University and liable to other legal actions.

Article 101. Admissions to Continuing, Distance and Summer Education Graduate Programmes

Admission requirements and procedures set for regular graduate programmes are applicable to continuing, distance and summer education graduate programmes.

Article 102. Transfer

102.1. Transfer of Regular Undergraduate Students

102.1.1. Transfer within the University

A student may transfer from one programme to another programme within or across academic units under the following conditions:

- 102.1.1.1. All transfers must be processed by the Directorate for Academic Programme Development and Admission within two weeks following the beginning of classes;
- 102.1.1.3. If the transfer is within the same academic unit, the head of the academic unit involved, in consultation with the respective SC/DC, approves the transfer;
- 102.1.1.4. If the transfer is between academic units within the same college, the college/faculty/institute dean in consultation with the respective academic units approves the transfer;
- 102.1.1.5. If the transfer is between academic units of the different colleges/faculties/institutes, the Directorate for Academic Programme Development and Admission, in consultation with the deans and heads of the respective academic units approves the transfer;
- 102.1.1.6. Students shall be responsible for all the consequences that such transfers may entail;
- 102.1.1.7. Academic units shall publicize transfer possibilities, if any, within one week of the commencement of classes;
- 102.1.1.8. Transfer from one programme to another shall not be allowed from higher class year to lower class year;
- 102.1.1.9. Transfer shall not have the consequence of elongating the stay of a student for more than a year;
- 102.1.1.10. The receiving department shall work out the details of credit transfer and other technical matters; and
- 102.1.1.11. In case of decline by respective office to approve the transfer request, students may appeal to the next higher office in the structure.

102.1.2. Transfer to the University



- 102.1.2.1. Students who seek to transfer from other higher learning institutions of equivalent standard to the University may be granted admission if:
 - 102.1.2.1.1. He has successfully completed a minimum of one semester of study in an accredited institution of higher learning and with a good academic standing;
 - 102.1.2.1.2. He produces a letter of no objection from releasing institution;
 - 102.1.2.1.3. He meets the special requirements of the specific academic unit he wants to join; and
 - 102.1.2.1.4. Admission is provided depending on the availability of space; and
 - 102.1.2.2. Transferable credits shall be determined by the respective academic commissions;
 - 102.1.2.3. Transfer shall take place within the same programme only;
 - 102.1.2.4. Course exemption/transfer shall be requested on all courses taken in the releasing University and the AC of the University shall determine those courses that shall be exempted;
 - 102.1.2.5. No transfer admission shall be provided for student who scored F/NG/I grade in any of the subjects he has taken;
 - 102.1.2.6. The transfer process shall be handled by the Directorate for Academic Programme Development and Admission and deans and heads of academic units with the approval of the Vice President for Academic Affairs. Detailed guidelines for such transfers shall be set by RAC and approved by the Senate.
- 102.1.3. Transfer to other University
 - 102.1.3.1. Students with a desire to transfer from the University to other University shall be allowed to do so after ensuring all property clearance procedures;
 - 102.1.3.2. A letter of support of the transfer will be issued by the Registrar Office in consultation with the Vice President for Academic Affairs;
 - 102.1.3.3. A student who has formally transferred to other University shall not be considered a formal student of the University;
 - 102.1.3.4. Copies of all academic records and other pertinent documents shall be delivered to the receiving University; and
 - 102.1.3.5. Students shall be responsible for all the consequences that such transfer may entail.



102.2. Transfer in the College of Continuing and Distance Education

102.2.1. Transfer within the University

102.2.1.1. Transfers from programme to programme or from one academic unit to another within CCDE shall be handled as per the provisions made for regular students;

102.2.1.2. Students in CCDE (continuing, distance and Kiremt) may transfer to regular programmes as private students upon approval by the concerned SC/DC and endorsed by RAC provided that they meet the conditions set below:

102.2.1.2.1. Transfer to the regular study programme is to enable CCDE students to complete studies quicker and will not change their admission classification from CCDE to a regular programme and does not entail waiver of tuition fee;

102.2.1.2.2. Applicants must have accumulated 75% of the total credits required for graduation;

102.2.1.2.3. Outstanding students with a minimum CGPA of 3.75 and/or students who would complete their studies within one academic year can apply for transfer and selection will be made on a competitive basis. However, such students may not exceed 2% of the total student enrolled in the batch of the programme of study;

102.2.1.2.4. Transfer shall take place within the same programme only;

102.2.1.2.5. Applicants who meet the requirements stated above should fill in forms prepared for this purpose by the Directorate for Academic Programme Development and Admission and submit them to the academic unit;

102.2.1.2.6. Applications shall be submitted before registration in the programme and the transfer should be completed within two weeks after beginning of classes;

102.2.1.2.7. Academic unit may accept or reject transfer requests on the basis of availability of place and facilities on a competitive basis. Such decisions shall be approved by the relevant SC/DC and forwarded to the Directorate for Academic Programme Development and Admission; and

102.2.1.2.1. All transferred students shall pay all fees applicable to CCDE. Under exceptional conditions, such students may be allowed to take courses offered in evening, Kiremt or regular programmes as their situation warrants such an arrangement and when approved by the SC/DC.

102.2.2. Transfer of Students to the CCDE of the University



A student who seeks to transfer from other higher learning institutions of equivalent standard and programme to the University may be granted admission to CCDE if:

- 102.2.2.1. He has successfully completed a minimum of one semester of study in an accredited institution of higher learning;
- 102.2.2.2. He produces a certified document from previous higher learning institution;
- 102.2.2.3. He meets the special requirements of the specific college and/or department he wants to join;
- 102.2.2.4. He signs an agreement to pay tuition and related fees to the University; and
- 102.2.2.5. Transferable credits shall be determined by the academic commission.

Article 103. Readmission

103.1. General Readmission Regulations

Subject to the availability of facilities and the necessary budgetary allocation, an academic commission may recommend that a student who is dismissed for academic reasons or dropped out or withdrew, **be readmitted within a maximum of three years of grace period.** This period can be relaxed by the respective academic commissions for those who discontinued their studies due to *force majeure*. The following apply as general readmission requirements:

- 103.1.1. A student who has been dismissed on academic grounds shall not be readmitted more than once regardless of transfer from other university or from one academic unit to other academic unit within the University irrespective of class year;
- 103.1.2. A student who dropped out or withdrew from the University for valid reasons while in good academic standing may get priority for readmission;
- 103.1.3. Readmission procedures shall be issued by the University Registrar and applications are processed by same and the respective academic commissions;
- 103.1.4. The Recruitment and Admission Committee (RAC) shall provide final decisions on readmission applications depending on the availability of facilities; and
- 103.1.5. Automatic readmission can be granted for academically dismissed students provided that there is a good reason and resources are available. However, priority shall be given to female and special needs students and students in non-regular programmes (CEP, distance, etc).

103.2. Eligible Applicants for Readmission

103.2.1. Students in Good Academic Standing



- 103.2.1.1. Graduate or undergraduate students who, for reasons beyond their control, discontinue their studies while in good academic standing will be allowed to apply for readmission. However, applicants shall have acceptable justification for their withdrawal and a proof for withdrawing as per existing University regulations; and
- 103.2.1.2. When there are curricular changes, the status of the student has to be determined accordingly at the time of his application for readmission.

103.2.2. Undergraduate Students Dismissed for Academic Reasons

- 103.2.2.1. Students who are dismissed for academic reasons may be readmitted;
- 103.2.2.2. A student is readmitted in the semester he has been dismissed;
- 103.2.2.3. A cut-off semester grade point average (SGPA) and/or a cumulative grade point average (CGPA) for readmission of an academically dismissed student shall be:
 - 103.2.2.3.1. A first year student who is dismissed at the end of the first semester with an SGPA of not less than 1.00;
 - 103.2.2.3.2. A first year student who is dismissed at the end of the second semester with a CGPA of not less than 1.50;
 - 103.2.2.3.3. A second year student who is dismissed at the end of any semester as well as a third year student dismissed at the end of the first semester with a CGPA of not less than 1.75;
 - 103.2.2.3.4. In a four-year study programme, a third year student who is dismissed at the end of the second semester as well as a fourth year student dismissed at the end of the first semester of the final academic year with a CGPA of not less than 1.85;
 - 103.2.2.3.5. In a five-year study programme, a third year student, dismissed at the end of the second semester as well as a fourth year student dismissed at the end of the first semester of the final academic year with a CGPA of not less than 1.80;
 - 103.2.2.3.6. In a five-year study programme fourth year student, dismissed at the end of the second semester as well as a fifth year student dismissed at the end of the first semester of the final academic year with a CGPA of not less than 1.92;
 - 103.2.2.3.7. Readmission regulation for regular undergraduate students shall apply also to continuing (CEP), kiremt and distance education programmes;



103.2.2.3.8. A readmitted student may be allowed to repeat courses in which he scored a "C" (for modularized curricula), "D" or "F" grade without the approval of the Academic Commission in the semester he is readmitted. However, the student needs to get the approval of the respective ACs in order to remove a "C"(for modularized curricula) or "D" grade in the next semester he is readmitted; and

103.2.2.3.9. In case of limitation of resources, the University shall take into account grade point, class year and affirmative action in readmitting students.

103.2.3. Graduate Students Dismissed for Academic Reasons

A candidate who has been dismissed for academic reasons may apply for readmission on the following grounds:

103.2.3.1. If the student, at the end of the first semester, had obtained a SGPA of not less than 2.00; and

103.2.3.2. 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.

103.2.4. Non-eligible Applicants for Readmission

An undergraduate or graduate student who has been dismissed for good due to academic deficiencies cannot seek readmission.

Article 104. Enrolment and Registration of Students

104.1. A graduate or undergraduate candidate shall be enrolled for his formal studies at the beginning of the semester following admission and/or readmission;

104.2. Every student must register at the beginning of each semester in order to keep his file active;

104.3. A student who fails to maintain continuous registration without officially withdrawing from the programme will be considered to have dropped from the programme. If such a student wishes to resume his studies, application for readmission must be submitted as per the readmission procedure outlined in this Legislation; and

104.4. Enrolment and registration requirements set for regular undergraduate programmes are also applicable to kiremt, CEP and distance education programmes.

Article 105. Choice of College/Institute and/or Major Academic Programme

105.1. Regular Students



- 105.1.1. Students will be admitted into the school/department of their choice on a competitive basis using their grade as a major criterion. However, special provisions shall be made for female students and other socially disadvantaged groups and physically challenged students requiring affirmative action;
- 105.1.2. Schools/departments may set 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;
- 105.1.3. Specific details on choice and placement of students shall be as per the guidelines issued by the RAC;
- 105.1.4. The RAC, through the Directorate for Academic Programme Development and Admission, shall notify the respective deans about placement results and if colleges/faculties/institutes or students have complaints on the results, these should be attended to within one week following the announcement;
- 105.1.5. Regular students sponsored by government institutions to fill specific manpower requirements shall be placed in the school/department that offers the desired programme of study provided that they meet the minimum entrance requirement and they provide letters from the presidents of regional governments justifying the need for admission into the desired department. In any particular school/department, the number of students placed in this manner shall not exceed 10% of the total number of students placed in that school/department. However, a region cannot ask for more than five such applicants;
- 105.1.6. When there are more applicants with the same grade indicating the same level of preference to a programme than places therein, applicants with better grades in the specific entrance requirements shall be given priority; and
- 105.1.7. The academic unit shall notify the relevant heads/director about placement results and if schools/departments or students have complaints on the results, these should be attended to within one week following the announcement.

105.2. CEP, Kiremt and Distance Education Students

Choice of college and/or major academic unit set for regular programmes are also applicable to the kiremt, CEP and distance education programmes.

Article 106. Duration of Studies and Validity of Modular Courses

106.1. Duration of Studies

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



106.1.1. Undergraduate Programmes

- 106.1.1.1. Duration of study for undergraduate degrees in regular programmes shall be from three to seven years;
- 106.1.1.2. Duration of study for undergraduate degrees in the continuing/kiremt/distance education programmes may be four to eight years depending on the nature of the programme;
- 106.1.1.3. However, the maximum length of time students may stay in such programmes may not exceed twice the normal duration of study depending on the programme;
- 106.1.1.4. A student who fails to complete any study within the maximum length of time permitted (sub-articles 106.1.1.1 to 106.1.1.3) shall be cancelled from that programme. However, the student will be certified for the modules or courses successfully completed; and
- 106.1.1.5. A student admitted as an advanced standing to the University shall stay at least two years as a regular student in the University. Any exception to this rule must be approved by the concerned academic commission.

106.1.2. Postgraduate Diploma

The study period for postgraduate diploma shall be determined by the respective college/faculty/institute or school/department but shall not exceed one year.

106.1.3. Master Programmes

Duration of study for master programmes for fulltime students shall be two years and the minimum shall not be less than one and half year. However, in case of *force majeure*, the grace period can be extended by one more year which shall be approved by the School/Department Graduate Committee. Duration for master study programmes in the summer and CEP enrolment shall be three years but not less than two years.

106.1.4. PhD Programmes

The maximum period of PhD study for fulltime students shall be four years and the minimum shall not be less than two years. However, in case of *force majeure*, the grace period can be extended by one more year which shall be approved by the respective school/ department graduate committee and Council of Graduate Studies.



Article 107. General Provisions on Modular Courses

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

Article 108: Courses in General Module Category

- 108.1 All students pursuing undergraduate degree programmes, diploma or certificates in the University shall satisfy the general education requirements of this Article.
- 108.2. General modular category courses consist of courses selected for the purpose of:
 - 108.2.1. Enabling students acquire necessary communication and analytical skills that enhance their capacities to benefit from their specialized training; and
 - 108.2.2. Developing sound awareness in students' physical and social environment in which they live and work.
- 108.3. The number of general modular category courses should depend on the extent of coverage of such courses in the curricula of 10+2 preparatory schools or in their foreign equivalents and the minimum requirements approved in the curricula of each programme.

Article 109: Elective Modular Courses

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

Article 110: Credit Transfer, Exemption and Waiver

- 110.1. In case of credit transfer, exemption and waiver requests, students must apply to the academic commissions through their school/departments and get approval;
- 110.2. The maximum number of credit hours to be exempted for the undergraduate programmes shall not exceed one-third (33 % approximately) of the total requirement;
- 110.3. Each academic unit shall have its own rules and regulations approved by College Standard Committee for credit transfer, exemption and waiver; and



110.4. Credits of waived courses shall not be considered to meet graduation requirement.

Article 111: Phased-out Modular Courses

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

111.2. Students who have scored “F” in phased-out course shall be required to remove their “F” grade by taking equivalent modular courses as determined by the SC/DC of academic unit in which they are enrolled and approved by AC.

Article 112: Semester Load

112.1. General Provisions

112.1.1. Readmitted students may take below the minimum semester load; and

112.1.2. Prospective graduates may take above the maximum credit hours upon the permission of the AC.

112.2. Semester Load for Regular Students

112.2.1. A minimum ECTS or credit hours for fulltime regular students shall be 25 or 15 per semester, respectively. However, female and special needs students may drop one course per semester upon the approval of AC. The maximum load shall not exceed 35 ECTS or 22 credit hours unless otherwise stated in the course catalogue/curriculum;

112.2.2. This minimum and maximum load doesn't include the University specific additional load which is 5 to 10 ECTS or 3 to 6 credit hours;

112.2.3. The maximum load for part time students is 16 ECTS or 9 credit hours per semester;

112.2.4. The ECTS or credit hour requirement for the summer session of the regular students of College of Health and Medical Sciences shall be 11 to 16 or 7 to 10, respectively; and

112.2.5. Regular postgraduate students shall carry 9-16 credit hours per semester.

Article 113: Semester Load for Continuing, Kiremt and Distance Education Students

113.1. The normal load in evening & weekend programs shall be 14 to 18 ECTS or 8 to 12 credit hours per semester unless otherwise prescribed in the course catalogue;



- 113.2. A student may be allowed to take up to 22 ECTS or 15 credit hours when:
- 113.2.1. The student secures a CGPA of 2.5 and above upon completion of an equivalent course work corresponding to one academic year; and
 - 113.2.2. The student is at graduation year after passing all courses taken up to date.
- 113.3. The normal load for continuing education students in a kiremt semester shall be 12 to 14 ECTS or 6 to 8 credit hours;
- 113.4. The normal semester load in the continuing education for kiremt students shall be 20 to 22 ECTS or 13 to 15 credit hours;
- 113.5. 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;
- 113.6. The SGPA calculated at the end of each kiremt semester, in conjunction with cumulative student status, shall be used to determine the academic status of a student; and
- 113.7. Summer postgraduate students shall carry 9 to 15 credit hours per summer session.

Article 114: Credit Requirements

- 114.1. Credit Requirements for Undergraduate Programmes
- 114.1.1. A credit value is defined as 50 minutes in lecture or 2 to 3 hours of laboratory/practical or tutorial work or guided activity;
 - 114.1.2. The minimum total credit points for three years bachelor programme shall be 180 ECTS or 109 credit hours while the maximum shall be based on University specific programme which will add 5 to 10 ECTS or 3 to 6 credit hours;
 - 114.1.3. The minimum total credit points for four years bachelor programme shall be 240 ECTS or 145 credit hours while the maximum shall be based on University specific programme which will add 5 to 10 ECTS or 3 to 6 credit hours;
 - 114.1.4. The minimum total credit points for five years bachelor programme shall be 300 ECTS or 182 credit hours while the maximum shall be based on University specific programme which will add 5 to 10 ECTS or 3 to 6 credit hours;
 - 114.1.5. The minimum total credit points for six years bachelor programme shall be 360 ECTS or 218 credit hours while the maximum shall be based on University specific programme which will add 5 to 10 ECTS or 3 to 6 credit hours;
 - 114.1.6. The minimum total credit points for seven years bachelor programme shall be 420 ECTS or 254 credit hours while the maximum shall be based on University specific programme which will add 5 to 10 ECTS or 3 to 6 credit hours;



114.2. Credit Requirements for Graduate Programmes

- 114.2.1. The minimum total credit hours for a PhD degree is 16 excluding the dissertation research work. However, this requirement is not applicable for PhD by research;
- 114.2.2. The minimum total credit hours for a thesis-based Masters degree is 24 excluding the thesis work;
- 114.2.3. The minimum total credit hours for Non-thesis Masters degree is 32 excluding master's project; and
- 114.2.4. The minimum credit hours requirement for a post-graduate diploma is 18;
- 114.3. The proportion of time allotted for a particular course/module (lectures, laboratory works, tutorials, home study, etc.) shall be determined by an academic unit offering that course/module and obtain the approval of the SC/DC; and
- 114.4. Any college/faculty/institute wishing to deviate from the above stated minimum total credit hours/ECTS shall obtain approval from the Senate.

