

F.D.R.E MINISTRY OF EDUCATION
KOTEBE UNIVERSITY OF EDUCATION



DRAFT SENATE LEGISLATION

February, 2024

KOTEBE UNIVERSITY OF EDUCATION



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Preamble

WHEREAS, Kotebe University of Education is special and the first education university in the country which has been established to overcome the education challenges in Ethiopia;

WHEREAS, the university mission is to be a flagship university of education renowned for producing competent and effective education professionals to transform the education systems of Ethiopia and beyond;

WHEREAS, as a national university of education, the University strive to produce competent and effective education professionals, by being a center of excellence and innovation for teaching and leadership and establish center of excellence, and implement state of the art curricula, instruction, assessment, and professional qualification systems;

WHEREAS, the University is in its transformation process to meet and satisfy the interests of its customers and working towards intellectual excellence through the pursuit of free inquiry and scholarship as well as advanced scientific knowledge embracing state of the art technology in all its programs’ delivery modes;

WHEREAS, to ensure good governance in line with the vision, mission and objectives of the University, it is imperative to provide bylaw for an appropriate balance of the autonomy of the University itself and its constituent Academic Units, and its accountability to the Federal Government as well as to the public interests in general;

WHEREAS, The House of Parliament (HoP) of Federal Democratic Republic of Ethiopia endorsed a proclamation No. 1263/2021 that declared the establishment of the Kotebe University of Education, in accordance with the proclamation the University’s mission and vision focused on education and all the programs are established in line with the new mission and vision of the university. Therefore, the University has produced this Legislation in accordance with the proclamation.

WHEREAS, the University has produced this Senate Legislation in accordance with the higher education proclamation No. 1152/2019 Article 49 (3) as follows:

PART I: GENERALPROVISIONS

Article 1: Short Title

- 1.1. This Legislation may be cited as ‘Senate Legislation of Kotebe University of Education, 2024;
- 1.2. This legislation is issued by the Senate of Kotebe University of Education pursuant to the powers vested in it by Article 49 (3) of the Higher Education Proclamation No. 1152/2019.

Article 2: Definitions

In this Legislation, unless the context requires otherwise:

- 2.1 'Academic Advisor' shall mean an academic staff assigned to guide and advice students assigned to him on academic matters.
- 2.2 'Academic Community' shall mean all students and academic staff of the University.
- 2.3 'Academic governance' shall mean the legally defined working relationship among academic units and the arrangement that governs academic decision making by academic officers and other lawfully constituted bodies.
- 2.4 'Academic staff' shall mean members of the department within the University employed full time in the capacity of teaching and/or research, and any other professional of the University who shall be recognized as academic by the Senate.
- 2.5 'Academic unit' shall mean a college, an institute, a department, or a center established as a constituent unit of the University.
- 2.6 "Administrative Support Staff" means personnel of the University employed to provide administrative, business management, accounting, catering, maintenance, safety, security and such other services;
- 2.7 'Board' shall mean the Governing Body of the University established and empowered as per Articles 44.1 (a) and 45 of the Higher Education Proclamation,
- 2.8 'College/Academic Institute' shall mean an academic unit of the University that coordinates and oversees the academic, Research and Community Engagment activities of departments within it which share similar resources.

- 2.9 ‘College/Academic Institute Academic Commission’ shall mean a commission established in each College/Academic Institute as defined in Article 16 of Higher education Proclamation No. 1152/2019.
- 2.10 ‘Department Graduate and Research Committee’ shall mean a standing committee established in each Department to handle affairs pertaining to the graduate program.
- 2.11 ‘College/Academic Institute Staff Assembly’ shall mean an assembly of all academic staff of each College/ Academic Institute as defined in the pertinent sub-articles of this Legislation.
- 2.12 ‘College/Academic Institute Standing Committee’ shall mean a committee established in each College/ Academic Institute pursuant to this Legislation.
- 2.13 ‘Continuing and Distance Education Program’ shall mean a program that enrolls students in an extension, summer in-service and distance modality.
- 2.14 ‘Credit’ shall mean a quantified means of expressing and measuring learning equivalence awarded for the demonstrable achievement of learning outcomes.
- 2.15 ‘Dean’ shall mean an executive manager of a College/Academic Institute/Students’ Service Office’
- 2.16 ‘Department Council’ shall mean an assembly composed of all full time academic staff members of the Department.
- 2.17 ‘Department’ shall mean a discipline-based executive academic unit engaged mainly in teaching, research, and provision of community services.
- 2.18 ‘Director’ shall mean an executive manager of an academic/research/community service units of the University.
- 2.19 ‘Graduate Programs’ means education that is offered in Masters, Doctoral and Post-doctoral levels.
- 2.20 ‘Head’ shall mean an executive manager of a department.
- 2.21 ‘International Scholar’ shall mean a scholar from abroad visiting the University for academic, Research and Community Engagement purposes.
- 2.22 ‘International Student’ shall mean any person who is not an Ethiopian citizen and is admitted to and registered at the University.
- 2.23 ‘Managing Council’ shall mean a body established at the University level to advise the

president on strategic issues and on other cases that the president believes require collective examination as well as serve as a forum for monitoring, coordination and evaluation of institutional operations.

2.24 'Ministry' shall mean the Ministry of Education.

2.25 'Officer/Coordinator' shall mean an officer/coordinator in research and academic units.

2.26 'President' shall mean the chief executive officer of the University appointed pursuant to Higher Education Proclamation No. 1152/2019.

2.27 'Proclamation' shall mean the Higher Education Proclamation No. 1152/2019.

2.28 'Program' shall mean a set of courses in undergraduate/graduate studies.

2.29 'Registrar' shall stand for the Registrar and Alumni Directorate.

2.30 'Regular Student' shall mean a fulltime student who is enrolled in a regular program.

2.31 'Research Institute/Center' shall mean a unit of the University with the principal objectives of carrying out multi-disciplinary research and publishing the results thereof, and whose staff may also engage in teaching at the institute itself or at home-base departments/schools/centers.

2.32 'Research Staff' shall mean an academic staff with work load of 70 % engagement in research, 20% in teaching and 10 % in community service.

2.33 'Semester' shall mean the academic calendar that lasts for 16 weeks from September/October to January or from February to June; and for 8 weeks for Summer- in-Service Program.

2.34 'Senate' shall mean the leading body of the University established and empowered as per Article 49 of the Higher Education Proclamation No. 1152/2019.

2.35 'Student' shall mean any person who is admitted to and registered at the University in regular/extension/summer/distance or any other program.

2.36 'Academic Technical Assistant' shall mean a personnel employed to support the teaching-learning, Research and Community Engagement activities by his profession.

2.37 'Research and Community Engagement' shall mean and shall include research publication, ethics and extension, University- industry linkage and technology transfer and

community service.

2.38 ‘University Council’ shall mean a consultative body established pursuant to Article 57 of the Proclamation No. 1152/2019 to advise the President by expressing its views on institutional strategic proposals regarding plans, budget, organizational structures, academic programs, agreements of cooperation, and on division, merger, and closure of academic units as well on performance.

2.39 ‘University’ shall mean Kotebe University of Education.

2.40 ‘Vice Presidents’ shall mean the executive officers of the University appointed in accordance with Article 54 of the Proclamation No. 1152/2019.

Article 3: Interpretation of the Senate Legislation

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 the light of its object and purpose.

3.2. Interpretation of provisions of this Legislation shall be compatible with the provisions of the Proclamation No. 1152/2019 and the object and purposes of this Legislation.

3.3.The Academic Affairs Vice president shall be responsible for the appropriate interpretation of this Legislation.

3.4.Where controversies ensue in interpreting the provision of this Legislation, the interpretation proffered by the Senate shall be final and binding, not only for the specific case in relation to which the interpretation was needed but for all subsequent applications of the provision concerned.

Article 4: Gender Reference

Unless the context provides otherwise, in this Legislation, provisions stated in the masculine gender shall be deemed to include the feminine gender.

Article 5: Scope of Application

- 5.1. Unless expressly provided otherwise in this legislation and subject to the provisions of relevant laws of the country, the provisions of this Legislation shall only apply to academic staff, students and academic affairs of the University.
- 5.2. Special rules and/or directives pertaining to administrative and technical support staff as well as to property and financial management shall be issued by the Board on the basis of recommendations forwarded by competent professionals and presented to the Board by the President.

PART II: University Governance and Organizational Structure

Article 6: University Governance

The University shall be governed by a Board. The Board is the highest governing organ of the Institution; the power and duties of the Board is based on the provisions of Article 44 (2) and 45 (1) of the Higher Education Proclamation 1152/2019.

Article 7: Organizational Structure of the University

7.1. The University comprises of the following offices:

- a. Office of the President
- b. Office of the Vice President for Academic Affairs
- c. Office of the Vice President for Research and Community Engagement
- d. Office of the Vice President for Administration and Development

7.2 The University has the following governing and advisory bodies;

- a. Senate
- b. Managing Council
- c. University Council

d. Advisory/Specialized committees or councils that may be established by the board, the president, the senate or the University council.

7.3 Apart from academic administrative offices which are accountable to the respective offices listed under sub (4.1) of this Article, the University consists of Institutional transformation executive office, Strategic affairs executive office, Ethics monitoring executive office, legal services executive office, Public and international relations executive office, women's and social affairs inclusive implementation Executive Office and Library services Executive Office.

7.4. For the administration positions, the university shall assign the academic staff when necessary.

7.5. The appointments of the President and Vice Presidents shall be based on competition and the procedure shall be in accordance with Article 52 of the Higher Education Proclamation No. 1152/2019.

7.5 The appointments of Directors, Deans and officers shall be merit based and the detail procedure on their appointments shall be worked out and approved by the University President.

7.6. The term of office of Directors, Deans, Officers, Coordinators and Heads shall be three years. After three years, reappointment shall take place only once.

Article 8: The University Senate

8.1 Members and Structure of the Senate

8.1.1 According to article 50 of the Proclamation No. 1152/2019, the Senate shall be chaired by the University President.

8.1.2 The Senate shall have the following members:

1. The University President.....Chairperson;
2. All the V/Presidentsmembers;
3. Executive Officer for Institutional Transformationmember;
4. President Office Head.....member;

5. Executive Officer for Women's and Social Affairs Inclusive Implementation. member;
.....member;
6. Executive Officer for Information Communication Technologymember;
7. International and Public Relation.....member;
8. Director for Education Quality Enhancement.....member;
9. Director for Academic Programsmember;
10. Deans of the respective Colleges/Academic Institute.....members.
11. Dean of Student's services.....member.
12. Director for Industrial Linkage and Technology Transfer.....member;
13. Director for Research, Publication, Ethics and Extension.....member;
14. Director for Community Services.....member;
15. Two representatives of the University Academic staff (one male and one female)
.....members;
16. Two representatives of the University students' union (one male and one female).
.....members;
17. Director for Registrar and Alumni managementSecretary;

8.2. The University Senate shall decide on issues of non-voting Senate members.

8.3 Duties and responsibilities of the Senate

Being the leading body of the University for Academic Matters the Senate shall be, in accordance with Article 49 of the proclamation No. 1152/2019, responsible to;

1. determine the academic calendar of the institution;
2. accredit academic programs with the consensus of the board and the ministry; accredit curricula and supervise and guide academic units to ensure the relevance and quality of education and research;
3. legislate and ensure proper implementation of the institution's internal statutes related to all academic and research matters in accordance with this Proclamation;
4. determine conditions on which degrees are awarded or revoked;
5. examine and approve recommendations by the president in respect of opening, closure or merger of academic units under the public institution.
6. determine an institution-wide framework for quality enhancement and student assessment;

7. recommend to the board promotions of academic staff to the rank of professor.
8. approve and promote academic staff to the rank of assistant and associate professor;
9. decide on the type, number, membership, and responsibilities of the senate's committees;
10. award honorary degrees and other academic prizes to persons with outstanding achievements meriting recognition by the institution, upon request by the president;
11. perform other responsibilities which may be given to it in the establishing law of the institution or may be referred to it by the president.
12. carryout other powers and duties vested in it by the proclamation and as maybe assigned to it by the board.

8.4. Duties and Responsibilities of the Chairperson

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

- 8.4.1 Calls to order the regular and extraordinary meetings of the Senate;
- 8.4.2 Leads and supervises the activities of the Senate;
- 8.4.3 Directs and follows up the implementation of Senate decisions;
- 8.4.4 Sees to it that the Senate members are notified in time, the agenda of Senate.

8.5. Duties and Responsibilities of the Secretary of the Senate:

1. Ensures proper handling, documentation, and distribution of the minutes taken thereof;
2. Undertakes any additional relevant tasks pertaining to Senate matters given by the Chairperson of the Senate.
3. Records minutes of the Senate meetings and when necessary arranges for audio- visual records;
4. In consultation with the Chairperson, sets agenda for Senate meetings and dispatches letter of call for meeting to all Senate members.

8.6. Rights and Obligations of the Senate Members

8.6.1 Every member of the Senate has the right to:

1. Express ideas and criticisms freely at Senate meetings;
2. Support or oppose motions or abstain from voting at Senate meetings;
3. Present criticism or self-criticism on undertaking the activities of the Senate provided that the criticism is substantiated with evidence;

4. Generate new ideas at the Senate meetings and suggest new agenda items through the proper mechanism;
5. Enjoy any benefits that Senate members may be entitled therein;
6. Get certification for contributions as a member of the Senate.

8.6.2 Every member of the Senate is obliged to:

1. Attend all Senate meetings and be punctual;
2. Notify the Chairperson in advance through any means available when one is unable to attend a meeting for good reasons;
3. Refrain from disclosing confidential issues discussed on the Senate meetings;
4. Be governed by the rule of majority vote;
5. Perform other tasks pertaining to Senate matters that may be assigned by the Senate.

8.7. Senate Meetings

Without prejudice to the provisions of Article 51 of the Higher Education Proclamation No. 1152/2019:

- 8.7.1. The President is the chairperson of the Senate and shall preside over meetings of the Senate;
- 8.7.2. In the absence of the President, the VPAA shall preside over the meetings of the Senate;
- 8.7.3. The Senate shall hold a minimum of three meetings per academic year - one in each semester and one at the end of the summer;
- 8.7.4. Without prejudice to the provisions of the above sub-article of this Article, the Senate may conduct as many more meetings as desired to consider matters relating to promotions and other affairs of urgency; extraordinary meeting may be called by the President;
- 8.7.5. The presence of more than half of the members of the Senate shall constitute a quorum;
- 8.7.6. Decisions of the Senate shall be passed by a majority vote of the members present and voting. In case of a tie, the chairperson shall have a casting vote; and

8.7.7. The President shall call an extra-ordinary meeting of the Senate at the request of at least one- third of the voting members of the Senate. Such request shall be presented in writing to the President.

8.8. Communication of Senate Deliberations and Decisions:

Issues on which the Senate deliberated and decided upon shall be communicated in writing to concerned academic units by office of the President. Such communication shall be made within ten days after every Senate meeting.

8.9. Reconsideration of Senate Decisions,

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

Article 9: Committees of the Senate

9.1. The Senate shall have Senate Executive Committee (SEC), Standing and Ad-hoc Committees which shall serve as the arm of the Senate and function on its behalf in accordance with the mandates vested on them.

9.1.1. Senate Committees are accountable to the Senate.

9.1.2. Each committee shall produce its own guidelines, both substantive and procedural, based on the relevant parts of this Legislation.

9.1.3. Committee work is expected from all university staff as part of their obligation to the University.

9.1.4. Any election of members of the committees of the University Senate shall be conducted at the first Senate meeting of each academic year.

9.1.5. Students selected by the student body to serve as Senate member and its committees shall be notified by the President in writing at the beginning of each academic year.

9.1.6. The chairperson of the University Senate shall promptly notify elected members of the Senate Committees in writing of their selection with attachment of the duties of the committees.

9.1.7. The committees shall organize their first meeting and begin their function within the month of their establishment.

9.2. Decisions of the Committees

- 9.2.1. In the exercise of the powers vested in it by the Senate, a committee may make decisions on matters under its competence and may propose decisions to the Senate;
- 9.2.2. The Senate may at its discretion review any decision of a committee;
- 9.2.3. A committee may also make interim decisions in between meetings of the Senate.
- 9.2.4. Interim decisions are decisions of a committee that require final approval by the Senate;
- 9.2.5. The reasons for passing an interim decision could be the weight of the matter provisions in this Legislation, other University rules or relevant laws of the country under consideration, or the absence of clearly spelt out Whenever an interim decision is made, the chairperson of the committee making such decision shall forthwith communicate this fact to the President;
- 9.2.6. The President shall subsequently forward the interim decision to the next Senate meeting for review and/or approval.

9.3. Quorum

A simple majority of any committee shall constitute a quorum.

9.4. Ex- Officio Members

President and the Vice-Presidents of the University may serve as ex-officio members of all Senate committees in their own discretion.

9.5. Appointment of Chairperson

The chairperson of a standing committee shall be the office holder of the respective office/academic unit.

9.6. 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:

- 9.6.1. monitoring the implementation of this Legislation, and policies, directives and decisions of the Senate;
- 9.6.2. Each standing committee shall pass decisions at their level and inform the Senate thereof;
- 9.6.3. If any person feels aggrieved by the decisions of the committees, the person shall have appeal right to the Senate;
- 9.6.4. Deliberating on matters under their competence and jurisdiction, and decide according to general policy and principles that are provided in this Legislation, directives of the Senate and their own working guidelines;
- 9.6.5. Reporting to the Senate the results of their deliberation and the implementation of their mandate;
- 9.6.6. Initiating and proposing new policy guidelines as well as directives to be deliberated by the Senate;
- 9.6.7. Submitting recommendations for Senate deliberation and decisions.

Article 10: The Senate Executive Committee (SEC)

10.1. Members of Senate Executive Committee (SEC)

- 10.1.1. Membership shall include the President, the Vice Presidents, and Secretary of the Senate. In addition, the SEC shall have two members elected by the Senate from its voting members.
- 10.1.2. The Chairperson of the Senate shall also be the Chairperson of the SEC provided, however, that the Vice Presidents shall in that order preside over the meetings of the SEC in the absence of the Chairperson.
- 10.1.3. The Secretary of the Senate shall also serve as the Secretary of the SEC.

10.2. The Chairperson may convene a meeting of the SEC whenever he deems it appropriate, or whenever one-third its members make a written request for such a meeting.

10.3. Roles and responsibilities of Senate Executive Committee (SEC).

Article 11: Senate Standing Committees (SSCs)

11.1. The following shall be Senate Standing Committee:

1. The Academic Standards and Curriculum Committee (ASCC),
2. The Admissions and Placement Committee (APC),
3. The Research and Community Engagement Committee (RCSC),
4. The Academic Staff Affairs Committee (ASAC),
5. The Student Affairs Committee (SAC)
6. Research and Development Committee (RDC)

11.2. The Senate shall establish additional Senate standing committee/s when deemed necessary.

11.3. Each standing committee shall have a minimum of five members.

11.4. As far as the circumstances warrant, members of the various standing committees of the Senate shall include representatives of the pertinent offices of the University and, in constituting the committees, expertise, individual merit, gender and diversity shall be taken into account.

11.5. 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 one more term.

11.6. Regularity of Meetings

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

11.7. Request for a Meeting

Where one-third of the members' requests for a meeting of a standing committee, the chairperson shall call a meeting within two weeks from the date the written request was forwarded to him.

11.8. Reports to the Senate

The chairperson of each standing committee shall report to the Senate on the activities of their committee when the senate meeting is held.