Article 115: Undergraduate Grading System

- 115.1. On a module/course with practical and/or tutorial, a student should score at least 50% on each to pass that course. A student with Fx grade shall take re-exam within two weeks after the beginning of the subsequent semester; whereas those who scored 'F' grade should repeat that course;
- 115.2. The final grade is obtained based on the sum of continuous assessment and summative assessment (final exam) while the weight of the continuous assessment should not be less than 50%. The SGPA is determined by dividing grade points earned in a semester by the number of credit points (hours) in that semester;
- 115.3. The final number grade in 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;
- 115.4. In case a student does not have full examination records, the instructor shall record "NG" for no grade. All "NGs" shall be changed to one of the following:
 - 115.4.1. To an "I" (incomplete) by the SC/DC/AC in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/course. When there is no valid reason, the "I" grade shall be changed to "F" within two weeks after the beginning of the subsequent semester; or
 - 115.4.2. To a "W" (withdrawn) by the Registrar for a student who has formally withdrawn from the programme within eight weeks



- (50% of the semester duration) after the beginning of the semester; or
- 115.4.3. To a “DO” (dropout) by the Registrar for a student who has not withdrawn from a programme in accordance with the withdrawal procedures set forth by the University and the time limit specified in sub-Article 115.4.1 of this Legislation or has not produced evidence justifying a failure to sit for the exam(s);
- 115.5. “W”, “DO” and “I” shall not play any part in the computation of the semester grade point average;
- 115.6. A student who obtains a “DO” for a course or courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by the University to the appropriate SC/DC within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade;
- 115.7. If a student repeats a course, the initial credit hour and grade shall appear on the transcript, but be ignored in calculating the semester grade point average (SGPA) whether or not there is a change in the grade i.e. only, the new grade and credit hour will be considered in determining the status;
- 115.8. 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; and
- 115.9. 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 116: Grading Scale and Letter Grade System for Undergraduate Programmes

The grading scale and letter grade system for undergraduate programmes are shown below:

Raw Mark Interval- [100 %]	Corresponding Number Grade	Corresponding Letter Grade	Status Description	Class Description
[90,100]	4.0	A ⁺	Excellent	First class with Great distinction
[85, 90)	4.0	A		
[80, 85)	3.75	A ⁻		
[75, 80)	3.5	B ⁺	Very Good	First class with distinction
[70, 75)	3.0	B		
[65, 70)	2.75	B ⁻	Good	First class
[60, 65)	2.5	C ⁺		Second class
[50, 60)	2.0	C	Satisfactory	Lower Class
[45, 50)	1.75	C ⁻	Unsatisfactory	
[40,45)	1.0	D	Very Poor	Lower Class
[30,40)	0	Fx	*Fail	Lowest Class
[<30)	0	F	Fail	Lowest Class

116.1. Description of the Grading System

116.1.1. A student who scored “C” and/or “D” in a course(s) can pass to the next semester if he has pass-mark CGPA;

116.1.2. If the “C” and/or the “D” grade is for a module or for a course as a module, he must re-sit for another exam(s) with self-study to remove “C” and/or “D” within two weeks after the beginning of the semester when module status determination is required;

116.1.3. A student with a good stand can pass to the next semester and even can graduate if he scores “C” and/or “D” in any course



under module. Nevertheless, if the student is not in good standing, he should re-sit for an exam within two weeks after the beginning of the subsequent semester with self-study; and

116.1.4. A student who scored “Fx” must sit for re-exam with minor support within two weeks time after the beginning of the subsequent semester. If a student scores “Fx” for the second time, the grade shall be converted into “F” for status determination.

116.2. Academic achievement in all undergraduate and graduate programmes of the University, with the exception of courses for which special dispensation is provided by the Senate, shall be graded on the letter grade system.

Article 117. Undergraduate Students Courses/Modules Repetition

117.1. A student who scored “F” in a course/module must repeat the course/module only twice. After that, if he scores F, the student can request for course change/replacement or waiver as course allergic;

117.2. The final grade of any repeated course or re-exam shall be maintained regardless of the initial one. However, the initial grade shall appear on the transcript with single strike to indicate that the course is repeated. Both credit hour and grade point earned earlier (initial grade) shall not be considered in calculating the SGPA/CGPA; and

117.3. A student who scored “F” for any prerequisite course for the third time shall be dismissed. However, graduating class student who scored “F” grade in any course for the third time can apply for course allergic if he fulfils minimum credit points required for graduation.



Article 118: Grading Scale and Letter Grade System for Graduate Programmes

The grading scale and letter grade system for graduate programmes are shown below:

Raw Mark Interval-[100 %]	Corresponding Number Grade	Corresponding Letter Grade	Status Description	Class Description
[90,100]	4.0	A ⁺	Excellent	First class with Great distinction
[85, 90)	4.0	A		
[80, 85)	3.75	A-		
[75, 80)	3.5	B ⁺	Very Good	First class with Distinction
[70, 75)	3.0	B		
[65, 70)	2.75	B-	Good	First class
[60, 65)	2.5	C+		Second
[50, 60)	2.0	C		satisfactory
<50	0	F	Fail	Lower Class

Note: No "D" grade is given to a graduate student as "D" grade is considered as failing.

Article 119: Earning Credits on the Basis of Examination

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

- 119.1. If academic unit offers courses for which it accepts the earning of credit through examinations alone, it shall submit a list of such courses to the Registrar’s office to be approved by the Curricula and Academic Standard Committee (CASC);
- 119.2. Of the total number of credit points required by an academic unit for graduation, not more than 20% shall be taken through earning credits on the basis of examination;
- 119.3. Any student that can present sufficient and convincing evidence to the head of an academic unit showing the acquisition of knowledge, insight or skills taught in any of the courses listed as per Article 119, shall register during the regular registration periods to obtain credits through examinations only; and



- 119.4. Students who have registered for course(s) for which they seek to earn credits on the basis of examinations shall sit for examinations with other students who have attended the module/course including all assessments.

Article 120: Student Academic Achievements

- 120.1. At the end of each semester, the academic unit will examine the status of all students who are registered for a particular semester;
- 120.2. For regular, continuing, kiremt, distance and part-time students, the academic status shall be determined for a minimum of 25 ECTS or 15 credit hours; and
- 120.3. Grade report should be issued to each student every semester after status determination by the AC.

Article 121: Academic Standing of Undergraduate Students

121.1. Modular Courses

- 121.1.1. A first year student whose first semester SGPA is ≥ 1.75 can pass to the second semester;
- 121.1.2. A student who earned a SGPA or CGPA of 2.00 and above or “C” grade in all courses of a semester shall be in good standing;
- 121.1.3. A student cannot register a course for more than three times in anyway. In case, the student scores “F” for three times, Article 117 shall apply;
- 121.1.4. If a student did not take re-exam to remove “Fx” grade within two weeks of the commencement of the following semester due to unjustifiable reason, the “Fx” shall be converted into “F” for status determination;
- 121.1.5. Any re-admitted student can repeat courses in which he scored “F”, “D” and/or “C”; and
- 121.1.6. Any consecutive warning leads to academic dismissal.

121.2. A cut-off SGPA and/or a CGPA for status determination of undergraduate students shall be as follows:

121.2.1. First Year Students

- 121.2.1.1. A student who at the end of the first semester obtains an SGPA of less than 1.50 shall be dismissed for academic reasons;
- 121.2.1.2. A student who at the end of the first semester, scores an SGPA of 1.50 up to 1.74 both inclusive shall be warned;
- 121.2.1.3. If a student who has been put on warning during the first semester fails to maintain an SGPA of 1.75 or a CGPA of 2.00 during the second semester of the first academic year,



he is subject to dismissal unless otherwise put on probation at the discretion of the academic commission;

121.2.1.4. A student who at the end of the second semester obtains either an SGPA of less than 1.75 or a CGPA of less than 2.00 shall be warned;

121.2.1.5. If student's SGPA is less than 1.75 and his CGPA is less than 2.00, the student is subject to dismissal; and

121.2.1.6. If a student fails to achieve an SGPA of 1.00 at any semester, he is subject to dismissal.

121.2.2. Second and Higher Class Year Students

121.2.2.1. A student who fails to achieve either SGPA of at least 1.75 or/and a CGPA of at least 2.00 at 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; and

121.2.2.2. A student who for a second consecutive semester scores either an SGPA of less than 1.75 or fails to maintain a CGPA of 2.00 is subject to dismissal unless put on probation. A student who is subject to dismissal cannot claim probation as a matter of right.

121.2.3. Discretionary Probation

121.2.3.1. The function of discretionary probation, which can only be granted by academic commission, 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;

121.2.3.2. At the end of the semester, each academic unit, pursuant to procedures fixed by its AC, will examine the case of each student who is subject to dismissal due to academic deficiency. The inquiry will attempt to determine why the student failed and whether there is reason to believe that he will meet the required academic standards within the remaining study period of the student. On the basis of this inquiry, students may be placed on probation if it is determined by the respective AC that:

121.2.3.2.1. Valid reasons exist to explain their low academic performance;

121.2.3.2.2. Those causes for their academic deficiencies can be removed; and



- 121.2.3.2.3. The students can attain the required academic standard during the same semester in which they have been put on probation.
- 121.2.3.3. The AC may attach certain conditions to grant a probation, which must be met if the students are to remain enrolled;
- 121.2.3.4. When students are placed on probation, the head of the academic unit will notify, in writing, 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; and
- 121.2.3.5. Even so, a student shall be dismissed after being placed on warning for one semester and on probation for another consecutive semester if he does not remove himself from probation by attaining a CGPA of 2.00.

Article 122. Academic Standing of Postgraduate Students

122.1. A graduate student must sustain a minimum SGPA of 2.75 and a CGPA of 3.00 throughout his study period. Thus, at the end of each semester, the respective SGC/DGC shall examine and determine the academic status of each candidate who has failed to maintain the minimum requirements of SGPA of 2.75 and/or a CGPA of 3.00 based on the following rules:

- 122.1.1. A first year graduate student who, at the end of the first semester, obtains an SGPA of less than 2.50 shall be dismissed;
- 122.1.2. A first year graduate student who, at the end of the first semester, obtains an SGPA between 2.50 and 2.75 (2.75 exclusive) shall be warned;
- 122.1.3. A first year graduate student who, at the end of the second semester, obtains either an SGPA of less than 2.75 or/ and a CGPA of less than 3.00 shall be warned. If the student was on warning status, during the first semester, and his SGPA is below 2.75 or CGPA is less than 3.00 the student shall be dismissed unless put on probation;
- 122.1.4. A first year complete student who fails to achieve either an SGPA of 2.75 or a CGPA of 3.00 at any semester shall be warned;
- 122.1.5. A first year complete student, who scores either an SGPA of less than 2.75 or fails to maintain a CGPA of 3.00 for a second consecutive semester, is subject to dismissal unless put on probation;
- 122.1.6. A student shall be dismissed after being placed for one semester on warning and for another consecutive semester



on probation, if he does not remove himself from probation by raising his CGPA to 3.00;

122.1.7. A student may be placed on a discretionary probation if reasons exist to justify as to why the candidate failed to attain the minimum grade point average requirement of 3.00, and if the CGS is convinced that he may remove the academic deficiencies in the future, and will meet the standards set by the University; and

122.1.8. When a candidate is placed on probation, he shall be notified by the school/department head of his status and what is expected of him by way of academic performance in the future and what will be the consequences of failure to meet these conditions.

122.2. Administration of Discretionary Probation

122.2.1. The AC of a college/faculty/institute or SGC/DGC of programmes will announce the procedures used to implement the rules governing discretionary probation and that shall be communicated to the Vice President for Academic Affairs; and

122.2. Each academic commission and/or SGC/DGC will undertake regular assessment to evaluate the experiences and knowledge gained from the administration of these rules. The purpose of the assessment is to determine the cause of academic failure and steps which can be taken to make probation more effective in light of its purposes;

Article 123. Graduate Students Course Repetition

123.1. A graduate student who scores an "F" grade shall repeat the course in consultation with his advisor, but he shall not be allowed to repeat it more than once;

123.2. A graduate student may apply to the SGC/DGC to repeat a course in which he obtained a "C" grade. However, no such course shall be repeated more than once;

123.3. Grades obtained on repeated courses shall be final. Previous "F" or "C" grade (s) 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 CGPA in the new reporting period;

123.4. Graduate students repeating courses in which they scored "F" and/or "C" grades must register for the courses and carry out all academic activities pertaining to the courses;

123.5. The SGC/DGC with the recommendation of the course instructor may allow a student with a grade of "C" to take re-exam with a tutorial, instead of repeating the course by assessing the overall



performance or special conditions of the student on individual basis; and

123.6. A student who scored “F” grades twice may apply to his SGC/DGC for course replacement/waiver/other discretionary provisions. However, such decision must obtain the approval of CGS.

Article 124. Class Attendance

124.1. A student is required to attend all lecture, laboratory and practical sessions as well as field work, unless, as stipulated under this sub-article or the student is registered for the course on the basis of earning credits from examination alone as stipulated under Article 119;

124.2. In situations where a student, because of reasons beyond his control, fails to attend all sessions, a minimum of 75% attendance shall be required if he is to earn credit in a course. The above, however, does not preclude:

124.2.1. Some programme may demand 100% attendance where such full attendance is academically indispensable; and

124.2.2. An academic unit may not permit exclusion of certain portion of a course, such as laboratory or field works as judged academically indispensable for the student, from the 25% non-attendance provision.

124.3. A student who has missed more than 25% attendance shall be given Incomplete Attendance (“IA”) and be required to provide acceptable reasons for his failure to attend classes;

124.4. If a student’s incomplete attendance is proven to have been for valid reasons, his registration for the course will be cancelled and he shall be permitted to do the course again;

124.5. If a student’s incomplete attendance was due to reasons that were not valid, the “IA” shall be changed to an “F” within three weeks of his next enrolment in the programme; and

124.6. Any student who has not attended classes for three consecutive weeks should be required to withdraw from the course/programme.

Article 125. Assessment and Evaluation

125.1. General Provisions on Assessment

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



guidelines;

- 125.1.2. There shall be at least a final examination in each course for which the student has registered, over and above term papers, assignments and tests depending on the nature of the course;
- 125.1.3. Examinations may be written, practical or oral, depending on the nature of the course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be kept by the instructor;
- 125.1.4. The number, type and schedule of exams or tests in a course are determined by the instructor of the course and students, in consultation with head of the academic unit but be stated on the course outline to be issued to students at the beginning of the course;
- 125.1.5. A course syllabus, as a matter of routine, shall include information on components of continuous assessment providing the distribution of grade points with performance assessment criteria among various types of exams and other works in percentage terms. A copy of the course outline shall be submitted to the school/department and distributed to students at the beginning of the course;
- 125.1.6. Each school/department shall establish a system of course outline standardization for each course and follow up implementation of the same;
- 125.1.7. In those cases where a course is taught by the same instructor to more than one section of students in the same programme, examinations shall be of the same form and content. The same scheme of grading shall also be employed; and
- 125.1.8. A common examination paper shall be prepared in cases where more than one instructor teach a course with the same title and credit hours to one or more sections. This shall be facilitated by the concerned school/department and instructors. Under such circumstances:
 - 125.1.8.1. The school/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);
 - 125.1.8.2. The schools/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;
 - 125.1.8.3. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such courses;



- 125.1.8.4. A marking scheme shall be worked out by a panel of instructors and a copy shall be submitted to the school/department before the commencement of marking; and
- 125.1.8.5. Examination papers prepared by an instructor or a panel of instructors shall be submitted to the school/department exam committee for review and endorsement;
- 125.1.9. The instructor of the course has the primary authority with respect to a student's proficiency and final grade of that course. In all examinations given, a student may not receive a passing grade without taking examinations;
- 125.1.10. Final grades for all courses shall be reviewed and endorsed by schools/departments. The endorsed grades shall be submitted by an instructor to the school/department and to the Registrar on duly signed official grade report form. This document shall be prepared legibly with no alterations or erasures;
- 125.1.11. A copy of grade report sheets for all courses shall be kept at the school/department;
- 125.1.12. An official grade report form shall be filled out only by the instructor(s) who had taught the course, who had set or participated in the setting of the exam questions and who had marked the exam papers;
- 125.1.13. When, for reasons beyond control, the instructor who taught the course is not available, the setting of examinations and the marking of exam papers shall be carried out by a qualified staff designated by the school/department head; the head shall then forthwith present the case to the SC/DC for endorsement;
- 125.1.14. Copies of all exams, tests and quizzes, along with their answer keys and marking schemes, which go into the determination of a student's final grade in a course, shall be kept with the instructor for at least one year. However, copies of the periodic exams along with marking schemes shall be deposited with the academic unit within three days after the administration of the exams;
- 125.1.15. For any course, on the basis of school/departmental decision, correct and complete answers shall be officially posted after the end of the exam;
- 125.1.16. Official grade report forms shall be prepared by schools/departments in which students are enrolled; the forms shall contain all details about the students and course;
- 125.1.17. Under no circumstances shall students be allowed to handle the official grade report forms;
- 125.1.18. Grades shall officially be announced to students by the Registrar Office and this may be done by posting the tear-off section of the grade report forms on official notice boards;



125.1.19. Students shall have the right to see and check their corrected exam papers back within three weeks of the following semester. Heads and deans shall ensure this right is respected.

125.1.20. A student who has complaint on the grade he had obtained in a course(s) has the right to appeal for remarking as per the procedures set forth under sub-Article 125.5 of this Legislation.