11.9. Co-opting Additional Members

The chairpersons of the Standing committees of the Senate are encouraged to co- opt additional committees' member/s from the University staff and representatives of stakeholders in consultation with the President where this deems helpful;

11.10. The committee shall brief the rights and duties of additional members.

11.11. The chairpersons of the Standing committees of the Senate shall be member of the Senate.

Article 12: The Academic Standards and Curriculum Committee (ASCC)

12.1 Duties and Responsibilities:

The Committee shall:

12.1.1. Formulate and propose revision and amendment of rules and regulations governing undergraduate and graduate programs to the Senate;

12.1.2. Guidelines on academic rules and regulations of short-term training, certificate and Diploma Program in collaboration with College of Education and Behavioral Science, and submit it to the Senate for approval;

12.1.3. Provide expert advice on curriculum design, review, approval, and revision;

12.1.4. Formulate guidelines on how to initiate, design, develop, review curriculum and changes on courses;

12.1.5. Formulate guidelines and procedures for program development and review within the University

12.1.6. Ensure the inclusion of pedagogical methods that encourage and reward open and active interaction between and students;

- 12.1.7. Enhance practice oriented system of education through inclusion into the curricula programs of internships, attachments and the like;
- 12.1.8. Enhance the cultivation of educational environment that fosters the creative and critical capacities of students;
- 12.1.9. Screen proposals for courses changes;
- 12.1.10. Foster interdisciplinary discussion about general education;
- 12.1.11. Review class size policy and practices at the various faculties/colleges/institutions/academy/schools and units;
- 12.1.12. Initiate and monitor periodic review of courses;
- 12.1.13. Check the balance among components of programs and courses;
- 12.1.14. Develop procedure regarding phasing in and phasing out courses;
- 12.1.15. Advise faculties/colleges/institutions/academy/schools on the offering of interdisciplinary courses;
- 12.1.16. Define the principles of general education, set criteria for general education courses, and approve courses for inclusion within the general education requirements;
- 12.1.17. Establish guidelines for the implementation of Gross Enrollment Rate (GER) policies by the Deans;
- 12.1.18. Set guidelines for course exemptions;
- 12.1.19. Review and regulate semester academic load.
- 12.1.20. Plan, monitor and evaluate the administration of the exit exam.

12.2 Membership:

The Committee shall consist of the following members:

1. Vice President for Academic Affairs.....Chairperson;

2. Director for Educational Quality Enhancement.....Secretary
3. Director for Academic ProgramsMember;
4. Director for Institute of Educational Assessment, Testing and Qualification.....Member
5. Director for Registrar and Alumni Management.....Member;
6. Executive Officer for Women's and Social Affairs Inclusive Implementation Executive OfficeMember;
7. Deans of the respective Colleges/ Academic Institute.....Member.

Article 13: The Admissions and Placement Committee (APC)

13.1. Duties and Responsibilities:

The Admission and Placement Committee shall:

- 13.1.1. Check intake capacity against available human and material resources;
- 13.1.2. Review intake and retention;
- 13.1.3. Check diversity in admission;
- 13.1.4. Set clear and transparent criteria for admission;
- 13.1.5. Review and facilitate readmissions.
- 13.1.6. Place students in appropriate departments based on the criteria of admission.

13.2 Membership

The committee shall consist of the following members:

1. Director for Registrar and Alumni Management..... Chairperson;
2. Director for Academic programsSecretary;
3. Executive Officer for Women's and Social Affairs Inclusive Implementation Executive OfficeMember;
4. Dean for Student service.....Member;
5. Two representatives of the student body each from both undergraduate and post

graduate programs.....Members

Article 14: The Research and Community Engagement Committee (RCSC)

14.1. Duties and Responsibilities

The Research and Community Engagement Committee shall:

- 14.1.1. Formulate strategies for promoting Research and Community Engagement Committee of research results;
- 14.1.2. Guide the Research and Community Engagement Committee and other units of the University in designing and conducting training workshops on research methods and research writing;
- 14.1.3. Specify research priorities based on the needs of the City and the Nation at large;
- 14.1.4. Formulate guidelines for the approval of research proposals;
- 14.1.5. Monitor the activities of the Research and Community Engagement Committee in relation to approved research work;
- 14.1.6. Provide procedure for launching and maintaining quality of journal/s;
- 14.1.7. Determine criteria for establishing the reputability of journals and re-assess its reputability periodically;
- 14.1.8. Determine courses of action in the case of breach of agreement by researchers;
- 14.1.9. Specify the calendar for submission of research proposals and research reports;
- 14.1.10. Examine and endorse the activity reports of research institutes;
- 14.1.11. Assist the Research and Community Engagement Committee services of the University in securing fund from organizations outside the University;
- 14.1.12. Establish award system for recognizing outstanding research;
- 14.1.13. Assist the Research and Publication Directorate in preparing code of ethics governing/safeguarding research and intellectual property rights;
- 14.1.14. Examine allocation of funds for research institutes/centers;

- 14.1.15. Issue guidelines pertaining to visiting researchers who wish to be affiliated with various units of the University;
- 14.1.16. Promote the publication of outstanding theses and dissertations;
- 14.1.17. Ensure the appropriate academic standard of publications;
- 14.1.18. Formulate strategies for proper utilization of research findings.
- 14.1.19. Advise the Senate on all matters pertaining to Research and Community Engagement.

14.2. Membership

The committee shall consist of the following members:

- 1. Research and Community Engagement Vice President.....Chairperson
- 2. Institutional Transformation Executive Officer.....Member
- 3. Director for Research, Publication, Ethics and Extension.....Secretary;
- 4. Director for Community Services.....Member;
- 5. Director for University-Industry Linkage.....Member;
- 6. Director for Institute of Educational research and reformMember;
- 7. Director for STEM Center.....Member
- 8. Colleges/Academic Institute Deans.....Member

Article 15: Academic Staff Affairs Committee (ASAC)

15.1. Duties and Responsibilities

The Committee is concerned with academic staff recruitment, promotion and development, and shall:

- 15.1.1. Devise policies and overall strategic human resource objectives, including recruitment and selection, equal opportunities for applicants for job and promotion from disadvantaged groups, contractual matters, training and development, pay and reward and other matters as appropriate;
- 15.1.2. Formulate various mechanisms of rewarding merit and innovation in teaching and research;

- 15.1.3. Formulate policy for recruitment, 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;
- 15.1.4. Examine and recommend promotions in rank submitted by faculties/colleges/institutions/schools/academy and pass the same to the Executive Committee;
- 15.1.5. Formulate policies for retention of academic staff and solicit budget for recruitment and retention in the context of competing demands for resources for academic activities;
- 15.1.6. Consider recommendations from the Office of the Vice-President for Academic Affairs for such promotions and recommend such to the Executive Committee;
- 15.1.7. Formulate and propose to the Senate policies and strategies for promoting access to higher education at the University through scholarship;
- 15.1.8. Determine from time to time the field of studies in which the University grants scholarships;
- 15.1.9. Review and update criteria for academic staff recruitment, promotion and development from time to time;

15.2. Membership

The committee shall consist of the following members:

1. Vice President for Academic Affairs.....Chairperson;
2. Director for Educational Quality EnhancementSecretary
3. Director for Academic ProgramsMember;
4. Director for Research, Publications, Ethics and Extension..... Member;
5. Colleges/Academic Institutes Deans.....Member;
6. Director for Human Resource ManagementMember;
7. Director for Women's and Social Affairs Inclusive Implementation Executive OfficeMember;
8. One Academic Staff representativeMember.

9.

Article 16: Student Affairs Committee (SAC)

16.1. Duties and Responsibilities

The Student Affairs Committee shall:

- 16.1.1. Review the material and social conditions of the University affecting students' academic and social life;
- 16.1.2. Devise mechanisms that contribute to academic success and personal development of students;
- 16.1.3. Formulate means of creating part-time and self-employment activities of students;
- 16.1.4. Formulate the code of conduct of students of the University particularly those related to disciplinary issues;
- 16.1.5. Arbitrate between /Institution, administration and the student body on matters affecting the interest of all;
- 16.1.6. Mediate student counseling issues;
- 16.1.7. Identify and devise means of support to female students and students from disadvantaged communities;
- 16.1.8. Identify and devise means of support to students with disabilities;
- 16.1.9. Help students understand their rights and obligations;
- 16.1.10. Promote the well-being and rights of students;
- 16.1.11. Initiate and encourage student exchange programs, student publications, guest lectures, and debate;
- 16.1.12. Formulate policies regulating the affairs of international students;
- 16.1.13. Develop and supervise policies for the intercollegiate athletic program in collaboration with Sport Science Academy;
- 16.1.14. Review and approve all competitive schedules;

- 16.1.15. Ensure that the intercollegiate athletic program adheres to all policies, rules, and regulations set forth by the University administration;
- 16.1.16. Formulate policy for official recognition of student organizations and review, approve, and revoke constitutions of student organizations;
- 16.1.17. Devise mechanisms for encouraging diversification of the student body, as well as the and staff of the University;
- 16.1.18. Make recommendations on matters pertaining to student life, out-of-classroom activities, and student welfare brought to the Committee by members of the University Community;
- 16.1.19. Make recommendations pertaining to general student welfare to administrative entities;
- 16.1.20. Investigate policies and regulations that affect general student welfare;
- 16.1.21. Serve as an appellate body for hearing disputes within and among student organizations

16.2. Membership

The Committee shall consist of the following members:

- 1. V/President for Administration and Student Service.....Chairperson;
- 2. Dean for Student Services.....Secretary ;
- 3. Director for Women's and Social Affairs Inclusive Implementation Executive OfficeMember;
- 4. Director for Academic programs.....Member;
- 5. Executive Officer for Peace and Security.....Member;
- 6. Two representatives of the student body.....Member;

Article 17: Research and Development Committee (RDC)

17.1. Duties and Responsibilities

- 17.1.1 identify the skills and experience the university workforce needs in order to best reach its strategic goals.
- 17.1.2 Gearing up for innovation includes hiring the right people necessary to complete the work while keeping workloads and expertise in mind so as to enhance efficiencies.
- 17.1.3 create a company's culture through the arrangement of responsibility and authority.
- 17.1.4 plays a role in innovation and change
- 17.1.5 recognize the needs of the university and opportunities to increase efficiencies that boost the overall development.
- 17.1.6 eliminate redundant positions and trimming staff numbers where it looks like resources are being used wastefully.
- 17.1.7 encourage innovative thinking among the community of the university in developing their roles to better meet the university's needs and increase efficiency.
- 17.1.8 monitor progress and issue rewards where appropriate for early successes.
- 17.1.9 Create urgency by establishing measurable, achievable goals, with benchmarks tied to reasonable deadlines.
- 17.1.10 Use transparent processes to monitor progress and issue rewards where appropriate for early successes
- 17.1.11 Develop a vision & strategy for change
- 17.1.12 Communicate the Vision and Strategy of the university among the university's community.
- 17.1.13 Create quick wins & celebrate achievements.
- 17.1.14 Secure successes, accelerate & build on the change
- 17.1.15 Make change stick & anchor change in the Organizational Culture

17.1.16 identify the skills and experience the university workforce needs in order to best reach its strategic goals.

17.2. Membership

The Committee shall consist of the following members:

1. Administrative and Development Vice President.....Chairperson;
2. Institutional Transformation Executive Officer.....Secretary;
3. Strategic Affairs Executive Officer.....Member;
4. President Office Head.....Member;
5. Dean for Student Services.....Member;
6. Director for Research, Publication, Ethics and Extension.....Member;
7. Director for Academic programs.....Member;
8. International and Public RelationMember;
9. Executive Officer for Engineering and Maintenance.....Member;
10. Executive Officer for Information communication TechnologyMember;
11. One Academic Staff selected by SenateMember;

Article 18: Ad hoc Committees

18.1.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.

18.2.Terms of Reference of Ad hoc Committees shall be issued by the Senate.

Article 19: Internal Academic Unit of the University

19.1. General Provisions

The University shall have the following Colleges/Institute which may have as many centers, departments and program units needed to fulfill their objectives.

The University shall comprise:

- a. College of Educational Sciences;
- b. College of Science and Mathematics Education;
- c. College of Social Sciences Education;
- d. College of Business, Technology and Vocational Education;
- e. College of Languages Education;
- f. Institute of Physical Education and Sport;

19.2. Upon recommendation of the Academic Commission, relevant Senate Standing committee and with the approval of the Senate, Colleges and Institutes could establish degree awarding programs in line with Higher Education Proclamation No 1152/2019.

19.3. Other Institutes, Colleges, Centers and Schools will be established in accordance with the university establishing regulation.

Article 20: The Academic Commission (AC)

20.1. Composition

For each college and teaching institute there shall be an Academic Commission (AC) which is accountable to the Dean. All colleges and teaching institutes shall have the following composition:

1. DeanChair Person
2. Vice Academic Dean (if any).....Member
3. Department Head.....Member
4. Center Head (if Any).....Member
5. Academic Staff representative.....Member
6. Two elected student representativesMember

20.2. Leadership and Organization

20.2.1. The AC shall report to the pertinent Vice-Presidents through timely and continuous submission of its minutes and formal comprehensive reports three times a year.

20.2.2. The AC shall be chaired by the College/Institute Dean.

20.2.3. The AC shall elect its secretary from its members who shall, primarily, be responsible for enforcing its decisions and maintaining the accuracy, proper management and communications of its records and correspondences to the appropriate bodies and offices.

20.2.4. The AC shall have its own rules of procedure.

20.2.5. The AC shall have the following standing committees:

20.2.5.1. The Academic Standards and Curriculum Committee (ASCC)

20.2.5.2. The Research and Community Engagement Committee (RDC)

20.2.5.3. The Academic Staff Affairs Committee (ASAC)

20.2.5.4. The Students Affairs Committee (SAC)

20.2.6. The AC may establish *ad-hoc* committees to perform specific tasks;

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

20.3. Duties and Responsibilities of the AC

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

20.3.1. Set guidelines to facilitate the teaching-learning process;

20.3.2. Issue guidelines for setting/marking of examinations in the academic units of the college/institute in accordance with rules and regulations approved by the Senate;

20.3.3. Recommend to the Senate the establishment of new programs and modifications of existing ones pertaining to study and research in any of the academic units under the college;

20.3.4. Deliberate and decide upon all appropriate appointment and promotion cases presented to it through the College/institute Staff Affairs Committee;

20.3.5. Recommend, to the VPAA, all leaves of academic staff in the college;

20.3.6. Promote research works in the college/institute, and issue guidelines on their execution, on the basis of regulations issued by the Senate, and follow-up/monitor their implementation;

20.3.7. Review the missions and objectives of the academic units under the

- college/institute on a periodic basis and evaluate the success of their implementation;
- 20.3.8. Promote the welfare of staff and students and ensure observance of discipline in the college/institute as provided by the rules and regulations of the University;
- 20.3.9. Review grades and determine academic status of students of the college/institute every semester;
- 20.3.10. Recommend to the Senate the graduation of students of the college/institute and determine medal winner in every academic unit under the college;
- 20.3.11. Review and recommend budget proposals to the budget office and allocate approved budget for the various activities of the academic units under the college/institute;
- 20.3.12. Initiate staff development schemes for the college/institute; prioritize training programs for the staff and recommend candidates for training;
- 20.3.13. Issue guidelines on conditions of employment and remuneration for consultancy services in the college in accordance with the general University policies;
- 20.3.14. Receive and assess the results of the annual performance evaluation of the academic staff of the college and make recommendations to the dean on possible actions to be taken as a result of the evaluation;
- 20.3.15. Issue guidelines for promotion of links with relevant external bodies and organizations with a view to enhancing the college's/institute's academic/research functions in line with the rules and regulations of the University;
- 20.3.16. Initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence in the college/institute;
- 20.3.17. Determine the allocation and appropriate utilization of the physical resources of the college/institute based on considered recommendations of the dean;
- 20.3.18. Issue guidelines and procedures on the functions and activities of its standing committees;
- 20.3.19. Perform such other functions relevant to the betterment of the teaching-learning process and promotion of research in the college/institute.
- 20.3.20. Propose programs to be offered by the academic units under the college/institute including changes thereof; undertake every three years' evaluation of programs,

- and formulate appropriate recommendations to be forwarded to the Council and supervise implementation of the decision of the Council thereon;
- 20.3.21. Recommend the granting of graduate degrees, diplomas and/ or certificates and ensure that the rules governing the appointment of advisors and examination boards as well as those governing their functions are uniformly implemented.
- 20.3.22. Settle all academic problems that concern the college/institute.

Article 21: College /Institute Deans

21.1 Duties and responsibilities

The College and teaching Institute Dean is the chief executive officer of the College /Institute and shall exercise authority over all academic, research, community services and administrative matters in the College/ Institute. The Dean shall have the following duties and responsibilities:

The Dean shall:

- 21.1.1 Exercise authority over all academic, research, community service and administrative matters in the College/ Institute;
- 21.1.2 Be in charge of policy formulation, coordination, direction and supervision across the College/Institute;
- 21.1.3 Be responsible for organizing and directing administrative support services for the College/ Institute;
- 21.1.4 Formulate standards, and work procedures relevant to the academic units under the College/Institute in line with the University-wide policies, rules and regulations;
- 21.1.5 Endorse the creation or revision of academic programs originating from or endorsed by departments/ centers and present them for approval to the VPAA after endorsement by the College/Institute AC
- 21.1.6 Endorse the creation or revision of research and/or incubation centers originating from or endorsed by departments/ centers and present them for approval to the VPRCS after endorsement by the College/ Institute AC
- 21.1.7 Coordinate inter-College/Institute programs, if any;

- 21.1.8 Coordinate and endorse research proposals for approval and funding, promote and disseminate research findings and support research activities within the College/Institute including administering grants pertaining to staff research projects as well as master's thesis, PhD dissertation, **M.Phil. thesis**, and postgraduate diploma, Postdoc, Certificate ;
- 21.1.9 Process scholarships for staff and administer the same for students within the College/ Institute and/or centers and research hosted by the College/ Institute after it is approved by the respective ACs;
- 21.1.10 Represent the College/Institute in the University-wide Regulatory and Consultative bodies (such as the Senate and the University Council) and coordinate College Institute activities relating to external relations, community service, business development and partnerships;
- 21.1.11 Approve the recruitment and promotion of academic staff with the rank up to Assistant Professor and process the promotion of academic rank of assistant and associate professor and notify the Office of VPAA after it is endorsed by the respective ACs;
- 21.1.12 Upon endorsement by the respective ACs, recommend to the VPAA the recruitment of academic staff with the rank of professor and process the employment once the Senate's approval is secured;
- 21.1.13 Initiate joint appointment of academic staff from other institutions in accordance with the Proclamation;
- 21.1.14 Take disciplinary measures on academic staff including oral warning, written warning, and a fine up to three months' salary, suspension from work for the same period in accordance with the provisions of this Legislation;
- 21.1.15 Recommend disciplinary actions involving dismissal of academic staff with the exception of full professors whose case shall be decided by the VPAA;
- 21.1.16 Recommend to the VPAA service extension, inter College/ Institute transfer, leaves, and professional development of academic staff;

- 21.1.17 Design and enforce quality enhancement and assurance mechanisms/strategies for academic programs in the College/ Institute;
- 21.1.18 Oversee and coordinate admission and placement of students in accordance with the University's policy and regulations upon the approval of the respective ACs;
- 21.1.19 Ensure the maintenance of pertinent records of academic and support staff, students and their performances;
- 21.1.20 Consolidate graduate list of the College/ Institute as proposed by the respective academic committees of department/centers and submit the same for approval by the respective ACs;
- 21.1.21 Execute the recruitment, promotion, transfer, discipline, and development of administrative staff under the College/ Institute after the endorsement of the AC;
- 21.1.22 Propose dismissal of administrative staff in departments/schools/ centers within the College/Institute to the VPASS;
- 21.1.23 Ensure the administration of human resource management functions pertaining to academic employment, leaves, Promotion contracts identification cards, records, payroll and clearance;
- 21.1.24 Plan and process the annual procurement for the College/ Institute;
- 21.1.25 Facilitate the mobilization and generation of resources to support the activities of the College's/ Institute's academic units and ensure that revenue from consultancy work, project contracts, donations, and tuition fees are collected and primarily used to support academic units generating the revenue in line with applicable laws, rules and regulations of the University;
- 21.1.26 Prepare consolidated plans and budget of the College/Institute and ensure implementation of the same upon approval by the respective ACs and higher authorities;
- 21.1.27 Ensure that the College/Institute has effective and responsive human and financial administration;
- 21.1.28 Facilitate and oversee the proper and optimal distribution and utilization of

teaching learning materials and equipment, library resources, facilities, halls, auditorium, classrooms, laboratories, computers and vehicles allocated to the College/ Institute;

21.1.29 Oversee the proper administration, maintenance and renovation of all premises and facilities and the disposal of property within the College/ Institute, as appropriate, including vehicles;

21.1.30 Design mechanisms to promote welfare of staff and students with particular attention to those with special needs;

21.1.31 Authorize disbursement of approved budget expenditures including project funds;

21.1.32 Initiate and facilitate external relations with a view to forging partnerships with academic and research institutions, donors, and the industry as well as promoting community service in line with applicable rules and regulations of the University;

21.1.33 Regulate and ensure consistency across departments/ centers in academic administration, student handling, staff recruitment, development and promotion, research grants and administration; and

21.1.34 Submit, upon leaving office, a comprehensive written exit report and hand over office related resources to the academic staff replacing him with the view to making the transition smooth and

21.1.35 Perform other related duties as assigned to him by the President and/or the Vice Presidents.

21.2 Accountability

The Dean shall be accountable to the VPAA. However, depending on the matter at hand, the Dean shall also be answerable to the offices of the other Vice Presidents. He shall report to these offices operationally and regularly through written communication and formally through quarterly and annual reports. In particular, the Dean shall report to the

Vice President for Research and Community Serve on matters related to research, technology transfer and community engagement.