125.2. Periodic and Exit Examination

Students in the University shall sit for periodic/holistic and/or exit examinations without prejudice to the continuous assessments by considering the following:

125.2.1. 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;

125.2.2. Students shall be registered for exit exam upon successful completion of all the modules that may be required by the programme;

125.2.3. Exit exam, if any, should be identified with course title and code;

125.2.4. The grade point of exit exam should not be included in the computation of either SGPA or CGPA;

125.2.5. The exit exam result shall be rated as Pass (P) or Fail (F). However, the numeric value of this exam shall appear on student's transcript. The pass mark of an exit exam shall be determined by respective programme to qualify the students for graduation;

125.2.6. Exit exam, if any, shall be given once in a year for graduating students and the period shall be indicated in the academic calendar; and

125.2.7. A student who failed the exit exam can repeat it twice but no special re-examination schedule shall be arranged for failing students. The student shall be academically dismissed for good if he fails for the third time.

125.3. Administration of Final and Mid-Semester Examinations

125.3.1. A list of candidates sitting in an examination shall be prepared in advance of the examination by school/department and the list shall be given to the invigilators for purposes of checking attendance in the exam;

125.3.2. All examinations must start on time;

125.3.3. No student may be admitted into an exam hall 30 minutes after the beginning of the examination. However, no additional time shall be allowed to compensate late arrival into the exam hall;

125.3.4. 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; no corrections and other announcements made for students at the beginning of the exam shall be repeated for late comers;
- 125.3.5. 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; and
- 125.3.6. Upon conclusion of an examination, the invigilator shall submit a report on the conduct of the examination by completing a form prepared for that purpose. The report shall be submitted to the head of school/department that offers the course.

125.4. Violation of Examination Regulations

- 125.4.1. Any one of the following shall be interpreted as an act of violation of examination regulations;
- 125.4.1.1. Copying or **trying to copy** from classmates or from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted;
- 125.4.1.2. Deliberately letting any student copy from one's exam paper;
- 125.4.1.3. Working on or being found in possession of exam papers other than one's own;
- 125.4.1.4. **Exchanging information in the exam hall in oral**, symbolic, written or any other means such as mobile phones where these are not specifically permitted;
- 125.4.1.5. 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;
- 125.4.1.6. Sitting for an examination in a course for which one has not been registered;
- 125.4.1.7. Taking an examination by proxy, i.e. through a secondary party;
- 125.4.1.8. Submitting a work(s) for which it can clearly be established that the work or part thereof is not produced by the student claiming authorship or production;
- 125.4.1.9. **Misconduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator;**
- 125.4.1.10. Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination;
- 125.4.1.11. An attempt to avoid to sign 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;



125.4.2. Managing of Violation of Examination Regulations

- 125.4.2.1. 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 behaviour will be reported. The invigilator shall also make detailed and complete report of the incident(s). Towards this end, he shall collect all evidences (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, **prohibited devices**, testimonies) and get the exam papers of the alleged violator signed by other invigilator(s);
- 125.4.2.2. 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 chief invigilator.** The instructor or the invigilator shall, after making a determination of the matter, prepare a short report describing the grounds for his decision;
- 125.4.2.3. 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;
- 125.4.2.4. The head of the school/department shall pass the report and the evidence of cheating or attempted cheating to the dean immediately upon receipt of such material from the invigilator;
- 125.4.2.5. The head of the school/department shall present the case to the SC/DC which shall determine if there had indeed been a clear case of cheating or of **intended cheating.** The SC/DC has authority to seek additional evidence to reach a decision, including one of requiring the accused in the act of violation to testify;
- 125.4.2.6. **In the event that the SC/DC finds a clear case of cheating, it shall recommend to the instructor of the course that the student be given zero point for that exam or work and such other disciplinary measures as provided by the University Students Code of Conduct;**
- 125.4.2.7. 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 point 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;

125.4.2.8. The decision of the SC/DC on cheating cases, accompanied by the minutes of its deliberations, shall be submitted to the dean of the college;

125.4.2.9. **Where the incident of cheating has occurred for the first time in the course of a student's stay in a particular programme, the dean shall warn the student in writing. 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 programme shall be dismissed. Dismissal shall be decided by the academic commission on the recommendation of an appropriate body established for this purpose in the concerned academic unit; and**

125.4.2.10. Where an incident of cheating in an exam involves more than one student, the following procedure shall be followed:

125.4.2.10.1. If all the students happen to have been enrolled in the course in which cheating has occurred, the penalty shall be equal and the same; and

125.4.2.10.2. If any one of the students happens not to have been enrolled for the course, the case shall be referred directly to the dean or to the academic unit in which he is a student and the provisions of this Article shall apply.

125.5. Re-marking of Examinations

125.5.1. Petition for Re-marking

A student who has grievances with the marks he had obtained in a course shall have the right to petition for remarking of his exam paper(s) on the basis of the conditions set forth hereunder:

125.5.1.1. Any petition for re-marking shall be initiated after the grades have been officially released from the school/department or the Office of the Registrar; and

125.5.1.2. Petition for re-marking shall be submitted by filling the standard application form to the concerned school/department within two weeks after the beginning of the next semester classes.

125.5.2. Entertaining Petition for Re-marking

125.5.2.1. Each school/department shall have the standard application forms developed by the Office of the Registrar to be filled out by students who petition for re-marking;



- 125.5.2.2. The standard application forms shall require the student(s) to specify the reasons for disputing the grade he has earned;
- 125.5.2.3. Upon receipt of the petition for remarking, the head shall obtain the grade distribution scale employed, the answer sheets and/or sample papers written by other students from the instructor who taught the course;
- 125.5.2.4. The head shall then assign two to three academic staff who can make the re-marking impartially and report to him with a recommended grade;
- 125.5.2.5. Based on the remarking results, the head shall decide on the final grade and submit to the Registrar through the dean after the approval by the academic commission;
- 125.5.2.6. If the remark result is a grade lower or higher than the one previously obtained, the new grade shall stand;
- 125.5.2.7. If, at the end of the remarking process, there is a conviction beyond reasonable doubt that the instructor was intentionally harming the student, the dean shall take the matter through proper channels for disciplinary action against the staff in question; and
- 125.5.2.8. If no evidence of unfairness is found in the remarking process, the instructor concerned shall receive a letter from the head exonerating him of the allegations and the students misconduct shall be reported to the discipline committee for appropriate action.

Article 126. Make-up Examinations

Regulations for make-up examinations are as follows:

- 126.1. Make-up examination(s) is allowed for a student who misses final examination(s) due to justifiable reasons as determined by the respective academic commission and/or the SGC/DGC;
- 126.2. A student who applies for make-up examination(s) is required to present appropriate supporting documents for missing the final examination(s) and attach these documents with the make-up/readmission application forms;
- 126.3. A student who has missed a final examination(s) is entitled to sit only in another regular final examination period scheduled in the subsequent academic year;
- 126.4. A student who has missed less than three final exams in a semester and is allowed to sit for a make-up examination(s) may continue his studies in subsequent semester if he is in good academic standing. For such a student, the average grade point shall be calculated and his academic status shall be determined based on the grades obtained excluding the missed grades;



- 126.5. With regard to students as referred to in sub-Article 126.4, such a student(s) while still on campus will have to apply for make-up examinations one month before the final examinations for which the make-up examinations are sought. The grades for these courses will be entered and computed in the semester in which the make-up examinations are scheduled;
- 126.6. A student who has three or more NGs must withdraw from the programme irrespective of his academic standing. Such a student must appear one month before the examination period for which the make-up examinations are sought and officially apply for readmission/ make-up examinations;
- 126.7. A student with a SGPA of less than 1.75 and CGPA below 2.00 must withdraw irrespective of the number of his NG grades. Such a student shall apply immediately to the Office of the Registrar requesting for make-up examinations and readmission and report to same one month before the final examinations for which the make-up examinations are sought. Decisions regarding such student's request for make-up exams shall be handled by his respective academic commission;
- 126.8. Students wishing to use University services during the periods of make-up examinations shall be required to cover costs involved;
- 126.9. If the curriculum is revised between the time a student misses a final examination and takes a make-up examination, it is the duty of the concerned academic commission to seek for an equivalent course or prepare final examination or waive the same or suggest to take a replacement course;
- 126.10. The grace period for all make-up exams shall not exceed two subsequent academic years;
- 126.11. Failure to remove the NG grades within two academic years as per these regulations shall result in F grades;and
- 126.12. The rules mentioned under 126.1, 126.2, 126.10 and 126.11 of this article shall apply for graduate programmes.

Article 127. Graduation Requirements

- 127.1. The following shall constitute requirements for graduation:
 - 127.1.1. All the required courses/modules and the minimum credit hours/ECTS set by the respective academic unit's curricula should be satisfied;
 - 127.1.2. A Cumulative Grade Point Average (CGPA) of 2.00 for undergraduate programmes and 3.00 for the graduate programmes must be obtained;
 - 127.1.3. No "F" grade in any course or module and "C-" and/or "D" in any module/ course as a module taken for undergraduate programme



- and not more than one “C” or two “C⁺” for the graduate programme; and
- 127.1.4. Successful defence of the dissertation/thesis/master’s project report by the graduate student. The procedures for the defence process and submission of the dissertation/thesis/master’s project report will be determined by the Council of Graduate studies (CGS).
- 127.2. Graduation of all prospective graduates shall be approved by the University Senate and their credentials shall bear the appropriate date.

Article 128. Graduation Failures

Graduation failures due to “F”s or “D”s or “C”s or “C⁻” and inadequate CGPA shall be handled through the following rules.

- 128.1. A graduate student who fails in an examination (“F” grade) and/or has more than one “C” or more than two “C⁺” grades, may, with the permission of the Council of Graduate Studies (CGS), register and repeat the course(s). In such a case, the student shall pay all fees for the repeated course(s);
- 128.2. An undergraduate student who scored an “F” grade in a course/module and “C⁻” and “D” grades in a module or a course as a module in the first semester of final year shall, with the facilitation of the appropriate academic unit, register and repeat the course(s)/module(s) for the “F” grade(s) as offered in the normal schedule for the course(s) and with special arrangement for re-exam within two weeks of the beginning of the subsequent semester for the module in which the student scored “C⁻” and/or “D” grade(s). In such a case, the student shall sign the cost sharing form;
- 128.3. An undergraduate student who scored an “F” grade(s) in a course/module and “C⁻” and “D” grades in a module or a course as a module in the second semester of the final year shall, with the facilitation of the appropriate academic unit, register and sit for re-exam within two weeks of the beginning of the subsequent semester with tutorial for “F” grade and self-study on courses/modules in which he scored “C⁻” and/or “D” grade(s). In such a case, the student shall sign the cost sharing form;
- 128.4. Repetition of courses/modules should not be more than two times; and
- 128.5. In case a student fails for the third time in a course(s)/module(s), he can apply for course allergic provided that he fulfils minimum credit points required for graduation.



Article 129. Master's Thesis/Project and Dissertation

129.1. General Requirements

129.1.1. Dissertation/thesis/master's project report is a candidate's individual effort in academic pursuits to conduct an independent research on specific areas of regional, national, or international interests and with scientific merit. In this respect, the work is considered as a partial fulfilment to the attainment of the degree sought; and

129.1.2. The general requirements and guidelines on thesis/dissertation/master's project shall be developed by the Graduate Programme Committee (GPC).

129.2. Advisorship

129.2.1. Selection of Advisor(s)

129.2.1.1. The DGC normally recommends the selected dissertation/thesis/master's project advisor(s) to the SGS;

129.2.1.2. The major advisor shall be a full-time academic unit member with the academic rank of Assistant Professor and above for masters programme and Associate Professor and above for PhD; or

129.2.1.3. A person(s) outside of the University in the required area of specialization with a PhD degree or MD/DVM 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;

129.2.1.4. Full-time academic unit member with the academic rank of Assistant Professor can be assigned as a co-advisor for PhD students;

129.2.1.5. The advisor(s) will assist the student in planning the research work, monitor it regularly, advise on how to publish, critically evaluate the draft and final manuscripts; and

129.2.1.6. 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.

129.2.2. Selection and Approval of Dissertation/Thesis/Master's Project Topic

129.2.2.1. A student shall select a topic for dissertation/ thesis/master's project work in consultation with the advisor. The topic to be selected shall be of relevance to priority needs of the



country and the thematic research area of the University;
and

- 129.2.2.2. The dissertation/thesis/master's project topic of each candidate shall be approved by the DGC as early as possible as and not later than the time of the candidate's enrolment in the second half of his programme.

129.3. Formats of Dissertation/Thesis/Master's Project

The dissertation/thesis/master's project formats shall be in accordance with the guidelines set by the GPC. The size of the work shall be determined by the SGS and approved by the GPC.

129.4. Submission of Dissertation/Thesis/Master's Project

No candidate may be permitted to submit a dissertation/thesis/master's project in less than one and two academic years from the date of the first registration for master and PhD programmes, respectively.

129.5. Procedures for Submission and Examination of Dissertation/Thesis/Master's Project

- 129.5.1. When a candidate, after conferring with the advisor, gives notice of readiness to submit his work, the SGC/DGC in which the candidate is enrolled shall designate an examining board. The board shall have three examining members; and

- 129.5.2. The SGC/DGC may, when there is adequate funding, assign external examiner from other universities or institutions in Ethiopia and abroad.

129.6. Copies of Dissertation/Thesis/Master's Project Required

A required number of copies of the final draft of dissertation/thesis/master's project shall be submitted to school/department including copies to be distributed to each member of the examining board and kept in the office of the head.

129.7. Dissertation/Thesis/Master's Project Presentation and Defence

- 129.7.1. The Dean of the SGS shall announce the topic, venue and time of the defence ahead of time and the process of dissertation/thesis/master's project presentation and defence shall be public and open;

- 129.7.2. The dissertation/thesis/master's project presentation and defence shall be chaired by an impartial person appointed by the SGC/DGC; and

- 129.7.3. After the defence, the examining board shall decide either to accept or reject the dissertation/thesis/master's project.

129.8. Categories of Acceptance



- 129.8.1. Accepted with no change;
- 129.8.2. Accepted with minor modifications/changes to be made to the satisfaction of the advisor(s) and/or member(s) of the board of examiners. The examining board shall include in its report a brief outline of the nature of the changes required; and
- 129.8.3. Accepted with major modifications: A thesis having merit may be accepted with recommendation for substantial changes which are to be made to the satisfaction of members of the examining board or their designate. The examining board shall include in its report a brief outline of the nature of the changes required, justification as to why the change is needed and indicate the time by which the changes are to be completed. A copy of such recommendations shall be given to the student.

129.9. Conditions for Rejection

A dissertation/thesis/master's project shall be rejected if:

- 129.9.1. The work does not meet the required standards; or
- 129.9.2. The work is judged by the examining board as plagiarized; or
- 129.9.3. 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.

129.10. Effect of Rejection

- 129.10.1. The fate of a candidate whose work has been rejected will be decided by a joint meeting of the CGS and SGC/DGC of the school/department concerned;
- 129.10.2. The CGS may approve guidelines providing safe exit points through awarding postgraduate certificate or postgraduate diploma to master's candidates whose thesis/master's project work has been rejected or MPhil or its equivalent to PhD candidates whose dissertation has been rejected;
- 129.10.3. The SGC/DGC and the CGS shall jointly convene to decide on the dismissal or suspension of a candidate whose thesis/dissertation has been rejected due to plagiarism or may impose other disciplinary measures; and
- 129.10.4. For modalities not mentioned in this sub-Article, separate guidelines shall be issued by the GPC.

129.11. Evaluation and Rating of Dissertation/Thesis/Master's Project

Results of evaluation of the preparation and defence of the Dissertation/Thesis/Master's project shall be reported using the following format.



Name of the Candidate _____

Dissertation/Thesis/Master’s project Components	Weight
Abstract	5%
Literature Review	10%
Materials and Methods	15%
Results and Discussion	40%
Summary and Conclusions	10%
Defence Examination	
Manner of Presentation	5%
Confidence in the subject matter	5%
Ability of answering questions	10%
Total	100%
Evaluation result {Excellent (A ⁺), Very Good (A), Good (B ⁺), Satisfactory (B) and Fail (C)}	

Name of examiner	Signature	Date
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NB: The grading scales of each rank are as follows

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

* Evaluation weight (%) = 0.40 x External examiner’s weight + 0.40 x Internal examiner’s weight + 0.20 x Chairperson’s weight.

The work defended and accepted may be rated "Excellent", "Very Good", "Good" or "Satisfactory" which may appear on the transcript but will not be used for calculation of the CGPA of the student. A rejected dissertation/thesis/master’s project shall be rated "Fail".

129.13. Report of Examining Board

The examining board shall submit a report of the examination including the rating and the reasons for the rating.

129.14. The External Examiner

129.14.1. Purpose and Functions



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

129.14.2. Selection and Appointment of External Examiner

129.14.2.1. The SGC/DGC shall recommend the appointment of external examiner(s);

129.14.2.2. Appointment is made by CGS upon the recommendation of the SGC/DGC;

129.14.2.3. The school/department should submit, to the CGS, the biographical data including academic achievements, publications and experiences of the potential external examiner(s); and

129.14.2.4. In approving an external examiner(s), the CGS shall ascertain the following:

129.14.2.4.1. The external examiner shall be one with command of authority in the candidate's research area and in all cases must have an academic rank of at least Assistant Professor (or equivalent). Exceptions shall be approved by the CGS on a case by case basis;

129.14.2.4.2. An external examiner in general must be external to the University. Exceptions shall be referred to and approved by the CGS on a case by case basis;

129.14.2.4.3. A former staff member of the University can be invited as an external examiner unless the termination of his service was due to disciplinary case. However, one who left the University due to disciplinary case shall not be invited before a lapse of at least two years; and

129.14.2.4.4. External examiners from outside the higher education system, for example from appropriate industries, research institutes, professional associations, etc. may be selected in certain circumstances.

129.14.3. Participation in Assessment Procedures

129.14.3.1. An external examiner, as a full member of the relevant board of examiners, shall be present at all examiners' meetings at which significant decisions are to be taken;

129.14.3.2. Sub-Article 129.14.3.1. shall not be applicable for an examination conducted through correspondence or via ICT;



- 129.14.3.3. The views of an external examiner are decisive in the case of disagreement on the mark to be awarded for a particular unit of assessment;
- 129.14.3.4. The signature of an external examiner shall be appended to the final results of the student as an evidence that he has accepted the work; and
- 129.14.3.5. External examiner(s) shall give comments on the assessment process and the schemes for marking.