21.3. Appointment and Terms of Office of Deans

21.3.1 The appointments of Deans shall be merit based and the detail procedure on their appointments shall be worked out and approved by the University Managing Council

21.3.2 Where there are compelling reasons, the President may appoint a head from another academic unit within the University or another institution outside the University.

Article 22: Department Heads

22.1. Duties and Responsibilities

Department Heads shall have executive authority over the academic, research and administrative matters that lie within their mandates as described below:

22.1.1. Initiate the introduction and/or revision of academic programs and recommend to College/Institute after they are endorsed by the DCs;

22.1.2. Propose the creation of new academic units or the restructuring or dissolution of existing units and recommend the same to College/ Institute after the proposals are endorsed by DCs;

22.1.3. Initiate and facilitate research proposals;

22.1.4. Facilitate the recruitment and selection of academic staff with the rank of lecturer;

22.1.5. Recommend the recruitment of academic staff with the rank of assistant professor and above for decision and appropriate action by College//Institute after approval by DCs;

22.1.6. Process the promotion of academic staff to the rank of lecturer upon the approval of DCs;

22.1.7. Recommend promotions to the rank of assistant professor and above for the decision and appropriate action by the College//

- Institute/Academy/School upon the approval of DCs;
- 22.1.8. Take minor disciplinary measures on academic staff including oral warning, written warning, and a fine up to one month salary;
- 22.1.9. Recommend leaves, transfers, resignations, joint appointments and service extension of academic staff upon the approval of DCs;
- 22.1.10. Recommend the recruitment, promotion, leaves, development and discipline of administrative staff working for the department/center including oral warning, written warning, and a fine up to one month salary; and decide on demotions in accordance with the rules and regulations applicable to civil servants;
- 22.1.11. Prepare plans and budget of their respective departments/centers and submit the same to College//Institute/Academy/School on the approval of DCs ;
- 22.1.12. Plan annual procurement of their respective departments/ centers/ and submit the same to College//Institute/Academy/School;
- 22.1.13. Authorize the disbursement of approved budget expenditures including project funds;
- 22.1.14. Request for maintenance and renovation of all premises and facilities and disposal of property used by departments/ centers as appropriate;
- 22.1.15. Plan and execute income generating activities, in consultation with relevant Vice Presidents, and utilize such revenue in line with the rules and regulations of the University;
- 22.1.16. Initiate external relations with a view to forging partnerships with academic and research institutions, donors, and the industry as well as promoting community service in line with applicable rules and regulations of the University;
- 22.1.17. Invite, select and recruit students for admission as per the Proclamation and the rules and regulations of the University upon the approval of DACs;
- 22.1.18. Process and approve the academic status of students on the basis of the University academic requirements and finally recommend their graduation

- upon the approval of DACs;
- 22.1.19. Oversee the wellbeing of students of their respective departments/centers;
- 22.1.20. Facilitate and follow-up academic advice of students;
- 22.1.21. Propose quality assurance mechanisms and enforce the same upon approval by DACs;
- 22.1.22. Direct teaching and research activities, organize workshops and conferences, encourage publications of research outputs;
- 22.1.23. Prepare staff development plan and have it approved by DAC for its implementation;
- 22.1.24. Ensure maintenance of up-to-date records on the teaching, research, and consultancy services of the department/center and report same to the College//Institute/Academy/School;
- 22.1.25. Assign teachers, tutors, advisors, supervisors, and examiners for graduate, undergraduate, in different programs;
- 22.1.26. Keep records of semester teaching load, research, publication conferences, talks, public lectures and public services of each and every staff of the department/center and report the same to the College//Institute Dean and other appropriate offices;
- 22.1.27. Conduct and process performance evaluation of academic staff every semester;
- 22.1.28. Ensure the maintenance of proper records of students of the department/center;
- 22.1.29. Initiate and recommend interdisciplinary programs in collaboration with other academic units upon the approval of DACs;
- 22.1.30. Plan and execute community services related to its academic activities upon the approval of DACs.
- 22.1.31. Initiate and support extracurricular activities;
- 22.1.32. Conduct meetings with students once per semester and report the outcome to the College//Institute and/or other bodies and offices of the University concerned;

- 22.1.33. Compile quarterly, biannual and annual report and submit the same to the College//Institute under which the department/ center is;
- 22.1.34. Promote the enhancement of the quality and relevance of teaching and research in the school/department;
- 22.1.35. Follow-up and implement the decisions and recommendations of the department's/center's council, AC and higher bodies of the University;
- 22.1.36. Delegate his powers to programme coordinator or another fulltime academic staff member of the department/center
- 22.1.37. Perform other related duties assigned by the Dean of the College//Institute under which the department/center is.

22.2. Accountability

The Head shall report and be accountable to the Dean of the College/ Academic Institute. He shall report operationally regularly through written correspondences and formally through a quarterly report on activities against the plan.

Article 23: Department Council

23.1. General Provision

In each department/center of every college/Institute, there shall be established a departmental council (DC) and where appropriate Department/Center Graduate Committee, the composition, powers and duties of which are set forth as follows.

23.2. Duties and responsibilities

- 23.2.1. Submit recommendations to the Academic Commission on the programs of studies necessary for obtaining certificates, diplomas or degrees offered by the Department and implement same upon approval;
- 23.2.2. Prepare the annual plan, budget and reports of the Department;
- 23.2.3. Monitor the financial and personnel management of the Department;
- 23.2.4. Conduct teachers' and students' appraisal and evaluation;
- 23.2.5. Standardize and supervise examination and academic evaluation systems;
- 23.2.6. Determine teaching material selection and preparation to courses, and approve

- distribution of teaching load to staff members;
- 23.2.7. Support and facilitate quality improvement and innovation in curriculum and learning teaching systems;
- 23.2.8. Approve students' grades;
- 23.2.9. Perform other activities assigned to it by executive officials of the University, the Institute/College Dean and Head of the Department

Article 24: Department Level Committee

24.1. General Provision

In each department of every College/ Institute, there shall be the following standing committees;

1. Department Academic and Curriculum Committee (DACC)
2. Department Graduate and Research Committee (DGRC),
3. Department Academic Staff Affairs Committee (DASAC)
4. Department Students Affairs Committee (DSAC)

Composition and Terms of Office

DACC

- 24.1.1.A DACC shall consist of 5 – 7 members. Three of the seven members shall be elected from among the full time academic staff of the concerned department/center with the rank of lecturer and above, and two shall be student representatives from regular and continuing and distance education programs;
- 24.1.2.Where the number of full-time academic staff of the department is less than five, all the full- time academic staff with the rank of lecturer and above shall constitute the DACC;
- 24.1.3.The term of service of the elected members of the DAC/CAC shall be two years;
- 24.1.4.The department head shall act as chairperson of DAC/CAC;
- 24.1.5.The rules or procedures of the AC, provided for in this Legislation, shall apply to the working of the DAC/CAC;
- 24.1.6.The DAC/CAC, when deemed necessary, may appoint ad hoc committees, whose membership may be drawn from among itself or other staff of the

department/center, to perform specific tasks.

24.1.7. The DAC/CAC may co-opt and invite to its meetings any member of the staff of the department/center in the course of execution of its tasks. Such invited members shall not have voting rights.

DGRC

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

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

24.1.10. All the members of the DGRC/CGRC, except the chairperson, shall be from among those who involve in graduate program/s of the concerned department/center or any other academic unit of the University.

24.1.11. A member shall be eligible for re-election

24.2. Powers and Responsibilities

The DAC/CAC/SAC shall:

24.2.1. Prepare the department's/center's/school's short and long term objectives, plans and programs, and necessary budget for their implementation and submit the same to the dean through the chair/ head;

24.2.2. Recommend criteria to the AC for the selection of students joining the department/center/school;

24.2.3. Ensure that all examinations are reviewed for completeness of content, rigor and soundness;

24.2.4. Review grades and report the academic status of students to the AC every semester;

24.2.5. Recommend graduation of students to the AC;

24.2.6. Plan and coordinate regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, merger of courses, conduct of research, proper utilization of departmental resources, maintenance of academic standards and quality of the programs of the department/center/school;

24.2.7. Review and approve research proposals;

- 24.2.8. Promote and coordinate consultancy services in the department/center/school; and ensure that the University's regulations governing consultancy services are adhered to;
- 24.2.9. Deliberate and decide on disciplinary cases of students pertaining to academic matters in accordance with the rules and regulations of the University; and
- 24.2.10. Recommend actions to the dean, regarding:
- a. Promote the well-being of staff and the students of the department/center/school;
 - b. Put in place staff development schemes for the department/center/school; and
 - c. Initiate scholarships, fellowships, prizes and other awards to students of the department/center/school; and
 - d. Recommend to the AC, the appointment and promotion of academic staff of the department/center/school.

DGRC/CGRC shall be to:

- 24.2.11. Develop department/center graduate program/s in collaboration with the staff;
- 24.2.12. Review and revise the program/s at least every three years;
- 24.2.13. Coordinate and supervise all activities of the program/s;
- 24.2.14. Review and approve examinations and grades on the basis of guidelines provided by the Academic Program Officer;
- 24.2.15. Prepare semester reports on its activities and submit the same to the AC;
- 24.2.16. Assign a research advisor for each graduate student;
- 24.2.17. Assign members of examining board for theses, dissertations and other qualifying examinations for approval by the AC.
- 24.2.18. Determine applicants' transfer request and ascertain that students who request transfer to the department/center/school satisfy the academic requirements for admission into the program to which transfer is sought;
- 24.2.19. Assess applications of students who request readmission and make recommendations to the AC;
- 24.2.20. Assess students' request for extension of the duration of study and make recommendations to the AC;

24.2.21. Facilitate conditions to ensure that a student hands over fixed assets he has purchased in connection with his thesis or dissertation using University resources; and

24.2.22. Allocate research funds to students equitably

24.3. Department Academic Staff Affairs Committee (DASAC)

Duties and Responsibilities

The Committee is concerned with academic staff recruitment, promotion and development at department level, and shall:

24.3.1. Implement the university policies and overall strategic human resource objectives, including recruitment and selection, equal opportunities for applicants for job and promotion from disadvantaged groups, contractual matters, training and development, pay and reward and other matters as appropriate ;

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

24.3.3 Implement policy for recruitment, 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;

24.3.4 Examine and recommend promotions in rank submitted by Department members and pass the same to the College/Acadamic Institute;

24.4. Department Students Affairs Committee (DSAC)

Department Students Affairs Committee (DSAC) shall:

24.4.1 Review the material and social conditions of the University and the department affecting students' academic and social life;

24.4.2 Devise mechanisms that contribute to academic success and personal development of students;

24.4.3 Formulate means of creating part-time and self-employment activities of students;

24.4.4 Formulate the code of conduct of students of the Department particularly those related to disciplinary issues;

24.4.5 Arbitrate between /Institution, administration and the student body on matters affecting the interest of all;

- 24.4.6 Mediate student counseling issues;
- 24.4.7 Identify and devise means of support to female students and students from disadvantaged communities;
- 24.4.8 Identify and devise means of support to students with disabilities;
- 24.4.9 Help students understand their rights and obligations;
- 24.4.10 Promote the well-being and rights of students;
- 24.4.11 Initiate and encourage student exchange programs, student publications, guest lectures, and debate;
- 24.4.19 Make recommendations pertaining to general student welfare to administrative entities at department level;
- 24.4.20 Serve as an appellate body for hearing disputes within and among student organizations at department level

Part III

University Level Directorates, Institutes, Centers and Offices

The University shall have the following Directorates/Centers/Institutes

1. Registrar and Alumni Management
2. Education Quality Enhancement
3. Student Services Dean Office
4. Information Communication Technology
5. Research, Publication, Ethics and Extension
6. Community Engagement
7. Academic Programs
8. Institute of Educational Research and Reform
9. Institute of Lifelong Learning
10. Institute of Examination, Testing and Qualification
11. Emotional Intelligence Center
12. University Industry Linkage and Technology Transfer
13. STEM Center

Article 25: Registrar and Alumni Management Directorate

25.1. General Provisions on Registrar and Alumni Management Directorate

- 25.1.1. The Office of the Registrar and Alumni Management Directorate is responsible for all operational matters pertaining to student intake, admission, placement, readmission, enrollment, academic records and graduation.
- 25.1.2. The Office of the Registrar and Alumni Management Directorate carries on the duties and responsibilities given to it in this Chapter in close cooperation with relevant academic units and other offices of the University.
- 25.1.3. The Office of the Registrar shall have the Registrar and Alumni Management

Directorate, the Associate Registrar and College/Institute Associate Registrars and other relevant officers.

- 25.1.4. All matters of employment and assignment of the Registrar and Alumni Management Directorate, Colleges Registrar and other relevant officers shall be in accordance with policies, principles and rules governing the University.

25.2. Roles and responsibilities of Registrar and Alumni Management Directorate

The Directorate of the Registrar and Alumni Management shall:

- 25.2.1. Coordinate and process the recruitment, admission, placement, and graduation of students;
- 25.2.2. Process registration and course enrolment; see to it that students pay tuitions and fees or sign cost sharing agreements prior to beginning classes; prepare and announce class schedules for classes and exams; provide dispatch of academic record services to alumni;
- 25.2.3. Process, coordinate and oversee graduate admissions and enrolments;
- 25.2.4. Develop and implement proper mechanisms and instruments for the recruitment, admission, placement and orientation of new undergraduate students; in accordance with the appropriate rules and regulations;
- 25.2.5. Organize, coordinate and oversee the orientation of new undergraduate students to the University and to campus life; and prepare and issue University Catalogue(s) and student handbooks of the University on a regular basis;
- 25.2.6. Develop and implement efficient and effective student information system including student record management that enables the University to collect, process, deploy and disseminate information and data on undergraduate and graduate programs, student population, and student activities;
- 25.2.7. Create and maintain up-to-date, confidential and permanent records of all students, including drop-outs, dismissals, withdrawals, and alumni of undergraduate and graduate programs in particular by collecting student personal information necessary for academic management purpose, keeping and controlling physical and/or electronic official academic records of students, processing and communicating student records, controlling access and disclosure of student

- records, and retaining, correcting and disposing of student academic records;
- 25.2.8. Organize, maintain and disseminate up-to-date data on student enrolment, admissions, withdrawals, attrition/completion, dropouts and graduates;
- 25.2.9. Maintain up-to-date, secure, accurate records on curricula of programs and on student admission and placement differentiated based on types of programs and modes of delivery;
- 25.2.10. Schedule and process the readmission of returning students;
- 25.2.11. Prepare and issue identification cards, attesting to the admission status of students;
- 25.2.12. Prepare and publish the yearly undergraduate and graduate catalogue;
- 25.2.13. Announce and advertise University programs to the public;
- 25.2.14. Organize the registration of students to courses of study;
- 25.2.15. Prepare Academic Calendar of the University each year in consultation with the VPAA and submit the same to the Senate for approval and ensure the timely distribution of such Calendar to the pertinent units of the University and see to it that academic units strictly adhere to the Calendar;
- 25.2.16. Facilitate the final Senate approval of graduation of students by preparing the list of candidates, recommended by the academic units, and eligible for the award of degrees, diplomas and certificates; and post such list on the University website upon approval by the Senate;
- 25.2.17. Develop mechanisms for the early and timely certification of graduates; issue transcripts, degrees, diplomas and certificates;
- 25.2.18. Manage the collection, storage, correction, disclosure, retention and disposal of student academic records having proper regard to efficiency, integrity, accuracy, accessibility, privacy and security;
- 25.2.19. Permit a student to view his academic record; allow only academic staff who have signed the University confidentiality agreement to have access to student records, disclose student records to law enforcement authorities and disclose student records to other persons only with the express consent of the student concerned;
- 25.2.20. Organize and administer graduation functions, transcript evaluations, certification process/ issuance of transcripts and other academic credentials for students and alumni in order to provide maximum service to students while ensuring efficient

- and effective workflow;
- 25.2.21. Cause the issuance of university-wide general criteria for all matters pertaining to student intake, admission, selection and placement;
 - 25.2.22. Ensure that pertinent laws and policies, this Legislation, directives of the Senate and its committees and guidelines on student intake capacity, selection, admission, placement, students enrollment management, curricula and graduation matters such as courses and credit requirements are strictly observed;
 - 25.2.23. Ensure that all admissions and placement of students from foreign schools are conducted as per the rules and regulations of the University;
 - 25.2.24. Without prejudice to the relevant provisions of the Proclamation, and upon approval of the VPAA, consult with the Ministry on determination of student intake capacity and admission;
 - 25.2.25. See to it that a threshold of student class size is met and cause, where such threshold is not met, the cancellation of low enrollment courses/modules and take such other measures deemed necessary in the circumstances;
 - 25.2.26. Be responsible for the custody of the Common Seal of the University;
 - 25.2.27. Support, coordinate and oversee the registrar units of the University in particular by providing them with leadership, support and oversee academic units for the implementation of related technology application in support of enhanced services offered through registration and students record management; and
 - 25.2.28. Implement the University`s enrollment policies and student records management.

Article 26: Quality Enhancement and Assurance Directorate

The Quality Enhancement and Assurance Directorate shall have the following duties and Responsibilities;

- 26.1. Coordinates and monitors the development and implementation of academic quality assurance internal system (strategies and procedures) that shall be continuously improved;
- 26.2. Ensures appropriate guidance and support of University quality assurance procedures, policies and strategies;
- 26.3. Develop University level quality standard, undertake academic quality audit on periodic

- basis, follow up and rectify the deficiencies revealed by the audit, maintain appropriate documentation of the audit; and submit such document regularly to President;
- 26.4. Overviews and facilitates the management of external academic quality audits and similar events;
- 26.5. Represents the University regarding quality assurance design to external bodies;
- 26.6. Provides training regarding quality enhancement and assurance; and
- 26.7. Provides workshops regarding academic quality enhancement and assurance procedures, policies and strategies to the University academic staffs.
- 26.8. Support academic units employ appropriate teaching, learning and assessment methods to ensure effective implementation of their programs;
- 26.9. Undertake other duties as assigned to him by VPAA and the Senate.

Article 27: Student Services Dean Office

Student Service Dean Office shall have the following duties and responsibilities:

- 27.1. Advise students on non-academic matters and provide guidance and counseling services as required;
- 27.2. Ensure the physical and psycho-social well-being of students;
- 27.3. Coordinate and provide guidance and counseling services to all students;
- 27.4. Advise University top management on student services related matters;
- 27.5. Provide the necessary support to College/ level student services work units;
- 27.6. Implement all disciplinary decisions made by the academic units;
- 27.7. Ensure the chartering and registration of all students' organizations in accordance with the Policy on Extracurricular Activities, the provisions of this Legislation and any other relevant law of the country; and give the necessary support to strengthen the Student Union of the University;
- 27.8. Oversee the maintenance of student services information system; and work towards the automation in a comprehensive manner of such student services information system and ensure its proper utilization; in particular, ensure the establishment of systematic guidance and counseling infrastructures including appropriate information delivery mechanisms on such services and peer counseling and mentorship systems;
- 27.9. Arrange sports and recreational activities for students in collaboration with Institute of

Physical Education and Sport and other units of the University concerned;

- 27.10. Conduct orientation sessions every year for all students; orientations to incoming students shall aim at introducing and familiarizing such students with opportunities and facilities available at the University, their rights and obligations and ensure in particular that orientations at academic unit levels are inclusive, duly planned and delivered to newly admitted students;
- 27.11. Give particular attention to the welfare and the affairs of female students and students with disabilities which shall be carried out in consultation with the relevant University offices.
- 27.12. Implement the policies on student orientation; guidance and counseling, and student conduct and extra-curricular activities and sports; and
- 27.13. Perform other related duties relevant to student affairs.