129.15. Selection of Chairperson and Internal Examiner(s)

- 129.15.1. The SGC/DGC shall recommend appointment of the chairperson and internal examiner(s) and the recommendation shall be endorsed by CGS;
- 129.15.2. The chairperson and internal examiner(s) shall be staff member of the University. However, under certain difficult circumstances the chairperson and/or internal examiner(s) can be assigned from outside the University; and
- 129.15.3. The chairperson and internal examiner(s) shall be those with command of authority in the candidate's research area and in all cases must have an academic rank of at least Assistant Professor (or equivalent). Exceptions shall be approved by the CGS on a case by case basis.

129.16. Handling of Complaints on Examiner(s) Selection

Any complaints by student about the appointment of examiner(s) shall be entertained as per the postgraduate supervision guideline of the University

129.17. Final Dissertation/Thesis/Master's Project

The candidate should correct the dissertation/thesis/master's project in accordance with the decision of the board of examiners and submit it both in hard and soft copies to the chairperson of the SGC/DGC. The SGC/DGC should deliberate on the same and submit its recommendations for approval by CGS through SGS.

Article 130. Requirements for Distinctions

The following shall constitute the requirements for academic distinction upon graduation of undergraduate degree programmes:

- 130.1. A student with a CGPA of 3.75 or above shall graduate with Great Distinction; and
- 130.2. A student with a CGPA of 3.25 to 3.74 shall graduate with Distinction.



Article 131. The Haramaya University Medal and Special Prizes

131.1. Undergraduate Degree Candidates

131.1.1. The University medal is a prize awarded every year at the convocation exercises to one outstanding student from each college. A gold medal shall also be awarded to outstanding undergraduate student from each programme (Continuing, Distance and Summer Education Programmes) in the College of Continuing and Distance Education (CCDE). The academic commission of each college shall, each year, nominate its outstanding student and present to the Senate for approval;

131.1.2. The University medal shall be awarded on the basis of the following criteria:

131.1.2.1. A student with disciplinary record cannot be considered;

131.1.2.2. Students eligible for the award shall be those who joined the University as first year student both in regular and non-regular academic programmes;

131.1.2.3. Students eligible for the award shall be differentiated by academic excellence (90%), and extracurricular activities (10%); and

131.1.2.4. In case of a tie up to two decimal places, all candidates shall be awarded. However, a student who completed his programme in regular time shall get the award rather than the one who has taken repeated make-up examinations.

131.1.3. A special prize shall be awarded to best female student from each college and from each programme of the CCDE as per the criteria set for the University medal award.

131.2. Prize for Regular Special Students

A special prize shall be awarded to best student among the regular advance standing, par-time, mid-career and upgrading undergraduate students.

Article 132. Line-up Order of Colleges/Faculties/Institutes for the Annual Graduation Ceremony

The colleges/faculties/institutes/schools/departments of the University shall be lined-up and presented to the guest of honour in the following order for the award of the degrees:

132.1. PhD candidates in alphabetical order of programmes;

132.2. Masters candidates in alphabetical order of programmes;

132.3. Postgraduate diploma candidates in alphabetical order of programmes;

132.4. Colleges/faculties/institutes which offer regular degree programmes in alphabetical order of names of colleges/faculties/institutes, and that of schools/departments within the same; and



132.5. Candidates in continuing, distance and summer education programmes in alphabetical order of names of programmes, and that of schools/departments within a programme.

Article 133. Rules on Academic Advising

Undergraduate Students

133.1. Objectives of Academic Advising

The objectives of academic advising shall be to:

- 133.1.1. Establish one to one contact between academic staff members and a small group of students by assigning an academic advisor to each student;
- 133.1.2. Help understand and recognize individual student's learning needs and goals;
- 133.1.3. Promote and facilitate a learning process of a selected group of students; and
- 133.1.4. Provide an additional source of help, counselling, guidance and support in the academic pursuits of students requiring such support in addition to those provided through normal channels.

133.2. Selection of Advisors

- 133.2.1. Academic staff members shall be assigned the responsibility of academic advising based on the following criteria:
 - 133.2.1.1. Appropriate academic specialization in the respective area of study of the student assigned to him; and
 - 133.2.1.2. A short orientation and training programme in academic advising shall be provided for all academic advisors to initiate effective advising for students.
- 133.2.2. Each academic staff member shall be assigned a group of students in a programme of studies under each academic unit. The number of students assigned to each staff shall not exceed 15 students in order to achieve the objectives of the academic advising.

133.3. Role of Academic Advisors

- 131.3.1. An academic staff member assigned as an advisor shall assume the roles and responsibilities to:
 - 133.3.1.1. Interact with their assigned students on a regular basis, according to mutually agreed frequency and duration;
 - 133.3.1.2. Understand the strengths and weaknesses of his advisees through continuous and regular monitoring of their academic performance;
 - 133.3.1.3. Help the advisees develop personal academic goals or learning plans and facilitate their progress towards attaining their goals;
 - 133.3.1.4. Identify and pay attention to those students who express a desire or need for individual support and advice them in



their learning process. In this role, the staff shall help students develop strategy for learning, studying, improving academic standards and developing competence in their selected programmes of study. This may be initiated either by the students or by the academic advisor;

133.3.1.5. Network with other academic staff members 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; and

133.3.1.6. Maintain academic and other records required for advising their assigned group of students.

133.4. Roles and Responsibilities of Students

The students, as adult learners, shall have the roles and responsibilities to:

133.4.1. Understand clearly the requirements of the chosen programme of study;

133.4.2. Understand their skills and state of preparedness for understanding their programmes;

133.4.3. Develop their own personal learning and achievement plans in their course of studies, in consultation with their academic advisors; and

133.4.4. Keep a personal record of targets, plans and specific goals and the outcomes of their meetings with their advisors.

133.5. Roles and Responsibilities of School/Department Heads in Student Advising

133.5.1. Heads of academic units shall initiate and finalize plans for assigning students to appropriate academic staff members selected as advisors as per Article 133.2.;

133.5.2. The heads shall follow-up and ensure that the assigned advisors have properly discharged their advising responsibilities;

133.5.3. Heads of academic units shall also organize and plan orientation sessions for students and academic advisors, at the beginning of each year. The objectives of such orientation are to:

133.5.3.1. Help create awareness about the need for academic advising; and

133.5.3.2. Help clarify the roles and responsibilities of students and staff members.

133.5.4. Heads shall provide all relevant records to the concerned advisors including:

133.5.4.1. Admission details;

133.5.4.2. Grades secured in entrance examination;

133.5.4.3. Grades of all previously taken courses; and



133.5.4.4. Attendance records.

133.5.5. Schools/Departments shall organize an academic advisory committee, which will be in charge of advising graduate students.

133.6. Guidelines on Student Advising

- 133.6.1. College/faculty/institute record offices should provide student records to respective advisors through schools/departments at least two working days before the date of registration;
- 133.6.2. An advisor should examine the status of his students well ahead of time;
- 133.6.3. An advisor shall identify students with academic problems and recommend tutorial sessions, courses to be repeated, added/dropped, exempted; and recommend waiver requests etc.;
- 133.6.4. School/Department head should arrange tutorial sessions for courses based on the nature of the course and previous performance of students; and
- 133.6.5. An advisor shall start with a group of students, follow their progress and take them all through to their graduation as far as possible.

133.7. Guidelines on Waiver Request

- 133.7.1. The Senate shall issue guidelines for the determination of waiver of academic regulations specified in the Legislation for academic advising procedures;
- 133.7.2. Schools/Departments shall request for waiver to the AC on the basis of the guidelines issued under sub-Article 133.7.1 hereof. The AC shall, where it finds the request appropriate, recommend the waiver to the Senate or its delegate for appropriate action.

133.8. Graduate Students

Graduate student's dissertation/thesis/master's project advising shall be administered as per the guideless developed by the Graduate Programme Committee.

Article 134. Academic Rules and Regulations of the School of Medicine

134.1. Academic Year and Duration of Study

- 134.1.1. An academic year for medical students shall be forty eight weeks except for pre-medicine which is semester based. However, during the internship, the academic year shall be fifty weeks; and
- 134.1.2. All courses, except pre-medicine, shall be year-based.

134.2. Admission to the School of Medicine



- 134.2.1. Students must at all times be physically and mentally capable of completing the medical courses and subsequently practicing as a medical doctor; and
 - 134.2.2. Assessment for physical fitness and mental illness is mandatory before admission including readmission after withdrawal due to health problem.
- 134.3. Adding courses
- 134.3.1. Because of the unique nature of the academic year of the medical students, course adding is not allowed except under special circumstances as recommended and approved by the School Council and/or Academic Commission when:
 - 134.3.1.1. Rearrangement of courses is done by the School or the Registrar;
 - 134.3.1.2. Offering of a course is interrupted due to some factors; and
 - 134.3.1.3. A student is allowed to remove “D” or “F” grade(s) of non major and semester based courses.
- 134.4. Class Attendance
- 134.4.1. Attendance in all learning-teaching activities of clinical year shall be 100%;
 - 134.4.2. Any student of pre-clinical year who has not attended $\geq 25\%$ of the class with justifiable and acceptable reason will have to drop or withdraw from the course or program;
 - 134.4.3. Any student of clinical year-one who has not attended $\geq 15\%$ of the classes, with 6BST/TR or any academic session, with justifiable and acceptable reason will have to drop or withdraw from the course or programme; and
 - 134.4.4. Any student of clinical year-two who has not attended $\geq 10\%$ of the classes, with 4BST/TR or any academic session, with justifiable and acceptable reason will have to drop or withdraw from the course or programme.
- 134.5. Academic Conduct in Clinical Attachment
- 134.5.1. Students should be well groomed and comb their hair during the class and hospital/ward. Hair should be neat, clean and of natural human colour;
 - 134.5.2. Students should wear modest;
 - 134.5.3. Name badges identifying student as a medical student/intern must be worn at all times and clearly in the hospital;
 - 134.5.4. Students’ gown should be clean and always buttoned properly;
 - 134.5.5. Students are not allowed to wear ripped jeans/tight clothes;
 - 134.5.6. Student should avoid distracting perfumes or colognes that may precipitate allergies to sensitivities and cosmetics should be



- used in moderation. Students are not allowed to put colour lipsticks;
- 134.5.7. Student should keep jewellery at minimum that represents potential for cross-contamination;
 - 134.5.8. Students are not allowed to wear high heel shoes and slippers to the class and hospital/wards;
 - 134.5.9. For male medical students, wearing necktie during exam is mandatory and appreciable during class and ward attendance; and
 - 134.5.10. Other conducts in hospital attachment, class lecture and laboratory attendance should be obeyed.
- 134.6. Academic Standing of Medical Students
- 134.6.1. A premed student who fails to obtain a minimum semester grade point average (SGPA) of 1 will be dismissed for good;
 - 134.6.2. A premed student who at the end of the first semester scores an SGPA between 1 and 1.49 shall be dismissed for academic reason and eligible for readmission;
 - 134.6.3. A premed student who at the end of the first semester scores an SGPA between 1.5 and 1.74 shall be warned;
 - 134.6.4. A premed student who at the end of the first semester scores an SGPA ≥ 1.75 will pass to pre-Clinical I;
 - 134.6.5. A student of medicine (except premed) who scores either year grade average point (YGPA) of < 1.75 and/or cumulative grade point average (CGPA) of < 2.00 shall be dismissed with no chance of remedial or repeating the year. With the discretion of the AC, preclinical student with YGPA < 1.75 but ≥ 1.5 and CGPA < 2.00 but ≥ 1.75 and clinical students with YGPA < 1.75 but ≥ 1.25 and CGPA < 2.00 but ≥ 1.75 may register for the next year as probation student (but not pass student) when:
 - 134.6.5.1. A valid reason exists to explain his low academic performance;
 - 134.6.5.2. The reason for his academic deficiencies can be removed; and
 - 134.6.5.3. The student is believed to attain the required academic standard during the same year in which he has been put on probation.
 - 134.6.6. When a student is placed on probation, the school shall notify him in writing of his academic status and what is expected of him in his academic performances (YGPA > 2 , CGPA > 2.15) and the consequences (dismissal for good) of the failure to meet these requirements in the future;



- 134.6.7. A student should clear D, F, No Grade (NG) or Incomplete (I) he scored in any course before passing from preclinical to clinical and from clinical to internship;
- 134.6.8. A student shall not be allowed to repeat a course more than once in the same phase of study (preclinical/clinical) and more than twice in his total stay in the medical school due to low academic performance/failure to meet the requirement;
- 134.6.9. A pre-clinical student with YGPA of ≥ 1.75 and CGPA of ≥ 2.00 and with one 'D' or one 'F' in major courses [Anatomy, Physiology and Biochemistry for Preclinical (PC) I and Microbiology, Pharmacology and Pathology for PC II] will be eligible for remedial exam within six weeks after the grade announcement. If he fails in the remedial exam, he has to repeat the course before passing to PC II or Clinical (C) I. The maximum grade he can obtain after remedial examination/repeating the course is 'C'. If he fails again after repeating the course for a year he will be dismissed for good;
- 134.6.10. A Preclinical student with two 'Ds' or one 'F' and one 'D' in major courses has to repeat the courses irrespective of his pass GPA before passing to PC II or C I. If such a student fails in the repeated courses, he will be dismissed for good;
- 134.6.11. A Preclinical student with more than one 'Fs' or more than two 'Ds' in major courses has to repeat the year irrespective of his pass GPA before passing to PC II or C I. And, all previous grades of any course for that year will be nullified and register as new for the academic year. If such a student again fails to pass the year, he shall be dismissed for good;
- 134.6.12. A student of medicine in the clinical year-one who scores one 'D' or 'F' grade in major attachment courses (Surgery, Internal Medicine, Gynaecology and Obstetrics and Paediatrics) is subject to repeat the class year. This is because to repeat only the failed course means to drop the whole course. One clinical major course cannot be separated from the others.
- 134.6.13. For a student of medicine in the clinical year-one who is subject to repeat the class year, the maximum grade for attachment course failed will be 'C', while for the previously passed courses is calculated as 70% current score plus 30% of previous score and maximum grade that he can obtain is one level higher than the previous grade. But for students on probation the maximum to be recorded is "C";
- 134.6.14. A student of medicine in clinical year-one who fails to pass to the next class year for the second time shall be dismissed for good. However, for a student who was unable to pass to



- the next clinical year due to only scoring “D” or “F” while having pass grade (YGPA \geq 1.75 and CGPA \geq 2.00), the school council may allow him to continue on probation if he fails in maximum of two major courses;
- 134.6.15. A student of medicine in the clinical year-two who scores one or two ‘Ds’ grade in the qualifying exam of major attachment course (Surgery, Pediatrics, Internal Medicine, Gynecology and Obstetrics) is subject to repeat three months for each attachment course failed. However, a student of medicine who scores a single “F” after qualifying exam is subject to repeat the whole clinical year-two;
- 134.6.16. A student of medicine in the clinical year-two who scores more than two ‘Ds’ shall be required to repeat the class year as a whole. If he fails the year again, he shall be dismissed for good. With the discretion of AC, his case can be revised and given a chance to continue his studies;
- 134.6.17. A student of medicine in the clinical year-two who scores one ‘D’ in the qualifying exam of major attachment and fails again after repeating the attachment has to repeat clinical year-two as a whole;
- 134.6.18. Any student of medicine in the clinical year-two with two ‘Ds’ in the qualifying exams of major attachment and also failed again in one of the repeated attachment courses has to repeat clinical year-two as a whole;
- 134.6.19. Any medical intern who fails in an attachment shall repeat the same period of the attachment;
- 134.6.20. Any medical intern should complete the internship attachment within maximum period of two years. Extending beyond the specified period should be justified and presented to the school council for decision, which may allow the intern to complete the internship attachment within extra period of maximum six months, or which may force the intern to take qualifying exam again to be qualified as a new medical intern;
- 134.6.21. The internship attachment should be continuous and uninterrupted unless the medical intern discontinues his internship due to *force majeure*; and
- 134.6.22. Comprehensive Public Health Examination shall be given at the end of his study/internship. Scoring a minimum of 60% (C) both written and oral examinations is required. However:
- 134.6.22.1. Failure to achieve 60% score in both written and oral exams shall subject the student to a duration of 12 weeks further study;
- 134.6.22.2. Failure in only one of the two examinations (i.e. oral



or written exams) shall subject the student in delay of one month duration; and

134.6.22.3. Respective academic commission will work on all other details.

134.6.23. In all cases, the previous grade(s) for the repeated course(s) in any class year shall be shown on the transcript with a strikethrough to indicate that the course has been repeated and the new grade shall be used in the computation of both YGPA and CGPA in the subsequent reporting period.

134.7. Graduation Requirements for Medical Students

134.7.1. All the required course should be completed;

134.7.2. A cumulative grade point average (CGPA) of 2.00.;

134.7.3. A minimum of score of 'C' grade in all courses;

134.7.4. Successful completion of thesis work with minimum grade point of 'C';

134.7.5. Successful completion of whole internship attachments; and

134.7.6. Passing Comprehensive Public Health Examination.

134.8. Other academic issues related to the medical students that are not treated in this section will be dealt with as per this Legislation.

Article 135. Academic Rules and Regulations of Public Health Programme

135.1 Academic Year and Duration of Study

The academic year for public health students shall be semester based for year one and two, and year-based for the third and fourth years.

135.2. Adding Courses

A student is allowed to add courses only up to 2 credit hours (3 ECTS) during clinical attachments (3rd and 4th year).

135.3 Class Attendance

135.3.1 Attendance in all learning–teaching activities of clinical year shall be 100%;

135.3.2. Any student of clinical year-three who has not attended $\geq 15\%$ of the classes, with 4 BST/TR or any academic session, with justifiable and acceptable reason will have to drop or withdraw from the course or programme;

135.3.3. Any student of clinical year-four who has not attended $\geq 10\%$ of the internship, with three Morning Sessions/Duty/TR or any academic session, with justifiable and acceptable reason will have to drop or withdraw from the course or programme; and

135.3.4 Any student of clinical year-four should attend 100% of the community health practical attachment.



135.4. Academic Conduct in Clinical Attachment

- 135.4.1. Students should be well groomed and comb their hair during the class and hospital/ward. Hair should be neat, clean and of natural human colour;
- 135.4.2. Students should wear modest;
- 135.4.3. Name badge identifying a student as a Public Health student/intern must be worn at all times and clearly while in the hospital;
- 135.4.4. Student's gown should be clean and always buttoned properly;
- 135.4.5. Students are not allowed to wear ripped jeans/tight clothes;
- 135.4.6. Student should avoid distracting perfumes or colognes that may precipitate allergies to sensitivities and cosmetics should be used in moderation. Students are not allowed to put colour lipsticks;
- 133.4.7. Student should keep jewellery at minimum that represents potential for cross-contamination;
- 135.4.8. Students are not allowed to wear high heel shoes and slippers to the class and hospital/wards;
- 135.4.9. For male public health students, wearing necktie during exam is mandatory and appreciable during class and ward attendance; and
- 135.4.10. Other conducts in hospital attachment, class lecture and laboratory attendance should be obeyed.

135.5 Academic Standing of Public Health Students

- 135.5.1 A 3rd year public health student who scores 'D' or 'F' grade in one or two major clinical attachment courses (Surgery, Internal Medicine, Gynaecology and Obstetrics and Paediatrics) is subject to repeat the courses before passing to year-four. The maximum grade he can attain after repeating the course is "C";
- 135.5.2 A student of public health in 3rd year who scores 'D' or 'F' grade in more than two major clinical attachment courses (Surgery, Internal Medicine, Gynaecology and Obstetrics and Paediatrics) is subject to repeat the class year as a whole;
- 135.5.3 Any public health intern (4th year) who fails in an attachment shall wholly repeat the same period of the attachment;
- 135.5.4 Comprehensive Public Health and Clinical Written Examination shall be given at the end of the study/internship. Scoring a minimum of 60% is required to pass the exam; and
- 135.5.5. Failure to achieve 60% score in the exam shall subject the student for duration of four to eight weeks of further study.

135.6. Other academic issues related to the public health students that are not treated in this section will be dealt with as per this Legislation.



CHAPTER SIX: RESEARCH, EXTENSION AND PUBLICATION

Article 136. Research, Extension, Technology Dissemination and/or Community Services

The primary responsibility of an academic staff member shall be teaching for 75% of his work time. However, an academic staff member shall also engage in research and technology dissemination and/or community services for 25% of his work time as an integral component of his duty. Conversely, the primary responsibility of a research staff member shall be doing research and technology dissemination and/or community services for 75% of his work time. However, a research staff member shall also engage in teaching as an integral component for 25% of his work time.

Article 137. Norms of Conducting Research, Extension and Community Services

Haramaya University assumes that its staff members are committed to high standards of professional conduct. Towards this end, researchers have a duty to ensure that their work enhances the good name of their institution and the profession to which they belong. Researchers have an obligation to achieve and maintain the highest standards of intellectual honesty in the conduct of their research. Thus,

- 137.1. A staff member shall engage in research, extension, technology dissemination and/or community services as a vital component of activities for which he is employed by the University;
- 137.2. A staff member shall ensure that his research and extension works enhance the good name of the University and his profession;
- 137.3. A staff member shall design research to enhance knowledge in the particular field of scholarship, employ sound methodology and safeguard the accuracy and integrity of data;
- 137.4. He shall achieve and maintain the highest standards of intellectual honesty in the conduct of his research;
- 137.5. He shall respect the ethical principles of voluntary informed consent for research on human subjects;
- 137.6. He shall obtain ethical clearances where that is obligatory;
- 137.7. He shall be aware of and adhere to ethical principles of justice and veracity and of respect for people and their privacy, and avoid harming them as well as respect for non-human subjects of research;
- 137.8. He shall participate only in work which conforms to accepted ethical standards which he is competent to perform;
- 137.9. He shall ensure the safety of all those associated with research work;



- 137.10. He shall not disclose or use confidential data obtained through research for his personal advantage or that of a third party;
- 137.11. He shall acknowledge the ideas, information or intellectual contribution of others appropriately;
- 137.12. He shall respect the intellectual property of others; and
- 137.13. He shall record and maintain data (including electronic data) in a durable and appropriately referenced form and produce whenever requested.

Article 138. Dissemination of Research Findings

- 138.1. A staff member shall have the right to disseminate his research findings within or outside the University through any media. He shall also seek for the facilitation of media for the dissemination of his findings, where such appropriate media do not exist, subject to availability of resources; and
- 138.2. Dissemination of research technologies may not, however, be exercised in the name of the University without the approval of the appropriate University authority.

Article 139. Procedures for Initiating and Conducting Research

- 139.1. A research proposal for which internal funding through government treasury is sought shall be submitted to the College's Research and Extension Affairs Committee (CREAC) through a school/department concerned for review and prioritization. However, staff members carrying out research without the need for financial support shall notify their school/department;
- 139.2. Proposals reviewed and prioritized by the CREC shall be approved and endorsed by the college dean and submitted to the Director of Research Groups and Partnerships for approval in consultation with the Vice President for Research Affairs;
- 139.3. Where funds are sought from sources internal to the University or Federal and/or Regional treasury, the proposal shall be presented to the Office of the Vice President for Research Affairs. The Vice President for Research Affairs reserves the right to have the proposals reviewed by independent professional assessors as deemed necessary;
- 139.4. The modalities for initiation, review, endorsement and approval of research proposals at various levels shall be issued in the form of guidelines by the Senate's Research, Extension and Publication Committee (REPC); and
- 139.5. Staff members may independently solicit for donor research funding from national and international sources and reserve the full right to command the research activities according to the research priority agenda of the University as well as control the finance obtained



according to the financial rules and regulations of the University in line with the agreement signed with the funding agency (donor).

Article 140. Administration of Research, Extension, Publication and Technology Dissemination

140.1. The research and extension system of the University shall be administered and managed by the Vice President for Research Affairs, the Directorate for Research Groups and Partnership, the Directorate for Research Extension and Publication, the Directorate for Research Facilities and various academic units of the University; and

140.2. The Vice President for Research Affairs shall be accountable to the President and perform the duties and responsibilities which are stipulated in sub-article 94.2.

140.3. Director for Research Groups and Partnerships

The director for Research Groups and Partnerships shall be accountable to the Vice President for Research Affairs and perform the following duties. He shall:

140.3.1. Ensure that research of the University is performed properly and effectively linking the activities with various academic units of the University through establishing and mentoring research groups at all levels;

140.3.2. Ensure that research partnerships are established with internal and external stakeholders;

140.3.3. Represent the Vice President for Research Affairs in meetings, forums, workshops, symposia, etc. related to research and partnerships as deemed necessary;

140.3.4. Follow up the proper execution of research and partnership activities as well as publication of the University and bring issues that deserve immediate action(s) to the attention of the Vice President for Research Affairs;

140.3.5. Monitor University's research activities carried out by all staff members of the University, and prepare and submit updated list including completed, discontinued, suspended, and on-going research and extension activities of the University to the Vice President for Research Affairs every three month;

140.3.6. Solicit preparation and collection of quarterly and annual reports from colleges, departments and schools, and compile the same periodically;



- 140.3.7. Organize, administer, and implement workshops, seminars, professional lectures, inaugural speeches, etc at regular intervals as the case may be within HU, and outside in collaboration with appropriate institutions and organizations; and
- 140.3.8. Perform other duties as designated by the Vice President for Research Affairs.

140.4. Director for Research Extension and Publication

He shall be accountable to the Vice President for Research Affairs and perform the following duties. He shall:

- 140.4.1. Develop ways and means to promote and uphold the extension, outreach, and development activities of the University;
- 140.4.2. Coordinate the overall extension and publication activities of the University in collaboration with the Vice President for Research Affairs;
- 140.4.3. Coordinate and facilitate publication of journals of the University, post graduate theses and dissertations, leaflets, experimental station bulletins, and other relevant materials that can be used by farmers, development agents, students, instructors, and the scientific community as a whole;
- 140.4.4. Ensure that the University promotes its research and extension activities in all areas through various media, including websites, TV, radio, etc;
- 140.4.5. Make sure annual research and extension reports and proceedings of important meetings, workshops, etc. are and published and properly documented at regular and proper time as the case may be;
- 140.4.6. Prepare University-wide structural framework that encompasses all colleges for undertaking extension projects and outreach activities from initiation, planning, implementation, evaluation and impact assessment;
- 140.4.7. Coordinate and monitor the extension and outreach activities of the University in collaboration with, colleges, Departments, schools, and institutes;
- 140.4.8. Compile annual and quarterly extension and outreach reports at University level and submit the same to the Vice President for Research Affairs;
- 140.4.9. Create linkages between research-extension and stakeholders (farmers, government and non-government organizations, and private institutions);



- 140.4.10. Collect, demonstrate, popularize and promote technologies generated by the University and technologies proven to be effective elsewhere;
- 140.4.11. Analyse and prioritize stakeholders' interests, and supply the same information to researchers;
- 140.4.12. Organize field days, workshops, and forums related to extension and outreach activities in consultation with the Vice President for Research Affairs;
- 140.4.13. Conduct adoption studies and assess impact of technologies on adopters;
- 140.4.14. Document technologies and prepare production handbooks, brochures, leaflets and flyers in appropriate languages;
- 140.4.15. Represent the Vice President for Research Affairs in meetings, forums, workshops, symposia, etc. related to research extension and publication as deemed necessary; and
- 140.4.16. Perform such and other duties as may be assigned by the Vice President for Research Affairs

140.5. Director for Research Facilities

He shall be accountable to the Vice President for Research Affairs and perform the following duties. He shall:

- 140.5.1. Manage material and manpower resources at the disposal of research, extension and publication;
- 140.5.2. Monitor and manage research centres of the University;
- 140.5.3. Monitor the activities of employees of research centres, sub-centres and stations of the University;
- 140.5.4. Keep inventory of manpower and material resources of the University at all research centres, sub-centres and stations;
- 140.5.5. Coordinate the overall management of manpower and material resources of research and extension;
- 140.5.6. Prepare University-wide structural framework that encompasses all colleges for managing research facilities;
- 140.5.7. Compile annual and quarterly extension and outreach reports at University level and submit the same to the Vice President for Research Affairs;
- 140.5.8. Prepare quarterly reports and submit to Vice President for Research Affairs on research facilities and their utilization; and
- 140.5.9. Perform such and other duties as may be assigned by Vice President for Research Affairs.

140.6. College Research and Extension Coordinator

He shall be accountable to the Vice President for Research Affairs through the dean, and perform the following duties. He shall:



- 140.6.1. Coordinate and lead research, extension and community activities of colleges;
 - 140.6.2. Collect from departmental research and extension coordinators and compile quarterly and annual reports;
 - 140.6.3. Submit edited and compiled reports to the Director for Research Groups and Partnership and/or Director for Research Extension and Publication as deemed necessary;
 - 140.6.4. Coordinate and organize college research and extension meetings and review workshops;
 - 140.6.5. Make sure that resources at the disposal of the college to execute research and extension activities are efficiently and effectively used, and programmes and projects provided all the required supports to implement them;
 - 140.6.6. Device ways and means to ensure sustained flow of fund for research, extension and development activities;
 - 140.6.7. Make sure that the research and extension activities of the colleges are documented in such way that monitoring, evaluation, tracking and follow up are possible at any time;
 - 140.6.8. Prepare and submit updated list including completed, discontinued, suspended and ongoing research and extension activities of the college to the Director for Research Groups and Partnerships every three months; and
 - 140.6.9. Perform such other duties as may be assigned by the Director for Research Groups and Partnerships and/or the Director for Research Extension and Publication as deemed necessary.
- 140.7. School/Departmental Research and Extension coordinator
He shall be accountable to the College Research and Extension Committee and perform the following duties. He shall:
- 140.7.1. Coordinate and monitor the research and extension activities of the department;
 - 140.7.2. Compile annual and quarterly research and extension reports at department level and submit it to the Research and extension Office;
 - 140.7.3. Prepare lists of research projects, including titles of researches, names of investigators, locations of experiments, etc., for each research programme within the department and follow their progresses;
 - 140.7.4. Submit weekly vehicle requests in consultation with the Director of Research Facilities;
 - 140.7.5. Ratify rational and judicious use of vehicles by all research programmes within the department;
 - 140.7.6. Ensure that all resources are used effectively and efficiently;



- 140.7.7. Collect labour employment requests and submit the same to Research and Extension Office for approval within the established timeframe;
- 140.7.8. Collect and approve daily and contractual labour attendance information from each research programme and submit it to the Human Resource Development and Management Directorate;
- 140.7.9. Screen purchases in consultation with Finance and Budget Division and programme leaders and submit it to Research Office;
- 140.7.10. Compile and submit budget requirements of the departmental research programmes within the established timeframe;
- 140.7.11. Based on the request of the research programme leaders, prepare a formal letter or format regarding land requirement, farm machinery, etc. to the Director of Research facilities;
- 140.7.12. Endorse per diem requests of researchers and support staff of the department as per the available budget and activity plan, and approve field trip reports; and
- 140.7.13. Perform such other duties as may be assigned by the College Research and Extension Advisory Committee and the Department to which he belong.

140.8. Research Programme Leaders

The Vice President for Research Affairs shall appoint research programme leaders as deemed necessary in consultation with the deans, heads of schools/departments; under such circumstances, the programme leader shall accomplish the following duties. He shall:

- 140.8.1. Prepare lists of research projects, including titles of research, names of investigators, locations of experiment, etc., of the research programmes and follow their progresses;
- 140.8.2. Compile annual and quarterly research and extension reports at a programme level and submit to the Departmental Research and Extension coordinator within specified timeframe;
- 140.8.3. Complete purchase and weekly vehicle request forms and submit the same to the research and extension coordinator of the department;
- 140.8.4. Ensure the welfare and proper utilization of resources at the disposal of research programmes. This includes vehicles, laboratory and field equipment and tools, computers, printers and accessories;



- 140.8.5. Prepare labour employment requests in line with available funds and submit it to department research and extension coordinator within the established timeframe;
- 140.8.6. Make sure that daily and contract labourers of the programme discharge their assignments effectively and efficiently;
- 140.8.7. Prepare and submit daily and contract labourers attendance to the research and extension coordinator of the department;
- 140.8.8. Endorse per diem requests of researchers and support staff of the research programme as per the available budget and activity plan and approve field trip report; and
- 140.8.9. Perform such other duties as may be assigned by the Departmental Research and Extension Coordinator.

140.9. Research Centre Manager

Each centre shall have a manager who shall be answerable to the Vice President for Research Affairs. The manager shall be appointed by the vice President for Research Affairs in consultation with the College Research and Extension Committee (CREC) in accordance with the regulations of the University. He shall:

- 140.9.1. Direct the research, extension and administration of the centres and sub-centres toward the fulfilment of its stated objectives;
- 140.9.2. Design proper research and extension mechanisms in collaboration with concerned schools/departments within and outside the University;
- 140.9.3. Implement the policies established by the University;
- 140.9.4. Prepare centre's annual budgets and reports in accordance with the University's policies and procedures and submit the same to the Vice President for Research Affairs;
- 140.9.5. Prepare centre's consolidated annual research and extension reports and submit to the Office of the Vice President for Research Affairs;
- 140.9.6. Represent the University research, extension and technology dissemination in the *woreda*/town/village of zone he is assigned to work;
- 140.9.7. Make sure that the welfare and proper utilization of resources at the disposal of the centre are realized. This includes vehicles, laboratory and field equipment and tools, computers, printers and accessories, etc.; and
- 140.9.8. Perform such other duties as may be assigned by the Vice President for Research Affairs.



Article 141. Ways of Disseminating Research Outputs

Researchers shall disseminate their research findings through mechanisms such as demonstration and popularization in the community, publication of articles in journals, books and periodicals, radio and TV talks, writing of research bulletins, presentation of papers and participation in and conduct of seminars, symposia and workshops.

Article 142. Proprietary Rights on Research Findings and Research Property

Without prejudice to the relevant provisions of the 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 143. Research Priorities

The following are guidelines for setting research priorities:

- 143.1. Based on the priorities of the nation, the Office of the Vice President for Research Affairs, colleges, institutes, schools and departments shall set priorities of research within their respective spheres;
- 143.2. The University shall set its research thematic areas involving all academic units based on the priorities of the country and local communities; and
- 143.3. In determining their research priority areas, the academic units shall take into account the following:
 - 143.3.1. The needs and priorities of the country; and
 - 143.3.2. The strategic plans of the University, colleges, schools and departments.
- 143.4. College's Research and Extension Affairs Committee (CREAC) shall set research priorities of the academic units and communicate the same to the office of the Vice President for Research Affairs for final approval in consultation with the Research and Extension Advisory Council;
- 143.5. Inter-college committee may be set up to deal with multidisciplinary subjects as deemed necessary;
- 143.6. In the case of institutes, the board of advisors/directors shall give its advice on the research priorities of an institute;
- 143.7. A CREAC and board of advisors of research institutes shall submit their decisions to the Directorate for Research Extension and Publication; and
- 143.8. Schools/Departments shall revise their research strategic plans every five years and communicate the same to the concerned offices.



Article 144. Establishment and Function of a Research Centre

- 144.1. The University shall establish research and extension centres and sub-centres in its mandated areas and other locations within the country as deemed necessary and all shall operate under the same rules and regulations;
- 144.2. A centre shall identify, initiate and conduct research in various fields of specialization following the University procedures regarding initiation and implementation of research, extension and development endeavours;
- 144.3. A centre shall serve as field laboratory and practical training site;
- 144.4. A centre shall coordinate and demonstrate research findings;
- 144.5. A centre shall disseminate research findings to the ultimate users;
and
- 144.6. A centre shall train the community and provide advisory services.

Article 145. Fiscal Control

The Vice President for Research Affairs is the custodian of all properties pertinent to the functioning of research, extension, technology dissemination, and community service system of the University. He is the budget controlling authority of the system's fund and funds provided by international or national research and/or development fund-granting agencies in accordance with the general regulation of the University.