Article 28: The Information and Communication Technology (ICT) Director

28.1. Duties and responsibilities

- 28.1.1. Lead, manage and develop the staff of the ICT office in discharging responsibility for the development and implementation of innovative Information and Communication Technologies strategy;
- 28.1.2. Co-ordinate the alignment of the ICT Strategy to the overall University Strategy and ensure that the ICT Strategy evolves to meet the changing needs of the University;
- 28.1.3. Work with colleges/schools/departments/units throughout the University to ensure that their ICT current and future needs are identified and demonstrate the potential for the application of ICT within their areas;
- 28.1.4. Design policies and standards for the use of ICT within the University and monitor adherence to these policies and standards;
- 28.1.5. Ensure academic resource centers such as classrooms, conference rooms, meeting hall, laboratories and libraries are ICT supported;
- 28.1.6. Manage the planning and delivery of ICT infrastructure projects;
- 28.1.7. Ensure that the University network is running and providing the required services at all times;

- 28.1.8. Provide support and guidance to the University community as regards the ICT infrastructure and usage;
- 28.1.9. Research and advise on emerging ICT technologies and trends that can benefit the University
- 28.1.10. Facilitate induction, training and development of ICT staff;
- 28.1.11. Initiate and manage the recruitment of new staff;
- 28.1.12. Charter duties and responsibilities to coordination offices and units under their auspices;
- 28.1.13. Advise on issues such as legal & regulatory requirements, compliance and risk and security that are related to ICT activities of the University;
- 28.1.14. Carries out other relevant tasks assigned to him by the President.

Article 29: Research, Publication, Ethics and Extension Director

29.1. Duties and Responsibilities

The Director for Research shall have the following duties and responsibilities:

- 29.1.1. Plan, organize, lead, manage and control the activities of all research programs;
- 29.1.2. Develop, recommend and implement policies and administrative procedures for research programs;
- 29.1.3. Follow up the proper implementation of policies, rules and regulations for research programs;
- 29.1.4. Make recommendations for fostering the development of research programs;
- 29.1.5. Facilitate the development of interdisciplinary research programs in consultation with the units concerned;
- 29.1.6. Coordinate internal and external assistance for research programs and allocate resources in consultation with the bodies concerned;
- 29.1.7. Develop work program (strategic plan) for efficient management of existing and expanding research programs, and opening new ones;
- 29.1.8. Develop plans, set priorities for establishment of core laboratories and research facilities and oversee the implementation of plans;
- 29.1.9. Promote the development of appropriate incentive schemes in the university for researchers;

- 29.1.10. Follow up the formulation of the research coordination structure of the University;
- 29.1.11. Evaluate existing research capacity and identify gaps and priority areas for capacity building;
- 29.1.12. Follow up implementation of plans for research capacity building including establishment of core laboratories and other research facilities;
- 29.1.13. Identify thematic research areas;
- 29.1.14. Coordinate and facilitate research activities (call for proposals, receive concept notes and CVs, regroup based on merit, assign PIs, allocate startup fund for proposal development);
- 29.1.15. Coordinate and facilitate collaborative research programs with donors and funding agencies;
- 29.1.16. Coordinate, register, monitor and follow up research and related activities;
- 29.1.17. Check regular progress reports on the research programs; P
- 29.1.18. Prepare periodic reports on research activities in all colleges and institutes;
- 29.1.19. Prepare and disseminate research outputs;
- 29.1.20. Prepare periodic performance report to the appropriate authority of the University;
- 29.1.21. Allocate PhD dissertation research and master's thesis research funds to Departments/Schools/Centers/Units;
- 29.1.22. Link PhD and masters researches with thematic, sponsored research projects, grants and external funding;
- 29.1.23. Charter duties and responsibilities to coordination offices and units under their auspices;
- 29.1.24. Perform any other duties as may be required by the Vice President for Research and Community Engagement.

Article 30: Community Engagement Directorate

30.1. Duties and responsibilities

The Director for Community Engagement shall have the following duties and responsibilities:

- 30.1.1. Coordinate, facilitate and guide training and consultancy services;
- 30.1.2. Deliver training and consultancy services to various stakeholders in the areas of their needs and requests.

- 30.1.3. Promote trainings and consultancy services on various professional and technical areas, and provide the services competitively with best quality.
- 30.1.4. Facilitate that the participating departments/schools/center/unit, colleges/institute and involved external partners benefit from financial rewards, recognition, experience sharing and feedback and lessons;
- 30.1.5. Ensure that the University benefit financially from the training and consultancy services provided to various organizations and communities;
- 30.1.6. Promote, support and facilitate staffs' and students' engagements in community development activities through different mechanisms such as practicum, community development centered curriculum designing for training, leaflets, bulletins and mass media;
- 30.1.7. Guide and facilitate organization and documentation of knowledge and innovations generated and developed by each department/program for dissemination and application by target communities;
- 30.1.8. Guide and support Department in their effort to facilitate delivery of outreach and community engagement services in the areas of excellence of the department
- 30.1.9. Organize public lectures and seminars on current issues and community concerns.
- 30.1.10. Plan, direct and supervise enterprises and business units of the university and create an entrepreneurial culture;
- 30.1.11. Direct the implementation of agreements and projects related to its domain with other organizations;
- 30.1.12. Charter duties and responsibilities to coordination offices and units under their auspices;
- 30.1.13. Perform any other duties as may be required by the Vice President for Research and Community Engagement.

Article 31: Academic Programs Directorate

31.1. Duties and responsibilities

- 31.1.1. Develops different guidelines and policies for academic programs;
- 31.1.2. Ensuring compliance with all University policies and regulations relating to academic programs

- 31.1.3. Plan, initiate, coordinate and assist the development of strategic plan for efficient management of existing academic programs and its expansion,
- 31.1.4. Proposes the opening/ closing of academic programs in consultation with colleges/institutes;
- 31.1.5. Coordinate and implement graduate and undergraduate programs in collaboration with academic units and program offices;
- 31.1.6. Monitors the implementation of the different guidelines and policies developed for academic programs;
- 31.1.7. Coordinates academic plans and programs for improvement and expansion of the University;
- 31.1.8. Develop and oversee the implementation of guidelines, programs and mechanisms for student success
- 31.1.9. Review and revise, from time to time, the rate of tuition fee in order to provide quality service at an affordable price and as a means of revenue generation for the University;
- 31.1.10. Assesses the availability of required facilities and materials to determine the intake capacity of the University;
- 31.1.11. Evaluates the efficiency of colleges/institutes/ and establish and implement a system for reward, remuneration or special consideration;
- 31.1.12. Collect, process, deploy and disseminate information and data in the form of catalogue on extension, in-service and distance programs;
- 31.1.13. Provide ongoing supervision and support to instructors via advising on course planning curriculum development
- 31.1.14. Ensure accurate and timely completion of program monitoring and periodic reviews.
- 31.1.15. Support the continued enhancement of teaching and learning within the program and for the quality of the student learning experience.
- 31.1.16. Performs such other activities specifically assigned by AAVP

Article 32: Institute of Educational Research and Reform

32.1. Roles and responsibilities

- 32.1.1. Develop, coordinate and support strategic research having strong policy

- implications for educational development;
- 32.1.2. Undertake policy-relevant research to inform, support and influence the reform of education in Ethiopia;
 - 32.1.3. Establish a data bank to store important data from relevant international and local projects;
 - 32.1.4. Publish research findings and ideas in various forms, establish a comprehensive collection of research tools and materials, and develop instructional and training materials;
 - 32.1.5. Organize conference, seminars, public lectures, and other activities for exchanging and disseminating research findings and information on education;
 - 32.1.6. Offer programs for professional development and consultancy services;
 - 32.1.7. Establish and facilitate research collaborations with local, national and international universities on educational research activities;
 - 32.1.8. Host research staff, postdoc, visiting researchers in areas of education;
 - 32.1.9. Prepare policy briefs and summaries for all research projects undertaken;
 - 32.1.10. Form a network of national and international scholars;

Article 33: Institute of Lifelong Learning

33.1. Roles and responsibilities

- 33.1.1. Coordinate various capacity building training programs
- 33.1.2. Assist in the development, revise and produce training documents (Materials, tools, and checklists)
- 33.1.3. Work with local, Regional national government and nongovernment agencies, development partners, and others to identify training needs and design and deliver training program
- 33.1.4. Ensure proper implementation of training programs
- 33.1.5. Archive all information related to training both in hard and soft copy, trainers and trainees evaluation result and training report.

- 33.1.6. Train newly recruited KUE staff on university policies and procedures, teaching and learning and other relevant matters.
- 33.1.7. Collect and evaluate information from relevant stakeholders to identify gaps and areas that need additional training.
- 33.1.8. Pro-actively lead the planning, design and delivery of all in-service training programs via different modalities;
- 33.1.9. Constantly strive for pedagogical excellence by innovating, as well as adapting from local, national and international experiences,
- 33.1.10. Market KUE's training opportunities to stakeholders via different strategies.
- 33.1.11. Perform other duties assigned by VPAA

Article 34: Institute of Examinations, Testing and Qualification

34.1. Roles and responsibilities

- 34.1.1. Develops, recommends and administers policies, procedures and processes in support of the Student Assessment/Testing
- 34.1.2. Plans, organizes, supervises and administer local, national and international testing
- 34.1.3. Designs, develops, and manages national level assessment instruments in collaboration with all concerned body
- 34.1.4. Provide training, technical assistance, and monitoring relating to Testing/Assessments.
- 34.1.5. Conducts training on instruments and the interpretation of the results.
- 34.1.6. Analyzes system and institutional level achievement data.
- 34.1.7. Plans, organizes and manages multiple, large-scale and/or cross-departmental projects in assessment and evaluation projects.
- 34.1.8. Approves all internal/external communications regarding test administration, test schedules, student test results, and all reports produced regarding student achievement.
- 34.1.9. Ensures compliance with all national guidelines and district policies as they relate to testing and assessment.
- 34.1.10. Administer and/or support the local, national and international testing and

assessment

34.1.11. Conduct professional qualification testing and certify Performs other duties as assigned by an appropriate administrator or their representative.

34.1.12. Develop and administer local diagnostic and educational tests, and administer international examination;

34.1.13. Perform other duties assigned by VPAA

Article 35: Emotional Intelligence Center

35.1. Roles and responsibilities

35.1.1. Conduct research and offer training that support people of all ages in developing emotional intelligence skills.

35.1.2. Design effective approaches for supporting the communities in understanding the value of emotions, teaching the skills of emotional intelligence, and building and sustaining positive emotional climates in homes and workplaces.