Article 146. Research Extension and Publication Office

146.1. Duties and Responsibilities

The University's Research Extension and Publication Office shall:

- 146.1.1. Have its overall work be supervised by the Vice President for Research Affairs and its publication work governed by the Board of Editors appointed by the Senate;
- 146.1.2. Employ, through the University, extension and publication experts to carry out and supervise extension and research technology dissemination activities as well as to execute the work of the press as the case may be;
- 146.1.3. Enter, where desirable, into agreements with reputable international agencies to handle foreign distribution;
- 146.1.4. Receive manuscripts submitted to it for publication and pass them to the Editorial Board;
- 146.1.5. The Board will receive a summary by the Editor(s) of any manuscript submitted to the service, after a proportion of bibliographical references, quotations, translations, index, graphs and charts (where applicable) have been checked for accuracy, and after the language and lay-out of the manuscript have been considered for suitability for publication;



- 146.1.6. The manuscript may then be returned to the author with suggested alterations or the Board may immediately suggest that the Editor(s) to consult with local authorities on the subject and based on their recommendations select at least two readers competent in the field;
 - 146.1.7. The anonymity of the readers will be preserved, and to avoid subtle and destructive influences within the University community, wherever possible, these readers should be outside the University and its influences;
 - 146.1.8. After receiving a minimum of two reports from the readers, the Board may accept or reject the manuscript for publication, by majority vote;
 - 146.1.9. Enter into an agreement with a local printer or printers to handle HU Publication and Documentation Service's work;
 - 146.1.10. Require all publications, which seek HU Publication and Documentation Service's in print to be submitted to its Editorial Board;
 - 146.1.11. Require all serial publications to have clear editorial responsibility and the names of editors and their Board to be lodged with HU Publication and Documentation Service;
 - 146.1.12. Secure a long-term budget for sustainable functioning of the unit; and
 - 146.1.13. Where a publication or group of publications is financed by outside sources, net profits from such publication will be administered by the Editorial Board of that publication (or on that Board's behalf by HU Publication and Documentation Service officers), and the Service will enter into arrangements with the author regarding royalties.
- 146.2. Administration of Publication Office
- 146.2.1. HU Publication Office shall serve the publishing and distribution needs of the University;
 - 146.2.2. It shall execute the publication and documentation of all material of the University, including theses, dissertations, fliers, posters, journals, books etc;
 - 146.2.3. It shall ensure the quality of all accepted manuscripts before they are printed and distributed;
 - 146.2.4. It is hoped that HU Publication service will be self-supporting. To this end, it must retain the copy right to all manuscripts published or distributed under its auspices. The service will enter into agreements with authors regarding payment of royalties;



- 146.2.5. Under unforeseen circumstances, the University may make use of existing commercial or governmental presses on contractual basis;
- 146.2.6. The Publication Office shall, through its Board of Editors, receive and administer periodic publications budget from the University; and
- 146.2.7. The service shall allocate funds on comparative basis within its units.

146.3. Composition

- 146.3.1. The Publication Service will consist of a Board of Editors and the University will employ such editorial and other staff;
- 146.3.2. The Board of Editors shall consist of members appointed by the University Senate. The University Librarian shall also be a member; and
- 146.3.3. The size of the Board shall be determined by the Senate.

146.4. Functions, Powers and Duties of the Board of Editors

- 146.4.1. The Editorial Board of the University Publication Office will set criteria for publication;
- 146.4.2. Receive manuscripts and approve or reject such manuscripts for publication and/or distribution by the service;
- 146.4.3. All manuscripts shall be published and/or distributed if approved by the Board;
- 146.4.4. If a manuscript is not approved, the Board shall refer the manuscript to two referees of acknowledged competence in the field who will report their opinions of the paper to the Board in writing;
- 146.4.5. Based on the referees' opinions the Board may approve or reject the paper for publication;
- 146.4.6. In its decisions about publication the Board shall pay regard only to the value of the manuscript as an original scholarly contribution to its field and/or as a needed teaching tool of high academic quality regardless of the level of instruction for which it is intended, and to the relative merit of the publication as compared with other manuscripts competing for limited funds. In its decisions as to distribution, the Board shall consider only the suitability of local and foreign distribution of the manuscript, in light of its probable audience and reputation of the HU Publication Service in Ethiopia and abroad;
- 146.4.7. Pass manuscripts approved for publication to the Editorial staff of the University Publication and Documentation Service;



- 146.4.8. In developing criteria for selection of materials for printing or publication, the Board shall propose guidelines and effect the same upon the approval of the Senate; and
- 146.4.9. Meet as deemed necessary by the chairperson, but no less frequently than once each academic semester.

146.5. Duties of the Publication Officer

The Publication Officer shall:

- 146.5.1. Receive manuscripts approved for publication by the Editorial Board;
- 146.5.2. Enter, in consultation with the Board, into printing contracts on behalf of the service with printing firms;
- 146.5.3. Expedite the printing of the manuscript in a form of suitable quality and appearance;
- 146.5.4. Arrange for and carry out local and foreign advertisement, distribution and sale of all publications, in accordance with the Editorial Board's approval;
- 146.5.5. Receive and account for all proceeds of local and foreign sales of publications;
- 146.5.6. Be responsible for smooth running of the press regarding staff employment, administration, supervision and any other ways as deemed necessary for its proper function;
- 146.5.7. Be responsible for preparing budget of the press;
- 146.5.8. Be controller of the budget;
- 146.5.9. Be responsible for the preparation of annual reports of the service and the balance sheet to the University; and
- 146.5.10. Execute any other duties assigned by the Editorial Board of the service.

Article 147. Reputability of Journals

Guidelines for determining the reputability of a journal shall be developed by the Office of the Vice President for Research Affairs and approved by the Senate.



CHAPTER SEVEN: BESTOWAL OF HONORARY DOCTORATE

Article 148. Honorary Doctorate/*Doctor Honoris Causa*

148.1. Principles

148.1.1. The rank of honorary doctorate or *doctor honoris causa* (conferred as a token of respect/honour, literally meaning “for the sake of honour”) is a honorific title granted by a special procedure to a person of exceptional achievement or contribution;

148.1.2. The Haramaya University shall award honorary doctorate degree to honour a person of outstanding contributions, and this may include a person deserving of honour by virtue of scholarly distinction, noteworthy public service resulting in significant contributions either to Haramaya University or to education in Ethiopia, to other spheres of development in Ethiopia, Africa or the world at large;

148.1.3. The Haramaya University shall honour 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:

148.1.3.1. Recognizing an outstanding person who contributed notably to his field of expertise; and

148.1.3.2. 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 should choose individuals of such a caliber that in honouring them, the University too is honoured.

148.2. Fields for conferring *doctor honoris causa*

The common fields for conferring *doctor honoris causa* and the appropriate nomenclature of the degrees shall include, but not restricted to, the following fields of knowledge:

148.2.1. Doctor of Laws, *honoris causa* (LLD) - Awarded for outstanding scholarly achievement in law or for exceptional public service;



- 148.2.2. Doctor of Letters, *honoris causa* (DLitt) - Awarded for outstanding achievement in the humanities, social sciences, or in performing arts, of a scholarly or creative nature;
- 148.2.3. 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
- 148.2.4. Doctor of Science, *honoris causa* (DSc) - Awarded for outstanding achievement in the pure and applied sciences, usually of a scholarly nature.

148.3. Criteria for Selection

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

- 148.3.1. Accomplishments: outstanding intellectual or academic work of an exceptional and exemplary nature, distinctive for creativity and for contribution to the general welfare of the Ethiopia society, Africa or the world at large;
- 148.3.2. Service to the public: outstanding leadership in education, business, public service, or other appropriate sectors of society; and
- 148.3.3. Service to the University: support for Haramaya University of a nature so distinctive and major as to constitute a most significant element in the growth and development of the institution.

148.4. Nomination and Approval of Honorary Degrees

- 148.4.1. All aspects of the nomination process shall be confidential;
- 148.4.2. Nominations may be submitted by faculties, research institutes, Senate and Board members of the Haramaya University, anonymously if need be;
- 148.4.3. 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 honoured along with supporting documents;
- 148.4.4. The nominee 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; and
- 148.4.5. The Executive Committee shall handle the task of receiving nominations, preparing citations for Senate deliberations, preparing degrees and medals and extending invitations



through the President and the relevant offices of the University upon approval by the Senate.

148.5. 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.*

148.6. Award of Degrees

The occasion for the award of doctor *honoris causa* shall be decided by the Senate.

148.7. Restrictions

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

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

148.8. Testimonial

The conferral of a degree of *honoris causa* shall be evidenced by a testimonial issued under the seal of the Haramaya University.

148.9. Additional Guidelines

The Senate shall develop additional guidelines on procedures and schedule of activities as deemed necessary.



CHAPTER EIGHT: CONSULTANCY SERVICES

Article 149. General Provisions on Consultancy Services

- 149.1. Rendering consultancy services through 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 processes as well as generation of resources;
- 149.2. For the purpose of this Legislation consultancy services shall mean any form of professional or technological service rendered to any organization or individual by the University or a staff of the University in accordance with rules and regulations of the University as provided in this Legislation or other instruments; and
- 149.3. The types of consultancy services include research, training, program/project development, monitoring and evaluation, production of materials, advisory or any other service of a professional or/and technical nature.

Article 150. Responsibilities of University Units in Consultancy Services

- 150.1. The University organs responsible for overseeing consultancy services shall be the Office of the Vice President for Enterprise Development and Community Engagement; and
- 150.2. An office shall be established to coordinate the consultancy services. This office shall:
 - 150.2.1. Coordinate all consultancy activities of the University;
 - 150.2.2. Establish offices under its auspices as deemed necessary;
 - 150.2.3. Keep record of consultancy services rendered;
 - 150.2.4. Make regular follow-up and monitoring of consultancy activities and submit annual report to the Vice President for Enterprise Development and Community Engagement and through is to the Senate;
 - 150.2.5. Develop guidelines for University consultancy services;
 - 150.2.6. Identify markets for consultancy services, organize teams to prepare bid proposals, and submits bids;
 - 150.2.7. Prepare contract formats and ensure their implementation in consultancy services rendered by units of the University;
 - 150.2.8. Develop University consultancy policy and, when approved, by the Senate, communicate the same to the University staff; and
 - 150.2.9. Receive complaints and take the necessary measures, in accordance with the rules and regulations of the University.
- 150.3. Colleges, institutes, schools/departments shall have the responsibilities to:



- 150.3.1. Oversee and coordinate consultancy activities of staff within their respective domains;
- 150.3.2. Keep record of consultancy services rendered within their domains;
- 150.3.3. Prepare consultancy proposals and technical documents;
- 150.3.4. Negotiate terms of consultancy contracts in accordance with the regulations of the University;
- 150.3.5. Verify terms of consultancy services contracts, sign contracts and deposit the same at the Office of the Vice President for Enterprise Development and Community Engagement;
- 150.3.6. Make regular follow-up on consultancy works and submit reports to the Office of the Vice President for Enterprise Development and Community Engagement;
- 150.3.7. Ensure performance and authorize payments as per the terms and conditions of the contract;
- 150.3.8. Make purchase of goods required for consultancy services in accordance with the rules and regulations of the University;
- 150.3.9. Develop plan and solicit markets for consultancy services; and
- 150.3.10. Make other decisions related to consultancy services.

Article 151. Determination of Payment in Consultancy Services

- 151.1. Consultancy contract preparations shall include the determination of appropriate payment for the consultancy services to be rendered including all taxes to be paid to the government and the University share (20% of the total cost). Due regard should be given to the special expertise required in the determination of payment for consultancy services. Each college, institute, school/department shall take full responsibility in the determining the components that should be considered in the deciding payment for consultancy services;
 - 151.1.1. 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 appropriate units of the University;
 - 151.1.2. The Vice President for Enterprise Development and Community Engagement shall submit a draft of such guidelines and follow-up the implementation;
 - 151.1.3. The University shall utilize the overhead cost for the promotion of its core business activities;
 - 151.1.4. Where staff engaged in consultancy services belong to different academic units the share of the fee shall be based on the ratio of the number of consultants involved and/or benefits accrued to the staff; and



151.1.5. Transport and per diem shall be charged depending on the agreements between the academic unit(s) and the client.

151. 2. Sub-contracting Consultancy Service Agreements

Where an academic unit 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 Enterprise Development and Community Engagement on such terms and conditions as may be agreed upon.

151.3. Property Ownership

Unless otherwise expressly specified in individual consultancy service agreements, all materials, equipment, supplies and vehicles purchased through sources originating in consultancy agreements shall be utilized exclusively for the execution of the agreement and shall thereafter remain the property of the University.

151.4. Publication and Intellectual Property Rights

151.4.1. The respective rights on the direct and indirect intellectual products obtained because of the consultancy services rendered shall be regulated by the terms of the contract;

151.4.2. The consultant or researcher may seek the proprietor's permission to publish the research results and to use the scientific data obtained. However, in any published material the names of both the consultant or researcher and the academic unit shall appear with the proper acknowledgement to the proprietor; and

151.4.3. 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.



CHAPTER NINE: STUDENT AFFAIRS

Article 152. Policy Premises for Student Affairs

- 152.1. Among the three distinguishable components of the University, none can exist independently of the others - students, academic staff (teaching, research & extension), and administration and services. In the areas of student affairs, it is not also fundamental to recognize the very great interest of the government, for without its financial support, neither students, staff, nor would administration exist. When several groups operate as a team toward a common goal (in this case education), no good can be expected to result unless each segment appreciates the contribution of all other parties to the work;
- 152.2. This concept of mutual respect requires that (1) each component co-operates as fully as possible with the others, and (2) each component should assiduously avoid insulting or slandering any of the others;
- 152.3. No act shall be deemed a violation of Student Code of Conduct which is included within the rights of academic freedom;
- 152.4. "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;
- 152.5. Students admitted into the University are expected to act honourably based on integrity, common sense and respect for the law of the land and public morality at all times both on and off campus settings. They assume an obligation to behave in a manner compatible with the University's function as an educational institution;
- 152.6. Academic freedoms depend on the good will and responsible behaviour of all the members of the University community who are expected to treat each other with tolerance and respect. They should allow each other to develop the full range of their capabilities and take full advantage of the institution's resources;
- 152.7. The University strives to foster the fullest development of its students in an atmosphere of care and support. The



University aspires to create an academic environment grounded in intellectual discovery and guided by rational discourse and civility. Within learning community, the University endeavours to act on core values of respect for one another, cooperation, creative thinking and intellectual growth; and

- 152.8. When, however, a student abuses his academic freedom, he may be subject to disciplinary actions in accordance with the Student Code of Conduct.

Article 153. Freedom and Law - the University and the Nation

- 153.1. It is self-evident that the University, its staff, students and administrators are all subject to the national law of Ethiopia. The University can grant no rights to its members which are not inherent in the national law;
- 153.2. The University is limited by the Proclamation to action in the field of education and necessary supporting and related activities;
- 153.3. The University cannot govern any group or activity which includes persons not directly affiliated with the University;
- 153.4. Within its own sphere of activity, the University is empowered to lay down such additional regulations as deemed necessary to carry out its educational function. However, these regulations must never abridge civil rights of its members, whether students or staff;
- 153.5. In its educational function, the University has an academic freedom inherent in the concept of the University to study, teach, and investigate any subject or any question; and
- 153.6. However, the verb 'to study' imposes its own obligations on the University Community, because 'study' means rational and intellectual inquiry. As one of the nation's primary centre for intellectual training and discovery, the University must not succumb to arguments which appeal to be unseasoned passion.

Article 154. Intimidation and Violence

Intimidation and violence are completely incompatible with an academic environment and hence their use will lead directly to disciplinary action.

Article 155. Settlement of Grievances

- 155.1. Student grievance - which may come to light as problems, requests, petitions, or demands - can often be settled amicably if the various parties are ready to talk to each other. The principle



of honest joint discussion is basic to education and all intellectual inquiry; hence, threats and ultimatum must not displace negotiation, conciliation and arbitration in student affairs;

- 155.2. Boycott of classes reduces the amount of time available for learning. Furthermore, boycotts have a strong tendency to lead to the prolonged interruption of classes and large expenditures with little or no return to the nation. Therefore, it is not in the interest of the University or its students for classes to be disrupted and no activities leading to the interruption of normal University functioning will be condoned. Loss of learning time by students is very likely to lead to lower course grades or even perhaps academic failure; and
- 155.3. In case of boycott of classes, the University may have to declare a state of crisis and take special precautions to protect its property.

Article 156. Limits of Jurisdiction

When a student is convicted by a competent court of a criminal offence which clearly demonstrates that he is unfit to be a member of an academic community, acts committed off the University premises and not connected with any University sponsored or supervised activity may constitute a ground for disciplinary action as decided by appropriate body of the Senate or its executives.

Article 157. Student Participation in Disciplinary Matters

Students shall participate at all stages of the decision making process in disciplinary matters through their representatives as stipulated in the Student Code of Conduct.

Article 158. Responsibility to Report Violations of the Code of Conduct

It is the responsibility of every member of the University to report to the appropriate authority any facts within his knowledge which would appear to show a violation of the Student Code of Conduct.

Article 159: Primary Responsibility for Implementation

Within the basic principles of proper conduct and basic procedural requirements of fairness stipulated in this Legislation, primary responsibility for the interpretation, amplification and implementation of the rules, procedures and sanctions rests with colleges and/or the Directorate for Student Services.

Article 160. Policy Premises for Student Discipline

- 160.1. Self-discipline



As a community which strives always toward the ideals of a community of scholars, a community of integrity, the University relies as far as possible upon a system of self-discipline founded upon by a mutual trust and respect to govern relationships among its members.

160.2. Necessity of Rules

Nevertheless, like any other community, the University requires rules to safeguard its effective institutional functioning, fair procedures for investigation of charges of violation of these rules, and sanctions to deter persons from violating the rules and to penalize those who are not deterred effectively.

160.3. Student Participation

In accordance with the philosophy stated in article 157 above, students as well as other members of the University should participate at all stages of the disciplinary process. Responsibility for the oversight of discipline is vested in the President and University Senate. The powers of the President and University Senate are delegated, as specified herein, to bodies composed of elected students and staff members.

Article 161. Special Provisions for Time of Crisis

161.1. Encouragement of Expression

Since it is the responsibilities of the University to encourage discussions and articulation of viewpoints, the University management and the Student Affairs Committee shall encourage and help students to express their opinions in lawful ways.

161.2. Intolerable Behaviour

While the University encourages vigorous discussions on important problems, it cannot tolerate unlawful behaviours such as use of forces and intimidation to prevent the University community from carrying on their legitimate activities. Students responsible for such unlawful activities will be strictly dealt with under University rules of discipline.

161.3. Declaration of Crisis

During times of grave disturbances, including student boycott of classes, which prevent or imminently threaten to prevent the normal functioning of the University, the President may declare a state of crisis of the University. A decision to declare a crisis shall insofar as practicable be taken in consultation with the executive committee of the Senate, the chairperson of Student Affairs Committee, the Director for Student Services, all concerned academic deans and other relevant organs. A declared crisis shall have a duration of no more than two weeks. A crisis declaration may be renewed for such additional two weeks period as may be necessary until the normal functioning of the



University is restored. A renewal of a crisis declaration shall be effected by the procedure followed for the original declaration, except insofar as practicable, the Senate shall also be consulted.

161.4. Emergency Management Committee

161.4.1. Composition

In times of declared crisis, an emergency management committee shall be constituted as an organ of the Senate. This committee shall be composed of the President, the Vice Presidents, the Director for Student Services, the Chairperson of the Student Affairs Committee, the Chief of the University Security and other relevant bodies as deemed necessary. The Emergency Management Committee shall continue in existence until the termination of the crisis. The Emergency Management Committee shall take decision by a two-third majority of the members to be represented.

161.4.2. Powers and Responsibilities of the Committee

161.4.2.1. Advise the President on the course of action to be followed by the University when it is in crisis;

161.4.2.2. Discuss and communicate with students, staff, the University Board and appropriate government organs; and authorize and release prompt communications on behalf of the University; and

161.4.2.3. Undertake any other business for which prompt and effective action is required.

161.4.3. Consultation and Report - the Emergency Management Committee shall consult to the fullest extent possible and practicable with the Senate and the Student Affairs Committee during declared crisis. It shall inform the Senate of any action it has taken within 48 hours.

Article 162. Rights and Duties of Students

162.1. Rights of Students

Subject to relevant laws, regulations and the provisions of this Legislation and the Proclamation, students shall have the rights to:

162.1.1. Learn, understand by enquiry and know;

162.1.2. Without any prejudice to relevant articles of the Legislation and the Proclamation, participate in a free exchange of ideas in an open academic environment;

162.1.3. Utilize student services provided by the University;

162.1.4. Evaluate and give opinions about academic instructors on courses and training in a format and modality as provided by the University;

162.1.5. Have representation in decision making organs and committees of the University in accordance with the provisions of this Legislation or the Proclamation;



- 162.1.6. Give suggestions in the preparation of bylaws, regulations and directives pertaining to administrative matters as well as in the review and development of curricula; and
- 162.1.7. Utilize the properties of the institution properly.

162.2. Duties of Students

Subject to relevant laws, regulations and the provisions of this Legislation, students shall have the duty to:

- 162.2.1. Be present during classes and attend them properly;
- 162.2.2. Observe the rules and procedures of the University and respect the laws of the country;
- 162.2.3. Make proper use and care of University property;
- 162.2.4. Refrain from unlawful and unethical practices such as instigation of violence, hate speech and theft;
- 162.2.5. Respect other persons' rights protected by the law;
- 162.2.6. Effect payment of fees in accordance with the relevant provision of the University;
- 162.2.7. Be held liable under relevant law for any damage they cause to the property of the institutions; and
- 162.2.8. Share the costs incurred by the University to provide education and training in the University.

Article 163. Code of Conduct

Subject to the provisions of Article 153, the following acts constitute grounds for disciplinary action:

- 163.1. Dishonest conducts such as cheating, plagiarism or lying about some important matter to other members of the University;
- 163.2. Disorderly conduct, assaults, the threat of such conduct or incitement thereto;
- 163.3. Conviction of a student by competent court which clearly demonstrates that he is unfit to be a member of the University community;
- 163.4. Dissemination, whether by oral or written means, of defamatory material(s) concerning any other member of the University community;
- 163.5. Consistent continued and calculated offensive behaviours towards any other member of the academic community;
- 162.1.6. Theft, misappropriation or wilful neglect of University property or of the property of another member of the University community;
- 163.7. Serious breach of any regulation issued by the University organs/divisions such as library, laboratory, cafeteria, housing regulations and others;



- 163.8. Without the permission of an appropriate government organ, the initiation, organization or promotion of any student meeting or demonstration which may result in the disruption, through encouragement of absences from classes or otherwise, of regularly scheduled classes or other normal University programmes;
- 163.9. The use of mass force to interfere with any normal or legitimate activity of the University or any group of members thereof; and
- 163.10. Violation of those rules and regulations stipulated in the Student Code of Conduct.

Article 164. Special Provisions on Academic Freedom

No act shall be deemed a violation of this code of conduct which is indicated within the rights of academic freedom. The "rights of academic freedom" means the right to discuss and openly express views on abstract ideas, immediate national and world problem and issues, and other controversial matters in class, in connection with academic work, or on campus in discussion groups, or in print provided the expression of views is generally relevant to the subject under discussion and is consistent with rational and intellectual inquiry. Where, however, a student abuses the rights of academic freedom, he may still be subject to disciplinary action in accordance with the code of conduct.

Article 165. Special Rules Relating to Defamation

- 165.1. In accordance with the provisions of sub-section Article 163, students enjoy the same right as faculty to criticize the University and any of its programmes. They should observe the same limitation of 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;
- 165.2. A member of the University community who, having a personal grievance against a particular student or staff member, desires to criticize him personally and say things which may be defamatory should, both as a matter of courtesy and of fairness, offer that criticism through proper channels. Such criticism is permissible if:
 - 165.2.1. It is offered in good faith with a reasonable belief in its truth; and
 - 165.2.2. It is communicated privately to a person or persons who would have an interest in the matter and a responsibility to act on the criticism if it is valid (such as a dean or



school/department head or member of academic commission in the case where the grievance is against a teacher or an officer of student governance or person or committee charged with oversight of discipline where the grievance is against a student).

Article 166: Authority to Supplement the above Rules

With the approval of the University Senate, the academic commissions of the various colleges of the University may issue additional rules consistent with this Legislation to add to or elaborate on the provisions of Article 163. Unless specified otherwise, a violation of such additional rules shall be treated as a violation of the code of conduct.



CHAPTER TEN: STUDENT ORGANIZATIONS

Article 167. Policy Premises on Student Organizations

- 167.1. 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 organization and by promoting academic pursuits and their personal development; and
- 167.2. By virtue of the powers vested in it by the relevant laws of the country, as well as by virtue of its title of ownership on premises and facilities, the University has the responsibility overseeing all the activities that are being undertaken on its campuses, student organization being no exceptions.

Article 168. General Provisions on Student Organizations

- 168.1. Without prejudice to the general objectives set forth in this chapter, student organization may be formed by students of the University on University wide, college wide or school/departmental level representing students within their respective constituency;
- 168.2 Student organization may also be formed by special interest groups wishing to organize for the promotion of such cases or interests as the promotion of academic excellence, democratic culture, development, prevention and control of HIV/AIDS, promotion of the interests of disadvantaged groups such as female students and students with special needs or students from emerging cultural communities;
- 168.3 A University wide student organization may be formed consisting of students of the University either through direct memberships of individual student or through union of student organizations referred to in sub article 168.1 thereof;
- 168.4. The Directorate for Student Services shall ensure that all members of the student body including those enrolled in distance education programme and graduate programme are represented in the students that officially represents the whole population of the student community;
- 168.5. The student body shall be represented in the governance of the University, including the Senate, its various committees, college ACs, SC/DCs and other academic decision making bodies and bodies engaged in the delivery of services to students. In so doing, the University shall have regard to the special position of students with special needs; and
- 168.6. The Directorate for Student Services shall devise a mechanism for the organization of the student union in a manner conducive for a



democratic representation of the students and inclusive of all student interest groups.

Article 169. Objectives of Student Organization(s)

Student Organization(s) may be formed to:

- 169.1 Participate in the overall governance of the University as provided under this Legislation and the Proclamation;
- 169.2. Promote academic excellence, research, intellectual culture of tolerance to diverse opinions;
- 169.3. Encourage debates on public issues in varied forms including discussion and publication;
- 169.4. Supplement the University curricula by promoting such activities as panel discussion, debates, seminars, field trips, theater, films, art exhibition and other recreation activities among members of the University community and the society at large;
- 169.5. Promote mutual respect, understanding, tolerance and cooperation among University students, other members of the University community and between University administrations;
- 169.6. Promote the welfare of the students; and
- 169.7. Enhance the contribution of students to the public.

Article 170. Activities of Student Organization(s)

A student organization may engage in any one of the activities set forth below:

- 170.1. Arrange gatherings outside normal class hours and, with the express permission of the relevant University offices, during normal class hours;
- 170.2. Raise funds to finance its objectives;
- 170.3. Present views, concerns, grievances, proposals and recommendations to the University authority on academic and other University matters; and participate in the deliberation of this matters;
- 170.4. Organize intellectual and/or recreational events, trips and programmes in consultation with the relevant offices of the University;
- 170.5. Discuss and express, in print or otherwise, concerns and views regarding issue of national and/or international interest in accordance with the provision of this legislation and laws of the country; and
- 170.6. Undertake any other relevant non-partisan activity commensurate with its objectives.

Article 171. Recognition of Student Organization

- 171.1. With due regard to the laws in force and to its overall mission, the University shall recognize and within the limitation of its resources, provide the necessary assistance to student organizations; and



171.2. For the purpose of sub article 168.1 hereof, no more than one student organization may be recognized by the University for the same objectives and purposes, and where two or more applicants have submitted for recognition to this effect, the application that is first submitted shall be granted recognition.

Article 172. Procedure for Obtaining Recognition

172.1. Recognition to a student organization may only be accorded upon submission of an application signed by founding members;

172.2. Application for recognition shall be submitted to the office of the Directorate for Student Services;

172.3. Application for recognition shall be accompanied by the constitution of the student organization containing, *inter alia*, the following particulars:

172.3.1. The name of the organization;

172.3.2. The list of its founding members as annex to the constitution;

172.3.3. A brief and precise statement of the objectives of the organization;

172.3.4. The criteria for determination of membership of the organization;

172.3.5. The procedure of election of the officers of the organization, including their term of office and the ground for removal from office before the expiry of their term of office;

172.3.6. The function and mandates of the officers of the organization;

172.3.7. The procedure for the convening of meeting of members and of officer;

172.3.8. The procedures for the amendment of the constitution; and

172.3.9. The system of keeping records, maintaining and auditing the financial resources of the organization and of the preparation and publication of its financial reports.

Article 173. Common Provisions

173.1. No student organization may admit as its members or represent any person who is not a registered student of the University;

173.2. No student organization may elect to any of its top three offices any student who has not completed at least one full year of study at the University;

173.3. Students placed on probation are precluded from holding office;

173.4. A duly qualified disciplinary body shall disqualify a student with disciplinary cases;

173.5. No student organization can deny membership to any student on ethnic, religious, regional, linguistic or other similar discriminatory grounds; and



173.6. A student organization which does not provide in its constitution for democratic election of its officers and for democratic procedures for decision making shall not be recognized.

Article 174. Action of Application for Recognition

174.1. The Directorate for Student Services, in consultation with and the approval of the Vice President for Administration and Student Affairs, shall grant recognition in writing where he is satisfied that the substantive and procedural condition for recognition prescribed in this Legislation are fulfilled;

174.2. Where the Directorate for Student Services is of the opinion that there are still conditions which are not fulfilled for the time being and he believes that they can be complied in due course by the applicant, he shall grant provisional recognition and set a time limit within which this conditions shall be fulfilled. Failure to comply with the condition specified in the approval of the provisional recognition may result in the withdrawal of the recognition;

174.3. The Directorate for Student Services may, in consultation with and the approval of the Vice President for Administration and Student Affairs, 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; and

174.4. Without prejudice to the provision of sub article 172.2 hereof, the Directorate for Student Services shall act on any application requesting recognition within thirty days from the day his Office received the application, provided, however, that this period may be extended by another seven days where the next week from the submission of the application is a leave week in accordance with the academic calendar.

174.5. The applicant organization shall be deemed recognized unless the Directorate for Student Services does not notify its decision with the period fixed in this article.

Article 175: Rights and Duties of Student Organizations

175.1. A duly recognized student organization has the right to:

175.1.1. Engage in any lawful activity referred in this Legislation;

175.1.2. Represent its members in any forum within or outside the University;

175.1.3. Use University facilities with the prior permission of the relevant University authorities; and

175.1.4. Participate in meetings of various organs of the University related to academic and administrative matters directly affecting students' interests.



- 175.2. A dully recognized student organization has the duties to:
- 175.2.1. Observe and report rules and regulations issued by the University;
 - 175.2.2. Use University facilities with due care and sense of responsibility;
 - 175.2.3. Use funds and other resources under its custody only for the attainment of its objectives;
 - 175.2.4. Submit to the Directorate for Student Services dully audited annual financial reports and publish the same for the benefit of its members and the University;
 - 175.2.5. Notify the Directorate for Student Services of the names its newly elected officers, if any;
 - 175.2.6. Give prior notice to the Director for Student Services 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
 - 175.2.7. Submit a schedule of its regular meeting every semester.

Article 176: Suspension and Withdrawal of Recognition of Student Organization(s)

- 176.1. The Director for Student Services may, in consultation with and the approval of the Vice President for Administration and Student Affairs and the President, suspend for such period as he thinks fit, the recognition accorded to any student organization where he finds that such an organization has failed to comply with this Legislation;
- 176.2. The Directorate for Student Services may, in consultation with and the approval of the Vice President for Administration and Student Affairs and the President, withdraw the recognition accorded to any student organization only on the following grounds:
- 176.2.1. The organization has clearly violated its constitution to the determinant of the University or its members;
 - 176.2.2. The organization has ceased to exist as a result of formal dissolution;
 - 176.2.3. The organization has sponsored or encouraged activities that are unlawful or violate the rules and regulation of the University; and
 - 176.2.4. The basis upon which recognition was accorded no longer exists.
- 176.3. The Director for Student Services shall, before suspending or withdrawing recognition, provide the concerned organization with the reason for suspension or withdrawal and the opportunity to be heard; and



176.4. Any student organization affected by such decision may lodge an appeal to the University President or the Senate.

Article 177. Conditions for Using University Facilities by Student Organization(s)

177.1. No student organization or group may use University facilities for meetings or other purposes without the prior permission of the Director for Student Services or, in appropriate cases, the designate of the same in satellite campuses;

177.2. Request to make use of University facilities shall be made in writing by the concerned student organization or, in the case of 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;

177.3. The Director for Student Services or his representative shall grant the permission unless:

177.3.1. The facility applied for has been previously reserved on the same date and time; or

177.3.2. The purpose for which the facility is to be used is unlawful under University rules or laws of the country; or

176.3.3. He has reasonable ground to believe that damage to the facility is likely to occur if the application is granted.

177.4. The Directorate for Student Services shall provide its decisions in writing; and

177.5. 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 the University regulations.

Article.178. Disciplinary Offences

178.1. 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 subjected to the penalties as per the provisions stated in Student Code of Conduct;

178.2. 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 national law, be deemed to have violated the code of conduct and shall be subject to the penalty prescribed therein; and



178.3. Disciplinary measures taken pursuant to sub article 178.1 and 178.2 hereof are, without prejudice to the liability of any student organization and individual student, to pay for damages of any University facilities and properties.

Article 179. University Support for Student Publications

179.1. The University shall encourage and assist students and their organizations to exercise freedom of expression and press;

179.2. The University shall establish advisory organs to assist students and their organizations to exercise the rights prescribed under sub article 179.1 hereof. The advisory organs shall have the following roles and responsibilities:

179.2.1. Advise students on the quality and form of student publications; and

179.2.2. Advise and guide students on the legality of their publications under national laws and University regulations.



CHAPTER ELEVEN: THE OFFICE FOR GENDER, EQUITY AND HIV/AIDS MAINSTREAMING

Article 180. The Office for Gender, Equity and HIV/AIDS Mainstreaming

- 180.1. The University shall have an Office for Gender, Equity and HIV/AIDS Mainstreaming that will cater for all issues pertaining to matters provided for in this chapter;
- 180.2. The office shall have a Director who is accountable to the President; and
- 180.3. The Office for Gender, Equity and HIV/AIDS Mainstreaming shall have desks for equity, gender affairs, HIV/AIDS, persons with special needs and other desks as it deems necessary.

Article 181. Duties and Responsibilities

The Office for Gender, Equity and HIV/AIDS Mainstreaming shall:

- 181.1. Ensure that members of the University community are not discriminated against on the basis of their ethnic origin, HIV/AIDS, religion, gender, disability or other unjustifiable reasons;
- 181.2. Promote diversity and multiculturalism in the University;
- 181.3. Develop and promote rules and policies on affirmative action, diversity, gender, equality, and ensure fair treatment of persons with disability in consultation with the President and the Gender, Equity and HIV/AIDS Mainstreaming Committee of the Senate;
- 181.4. Develop an appreciation for and understanding of the benefits of multicultural perspectives;
- 181.5. Devise mechanisms for implementation of University policies on affirmative action, diversity, anti-discrimination and fair treatment of persons with disability;
- 181.6. Develop both internal and external collaborations and partnerships to promote tolerance of diversity and multicultural education;
- 181.7. Collect, monitor, analyse and report personnel data regarding the recruitment, retention and promotion of female and members of marginalized groups;
- 181.8. Provide advice and resources to members of the University community concerning the situation of female, marginalized groups and persons with disability and/or HIV/AIDS;
- 181.9. Advise offices and staff of the University on matters pertaining to gender, equity, HIV/AIDS and affirmative action;
- 181.10. Organize resource centre on issues of diversity, affirmative action, gender equality, HIV/AIDS and disabilities;



- 181.11. Work with the University management to increase the number of personnel from marginalized groups, persons with disability and also the number of female in University senior positions;
- 181.12. Collaborate with student organizations, academic and administrative units on all matters of diversity including the incorporation of principles of gender, equity, HIV/AIDS and other pertinent issues into the curricula and research programmes;
- 181.13. Work closely with concerned offices of the University to increase the enrolment of female and students from other marginalized groups into the various fields of study; and
- 181.14. Perform any other related tasks assigned by the Gender, Equity and HIV/AIDS Mainstreaming Committee and the President.



CHAPTER TWELVE: THE HARAMAYA UNIVERSITY INTELLECTUAL DISCOURSE AND CULTURAL CENTRE

Article 182. Haramaya University Intellectual Discourse and Cultural Centre

- 182.1. The University shall have a centre known as the Haramaya University Intellectual Discourse and Cultural Centre (hereinafter the Centre) that will cater for all issues pertaining to matters provided for in this chapter;
- 182.2. The Centre shall have Board of Directors (hereinafter the Board) appointed by the Senate to whom it shall be accountable;
- 182.3. The Centre shall be managed by a Director who shall be appointed by the President; and
- 182.4. The Director shall be answerable to the President and the Board.

Article 183. Duties and Responsibilities of the Centre

The Centre shall:

- 183.1. Serve as a permanent forum for public discussions among scholars, policy makers, students and the intellectual society at large;
- 183.2. Build a culture of scholarly debate on all matters of academics;
- 183.3. Organize cultural events and conferences on issues of culture;
- 183.4. Promote academic freedom, intellectual and democratic culture;
- 183.5. Serve as a debating forum on public policies of the country; and
- 183.6. Perform such other activities as assigned to it by the President or the Board.

Article 184. Powers and Duties of the Board

The Board shall be the ultimate responsible body for the determination of policies of the Centre. In addition to this, it shall have the powers and duties to:

- 184.1. Ensure that policies, plans and activities of the Centre are in accordance with this Legislation and the law of the land;
- 184.2. Nominate candidates and submit to the President the Director of the Centre and determine his duties and salary;
- 184.3. Review performance evaluation report of the Centre submitted to it by the Director;
- 184.4. Set internal rules and regulations for its own internal functions;
- 184.5. Evaluate its past performance and hear a tri-annual report by the Director of its activities, both pending and accomplished tasks;
- 184.6. Prepare and decide budget allocation on the basis of a proposal submitted to it by the Director;



- 184.7. Supervise the proper budget utilization and implementation by the Centre; and
- 184.8. Establish standing and *ad hoc* committees of the Centre to carry out its work.

Article 185. Composition of the Board

- 185.1. The Board shall have seven members including the Director as a secretary;
- 185.2. All members, except the Director, shall be appointed by the Senate; and
- 185.3. The Board shall elect its Chairperson.

Article 186. Term of Office and Reappointment

- 186.1. Unless otherwise decided by the President, the term of the Board shall be four years; and
- 186.2. The director and any other directors are eligible for re-appointment to the Board.

Article 187. Meetings

- 187.1. The chairperson of the Board shall preside over meetings of the Board;
- 187.2. If, for any reason, the chairperson cannot present himself at a meeting, the Board shall be presided over by a *pro-tempore* chairperson who shall be elected from the members of the Board present at that particular meeting;
- 187.3. The meeting of the Board shall be held at least four times in each calendar year at a time and place as announced by the chairperson or at the behest of the director;
- 187.4. Urgent meeting may be called at the behest of the 2/3 of the Board or the President or the chairperson or the director;
- 187.5. Notice of all regular and extraordinary meetings of the Board shall be given to each member seven business days prior to the meeting. The notice must specify the business to be transacted at, or the purpose of the meeting; and
- 187.6. A majority of the Board members shall be necessary and sufficient at all meetings to constitute a quorum for the transaction of business.

Article 188: Duties of Members

- 188.1. All members of the Board shall strive to work with other members in a spirit of mutual harmony and cooperation, giving courteous consideration of their opinions; and



- 188.2. Board members shall devote appropriate time to activities of the Board, which will enhance their ability to function effectively as a Board member.

Article 189. The Powers and Duties of the Chairperson

The chairperson shall:

- 189.1. Preside at meetings of the Board and shall perform such other duties or functions entrusted to him by this Legislation, the President or by a resolution of the Board;
- 189.2. Submit at the end of each fiscal year to the President a report of the activities of the Centre including the financial statements of the Centre;
- 189.3. Arrange evaluation and cause a review and report to be made of the Centre's activities every year to the Board and the President.
- 189.4. Be the principal spokesperson of the Centre; and
- 189.5. Assure the integrity and independence of the Board and the Centre.

Article 190. Powers and Duties of the Director

Without prejudice to the powers and duties entrusted to him by the Board, the Director, as the chief administrative officer of the Centre, shall:

- 190.1. Coordinate and manage the day-to-day activities of the Centre;
- 190.2. Represent the Centre in all transaction next to the chairperson;
- 190.3. Supervise and direct the work and staff of the Centre;
- 190.4. Exercise executive discretionary power to act and to delegate others to act on the basis of mandates given to him under this Legislation or a resolution of the Board;
- 190.5. Serve as the secretary of the Board;
- 190.6. Keep the respective minutes and records of the Board meetings; and
- 190.7. Keep all papers, addresses and reports as the property of the Centre.

Article 191. Staff of the Centre

The Centre may employ or engage officers, employees and agents as it considers necessary for the proper conduct of its work.

Article 192. Compensation, Remuneration and Administration

192.1. Directors and Staff

- 192.1.1. The chairperson and other members other than the director, shall be paid by the Centre such fees or other remuneration as determined by the University; and
- 192.1.2. The director shall be paid by the Centre reasonable travel and living expenses incurred by him while absent from his



ordinary place of residence in the course of discharging his duties as director of the Centre.

192.2. Administration of Staff

- 192.2.1. The Board shall communicate staff of the Centre through the chairperson and the director and other means as it deems necessary on all affairs of the Centre;
- 192.2.2. The director shall decide the employment, compensation and benefits of employees, consultants, contract workers and volunteers following human resource procedures approved by the University;
- 192.2.3. Such human resource procedures shall be adopted by the Board upon submission by the Director;
- 192.2.4. The director, as principal administrator of the staff, shall respect the right of staff as stipulated in the laws of the country;
- 192.2.5. With respect to treatment of paid and volunteer staff the director shall not cause or allow conditions which are unfair or undignified;
- 192.2.6. The director may fire and hire employees according to the human resource procedures and relevant laws of the country;
- 192.2.7. In both cases just above, the director shall provide a clear explanation of the decision with reasons of decision and effective date thereof in a written form; and
- 192.2.8. The director shall provide information regarding the human resource procedures and other policies regarding their rights and duties with the complaint making procedure.

Article 193: Committee Expenses

Members of committees of the Centre may be reimbursed from funds of the Centre for travelling or other necessary expenses incurred by them while performing activities of the Centre.



CHAPTER THIRTEEN: MISCELLANEOUS PROVISIONS

Article 194. Forgery and False Statements

Notwithstanding civil and criminal liability under other applicable laws of the country, 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 195. Repealed Regulations

The August 1997 Senate Legislation of the Haramaya University and all amendments thereto are hereby repealed and replaced by this Legislation.

Article 196. Academic Status Determination for Entrants before and during 2012/2013

All matters pertaining to academic affairs of students admitted before and during 2012/2013 academic year shall be governed as per the August 1997 Senate Legislation and other bylaws enacted by the Senate.

Article 197. University Rules and Regulations Inconsistent with this Legislation

All University rules and regulations inconsistent with the provisions of this Legislation shall not apply on matters covered under this Legislation.

Article 198. Power to Issue Guidelines

The President or his delegate may issue guidelines for the proper implementation of the provisions of this Legislation.

Article 199. Obligation to Comply

- 199.1. Any member of the University shall have the obligation to comply with the provisions of this Legislation; and
- 199.2. All units of the University shall have the obligation to implement this Legislation.

Article 200. Effective Date

This Legislation shall come into force as of this 2nd day of July, 2013.

Girma Amante Nono (PhD)
President, Haramaya University
Chairperson of the University Senate



APPENDICES

Appendix: Definitions and Clarifications of Criteria for Promotions

1. Effective Teaching Experience

Effective teaching performance of staff members is assessed by:

1.1. Student Evaluation: A reasonably fair rating of the effectiveness of the instructor can be achieved by designing appropriate questionnaires and administering them on a regular basis, immediately after the completion of courses and prior to the semester examinations.

1.2. Evaluation by Colleagues: Another effective means to assess the teaching performance of an instructor is to have him evaluated by colleagues.

1.3. Evaluation by the Department Head and the Dean

The following items should be applied wherever relevant and appropriate as routine additional points to assess a staff member's effective performance:

1.3.1. Willingness to accept teaching assignments in one's area of specialization as well as in closely related areas;

1.3.2. Effectiveness in the discharge of regular teaching, research and other University assignments;

1.3.3. Active participation in advising students in all academic matters, especially in their research activities;

1.3.4. Regular attendance in scheduled classes as well as availability in office for consultation by students and colleagues;

1.3.5. Maintenance of high standards of general behaviour becoming to a University staff members;

1.3.6. Preparation of mimeographed material for class use as well as employing teaching aids such as slides, films, charts, etc; and

1.3.7. Organizing field trips, seminars, colloquia, or conferences and delivering papers or lectures in such meetings.

1.4. Contribution of each:

Evaluation by students: 50%

Evaluation by head: 35%

Evaluation by peers: 15%

2. Publications

2.1. The following items may be submitted as constituting the publications of candidates being considered for promotions to academic ranks.



- 2.1.1. Articles published in reputable journals (reprints required). Articles extracted from theses or dissertations of the applicants are not accepted for promotion.
- 2.1.2. Teaching materials prepared for specific course (s) the candidate is teaching.
- 2.1.3. Text or reference books published for use in course (s) the candidate is teaching.
- 2.1.4. Books published on the basis of original research.

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

A Reputable Journal: The reputability of a scientific journal is best determined, in the first instance, by the relevant school/department and/or college. However, to be able to establish University-wide standards in these matters, the Standing Committee of the Senate for Research and Publication should also be involved, especially when there are disputes on the status of such journals. The following shall constitute the criteria on which reputability of journals is determined:

- 2.2.1. The professional reputation of the editor(s), the advisory Board and editorial staff;
- 2.2.2. Sound editorial policy regarding selection and evaluation of articles submitted for publication;
- 2.2.3. Seriousness of the journal as judged by such factors as its regularity and continuity, and its maintenance of standards;
- 2.2.4. The backing and respect given on the journal by relevant professionals and/or their association(s);
- 2.2.5. Indexed journal;
- 2.2.6. Journals with Impact factor – Reflecting the average number of citations to articles published in science and social science journals;
- 2.2.8. Ranked journals in field areas; and
- 2.2.9. Reputability of journals published by the University shall be approved by the Senate of the University.

2.3. Teaching Material: This may be defined as a set of materials systematically organized for use in a specific course and emanating from the teaching experience of the candidate for promotion. For such material to be accepted as an appropriate criterion for promotion, it must have been evaluated, particularly as regarding the organization of its contents, the approach followed and the effectiveness of the material as a tool for teaching.



- 2.3.1. The teaching material must have been critically evaluated by the relevant school/department and endorsed by the academic commission of the concerned College as an appropriate teaching material for a specific course(s);
 - 2.3.2. It must have been in effective use as teaching material for at least one year before being submitted for promotion; and
 - 2.3.3. Where such a teaching material is the sole or major publication submitted as fulfilling a criterion for promotion to senior rank (assistant and associate professor), it must be positively evaluated by two external and one internal specialists in the field.
3. **Books, Textbooks or Reference Books:** These are major undertakings that represent the efforts of a staff member in putting together his teaching and research experience, normally over several years. When these are submitted for promotion purposes, they will have to be critically and favourably assessed by one internal and two external evaluators.
4. **Review Article** is a paper based on assessment of current knowledge status and gap of a topic. Such paper is commonly published in peer reviewed journals or annual reviews. Therefore, a review paper published in a journal or annual review will have an equivalent status and point to an article published in a journal.
5. **Other publications** except those indicated in 3 and 4 can only be used as a fulfilment of up to 50% of publication requirement for promotion to any academic rank:
- 5.1. **Short communication** is a research paper published in a peer-reviewed journal. The paper is usually presented under "Short Communication" section because either it is very brief or it is a preliminary research result. Such paper will have 0.80 point relative to an article published in a journal.
 - 5.2. **A chapter in a book:** A chapter in a published book having ISBN number by known publishers or institution (s) will have a point of 0.65 relative to an article published in a journal.
 - 5.3. **An article in proceedings:** A paper presented to an international or national conference or symposium or workshop and published in proceedings could be used for promotion. The proceedings should have an editor or editors. Such an article in proceedings will have a point of 0.50 relative to an article published in a journal.
 - 5.4. **Featured and research articles** published in a regular magazine or newsletters will have a point of 0.20 relative to an article published in a journal.



5.5. Featured articles published in an occasional magazine will have a point of 0.10 relative to an article published in a journal.

6. Release of Technology

Technologies are new findings such as improved production practices, varieties, animal breeds, farm implements, machines, tools and other products (tangible e.g. drugs, vaccines; or intangible e.g. crop protection measures, methodologies, software etc.) which are proved to increase the productivity of crop, livestock and improve the livelihood of human beings. The technological packages should be approved through a nationally accredited mechanism. Developed crop varieties are, for instance, expected to indicate how (fertilizer applications and rate, seeding rate), where (agro-ecology and altitude ranges) and when (planting dates) to cultivate them; their crop phonologies (eg. growth habits), and reactions towards the major diseases and insect pests. For release of such packages, the Research and Extension office of the University should issue a letter of recognition about the released technology to the generator (s) of the technology indicating the share of their contributions. The researchers may then submit the recognition letter and evidence that the technology is released and registered when applying for promotion to any rank. Any technology approved for release will have an equivalent point to an article published in a journal.

7. Active Participation in the Affairs of the University and in the Enhancement of His Profession.

This is one of the major criteria for promotion to the rank of Assistant Professor, Associate Professor and Professor. The following constitute examples of active participation in the university affairs:

- 7.1. **Academic Administration:** Willingness to accept and being very effective in positions of academic administration at academic and research units and University wide levels;
- 7.2. **Committee Work:** Willingness to participate effectively in the work of committees or other study groups whenever called upon;
- 7.3. **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 conference or seminars; and initiating, helping to edit, or contributing to professional journals; and
- 7.4. Contribution of each:

Academic Administration:	60%
Committee Work:	20%
Professional activity:	20%



8. Rendering Active Services to the Community at Large

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

- 8.1. Readiness to participate effectively in local or national committees whenever called upon;
- 8.2. Participation in community services such as extension works, consultancy with or without pay, continuing education, distance education, summer programs etc. which benefit the surroundings and the larger community;
- 8.3. Running a series of press, radio and/or TV programmes to elucidate to the public basic problems of health, law, education, etc.; and
- 8.4. Making attempts in all ways to contribute towards the general welfare of the community at large beyond the limited call of one's academic duties.

9. Weighted Values of the Criteria for Academic Promotions

9.1. As indicated above, the criteria for promotions have four major components:

- i. Effective teaching;
- ii. Publications;
- iii. Active participation in Haramaya University's affairs; and
- iv. Rendering active services to the community at large.

9.2. To standardize the process of granting promotions and to make it as objective as possible, it is imperative to give weighted values to each of the above four components. The following represent the weighted values given to the above four components for the various academic ranks.

9.2.1. For promotion to the ranks up to assistant professor one should earn a minimum of 80%.

<u>Criteria</u>	<u>Score</u>
i. Effective teaching	40 points
ii. Publications	35 points
iii. Participation in HU affairs	15 points
iv. Community services	10 points

9.2.2. For promotion to the ranks of associate professor and professor one should earn a minimum of 80%.

<u>Criteria</u>	<u>Score</u>
i. Effective Teaching	35 points
ii. Publications	40 points
iii. Participation in HU affairs	15 points
iv. Community Services	10 points



10. Miscellaneous Points

10.1. Co-authorships: It must be envisaged that staff members of the University could be engaged in a number of joint research and publications efforts. In such cases it becomes imperative to give appropriate merits to each of the co-authors in direct proportion to the level of his contribution to the joint work. Thus, each co-author of an article shall be given an equal share as per the following:

Table. Types of publications and share of points by sole author, first co-author and each of the other co-authors

No.	Types of Contributions	Point for Sole Author	*Share of co-authors				
			2	3	4	5	≥6
1	Text Book	2.00	1.0 (1.4)	0.8 (1.0)	0.6 (0.8)	0.5 (0.7)	0.4 (0.6)
2	Book Based on Original Research	4.00	2.0 (2.8)	1.6 (2.0)	1.2 (1.6)	1.0 (1.4)	0.8 (1.2)
3	An Article in a Journal	1.00	0.5 (0.7)	0.4 (0.5)	0.3 (0.4)	0.25 (0.35)	0.2 (0.3)
4	Released & Registered Technology	1.00	0.5 (0.7)	0.4 (0.5)	0.3 (0.4)	0.25 (0.35)	0.2 (0.3)
5	Teaching Material	1.00	0.5 (0.7)	0.4 (0.5)	0.3 (0.4)	0.25 (0.35)	0.2 (0.3)
6	Review Article in a Journal	1.00	0.5 (0.7)	0.40 (0.5)	0.3 (0.40)	0.25 (0.35)	0.20 (0.3)
7	Short Communication Article in a Journal	0.80	0.40 (0.56)	0.32 (0.40)	0.24 (0.32)	0.2 (0.28)	0.16 (0.24)
8	A Chapter in a Book	0.65	0.33 (0.46)	0.26 (0.33)	0.20 (0.26)	0.16 (0.23)	0.13 (0.20)
9	An Article in Proceedings	0.50	0.25 (0.35)	0.20 (0.25)	0.15 (0.20)	0.13 (0.18)	0.10 (0.15)
10	Featured and Research Article	0.20	0.10 (0.14)	0.08 (0.10)	0.06 (0.08)	0.05 (0.07)	0.04 (0.06)
11	Featured Article	0.10	0.05 (0.07)	0.04 (0.05)	0.03 (0.04)	0.03 (0.04)	0.02 (0.03)

* Values in parentheses indicate points of the first co-author in a co-authored article, book or co-released technology.

10.2. The same rules as for the co-authorship shall apply in the case of technology released by a group of staff members based on their agreed relative contribution in the development of the technology.

10.3. A candidate applying for promotion to professor rank is expected to be a first author in 25% of his/her minimum requirement of publication.

10.4. Need for Internal and External Assessment of Publications. All publications, submitted for promotion purposes, shall be critically and positively evaluated by one internal and two external assessors if they fall under one of the following conditions:



- 10.4.1. If the reputability of the journal in which the publication has appeared is not well established;
- 10.4.2. If the publication is a teaching material or a book and has been submitted for promotion to the ranks of assistant and associate Professor;
- 10.4.3. If it is a reference book, a textbook or a book and scientific articles and has been submitted for promotion to the rank of Assistant Professor or above; and
- 10.4.4. The academic unit to which the candidate is affiliated is required to forward the names of internal and external assessors to the Appointment, Promotion and Scholarship Committee.