35.1.3. Conduct pre and post Emotional Intelligence assessment for need based training.

35.1.4. Develop evidence based intervention program

35.1.5. Provide coaching/ counseling to enhance Emotional competence

Article 36: University Industry Linkage and Technology Transfer

36.1. Roles and responsibilities

36.1.1. Facilitating and monitoring MoU to be signed for the linkage created between KUE and Education Sector Industries

36.1.2. Strengthening and expanding National and International partnerships

36.1.3. Facilitating joint research, consultations, and capacity building trainings programs with industries.

36.1.4. Supporting technological innovations, research outputs and facilitating its transfer to industries.

36.1.5. Producing guidelines on University-industry linkages, technological innovations and adoption, and intellectual properties.

36.1.6. Supporting academic units and individual staffs in their attempt to create links and strengthen collaborations with industries.

- 36.1.7. Mapping potential stakeholder organizations nationally and globally to maximize the mutual benefit of both KUE and the organizations.
- 36.1.8. Organizing awareness creation short term training programs on UILTT for Academic staffs.
- 36.1.9. Arranging consultative meetings or forum of discussions for stakeholders.
- 36.1.10. Arranging various training programs for academic staffs mainly on utilization of digital technology in teaching-learning and for students that enhance their career development.
- 36.1.11. Facilitating and monitoring the implementation of student practicum and academic Staff externship programs.
- 36.1.12. Supporting Academic Staffs Externship programs in industries

Article 37: STEM Center

37.1. Roles and responsibilities

- 37.1.1. Undertake Science, Technology, and Innovation Day to impetus innovation and innovators among primary and secondary school students.
- 37.1.2. Train primary and secondary school science and mathematics teachers to boost their awareness of STEM.
- 37.1.3. Orchestrate training for primary and secondary school principals on STEM education leadership to improve their role in promoting STEM in their schools' ecosystem.
- 37.1.4. Create a strong tie with STEM stakeholders such as STEMPOWER and STEMSYNERGY.
- 37.1.5. Mentor talented students in STEM through thorough follow-up and support.
- 37.1.6. Organize laboratory sessions for secondary school students and teachers.

PART IV

ACADEMIC STAFF AFFAIRS

Rights, Duties and Responsibilities of Academic Staff

Article 38: General Provisions on Academic Staff

- 38.1. The rights, duties, and the responsibilities of the academic staff shall be effective to underpin the execution of the university's mandate and its striving to excel in education.
- 38.2. The university shall ensure that the academic staff adheres to institution policies, rules, and regulations.
- 38.3. The academic staff of the University shall endeavor to attain the requisite level of competence and expertise in their respective discipline and to maintain and improve such competence and expertise by keeping abreast with new developments and changes in their respective field mainly related to the mandate of the university-education.
- 38.4. On its part, the University shall strive to create conducive environment that nurtures excellence in education and assists the staff in the endeavor to develop itself and discharge its responsibility efficiently.
- 38.5. The University shall also clearly define what is required of its academic staff in the areas of teaching, educational research and education based community services.
- 38.6. The University shall develop policies with respect to benefits, academic ranks and promotion that enable members of the academic staff to enjoy a standard of living compatible with the responsibility, dignity and competence that the University might demand from them.
- 38.7. The University is also duty bound to work out detailed rules and regulations governing the academic rights, freedom and responsibilities of its staff. Such rules and regulations shall have the purpose of;
 - a. Regulating opportunities for research and sabbatical leaves to enable academic staff members to complete research projects
 - b. Engaging in activities related to their duties in the University and areas of specialization, which will advance their capacities as teachers, researchers and scholars.

38.8. The University, in implementing the provisions of this Legislation regarding its academic staff, shall adhere to national policies, Higher education proclamation and other rules and regulations relevant to higher education institutions.

Article 39: Rights of Academic Staff

The academic staff:

39.1. Shall have the right to exercise academic freedom, which includes the right to fulfill their functions of teaching, research, and community engagement;

39.2. Shall have the right to obtain information for research purposes in accordance with the research and ethics of the university. The university shall prepare the research ethics and standards guideline.

39.3. Shall have the right to disseminate their research findings in the form of newspaper, journal article, policy brief, and other publication forms through various media outlets. The exercise of this right shall have due regard to secularity of education, the obligation of the members of the academic community not to interfere with the right of others to privacy and in any manner or form to unreasonably arouse religious, ethnic, national, or gender hatred;

39.4. Shall have the right to conduct research and render consultancy services in accordance with internal regulations of the University;

39.5. Shall have the right take sabbatical and research leaves to conduct research and studies beneficial to the University and the country in accordance with the pertinent provisions of this Legislation;

39.6. Shall enjoy transparent, fair, and equitable administration and system of remuneration and benefits;

39.7. Shall have the right to participate, whenever feasible, in the formulation of the University's plans, rules and regulations, and in curricula development, and make comments on the quality and appropriateness of the teaching-learning process; and be informed on the plan, development, direction, condition and performance of the University;

- 39.8. Are entitled to be informed about their performance results and of any records kept in their personal file with their prior knowledge as well as enjoy confidential maintenance of information in their personal file except when the official business of the University or the provisions of pertinent laws require otherwise;
- 39.9. Shall enjoy campus security for themselves and for their personal property while rendering the proper services;
- 39.10. Shall receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions;
- 39.11. Shall have the right for further education and training for professional development in accordance with the relevant provisions of national policies, legislation and mandate of the university;
- 39.12. Shall have the right to participate in national and international conferences, workshops, seminars, symposium, short-term trainings, and any other academic issues in pertinent with the university's mandate;
- 39.13. Shall have the right to be promoted and assume new academic rank on the basis of merit in accordance with the pertinent provisions of this Legislation, and in accordance with national norms and standards the Ministry of Education may issue as necessary;
- 39.14. Shall have the right to form and participate in different associations peacefully to strengthen the academic and professional cooperation among the academic staff; and
- 39.15. Shall get their salaries annualized when they hold academic administration post as per the remuneration rules and regulation of HEI and other benefits specified for the position;

Article 40: Duties and Responsibilities of Academic Staff

- 40.1. An academic staff shall be fully devoted to the advancement of knowledge and educational transformation in accordance with the best educational practices and scholarly thoughts;
- 40.2. Shall give courses in accordance with the curriculum set forth by the university with contemporary philosophy and updated teaching material; engaged in Research and

- Community Engagement in accordance with the university main thematic research areas;
- 40.3. Encourage and guide students to freely and rationally question and examine issues and various lines of thoughts in the course of their study;
- 40.4. Avoid any act of discrimination against any individual or group on the basis of race, ethnicity, sex, belief, religion, disabilities or any other unreasonable ground;
- 40.5. Avoid imposing any form of political views and ideologies on students within the University premises;
- 40.6. Avoid acts and situations that are intimidating to students;
- 40.7. Develop relationship of mutual respect with the University Community;
- 40.8. Understand and abide to the code of ethics relevant to his profession;
- 40.9. Take tasks and discharge accordingly whenever needed and assigned by the university;
- 40.10. Without prejudice to the provisions of the Proclamation concerning joint appointment, devote his energy, working time and attention to teaching, Research and Community Engagement;
- 40.11. Conduct classes regularly and inform his immediate supervisor and students in advance in the event he is not available for teaching on justifiable grounds and give make-up classes afterwards;
- 40.12. Not handover a course he is assigned to teach to any other person without the prior approval of the department head;
- 40.13. Make himself available for consultation, student advising, academic guidance and counseling;
- 40.14. Shall meet deadlines in submitting examinations, grades and other responsibilities given by the university; ;
- 40.15. Accept teaching assignments in continuing and distance education programs;
- 40.16. Take good care of all the University properties;
- 40.17. Accept additional teaching assignments with due compensation when compelling circumstances arise; and
- 40.18. Shall accept tasks and instructions given by the respective managerial hierarchy that are not contrary to the law and the terms and conditions of his contract of employment

Article 41: Academic Staff Recruitment, Transfer, Development and Renewal

1. Recruitment shall be;

- a. Based on criteria outlined by the university for the specific position description posted in the advertisement
- b. Need-based and should consider the academic rank and performance of the applicant
- c. Transparent and in line with the quality assurance of the university
- d. Through an ad-hoc Committee established depending on the specialization of the applicant and the position to be filled; including
 - i. Respective college/institute/center/campus dean/director – Chairperson
 - ii. Education quality enhancement directorate (represented by the academic staff affairs officer)
 - iii. Department head
 - iv. Senior/specialized academic staff
 - v. Competency and human resource development executive office representative
 - vi. Women and inclusive implementation executive officer
- e. The duties and the responsibilities of the committee shall be document screening, interviewing the candidates, compile results of the candidates, ranking the candidates based on the criteria;
- f. The procedure of the recruitment shall be addressed by the binding guideline to be prepared.
- g. The recruitment shall be approved by the academic affairs vice president

2. Transfer

- a. The university has the authority to transfer an academic staff from other local universities and educational research institutes;
- b. An academic staff transfer should be initiated by the department; and the transfer shall be implemented when only the staff to be transferred is a well-recognized and high caliber in the area of education,
- c. The academic staff transfer shall be approved by the academic vice president in consultation with the university's president.

3. Development

- a. KUE, shall prepare a staff development plan for both teaching and research staff considering
 - i. higher education staff development and enrolment plan,

- ii. Existing staff profile and load,
- iii. Existing programs and future expansion,
- iv. Student staff ratio, and
- v. Nature of academic programs and research mandates

4. Renewal

- a. The academic staff employment shall be on contractual basis for two years, subject to renewal;
- b. Renewal of the contractual agreement shall be based on employee's performance evaluation and the actual demands of the University;
- c. KUE shall prepare guidelines for the staff recruitment, staff development, and renewal. The guideline shall consider the mandate of the university and requirements set by the Ministry of Education.

Academic Ranks and Promotions

Article 42: Ranks for academic staff

42.1. The University uses the following hierarchy of teaching and research staff in the ascending order:

- 1. Graduate Assistant I;
- 2. Graduate Assistant II;
- 3. Assistant Lecturer;
- 4. Lecturer;
- 5. Assistant Professor;
- 6. Associate Professor; and
- 7. Professor.

42.2. The University uses the following hierarchy of technical support staff in the ascending order:

- a. Technical Assistant I
- b. Technical Assistant II

- c. Technical Assistant III
- d. Senior Technical Assistant I
- e. Senior Technical Assistant II
- f. Senior Technical Assistant III
- g. Chief Technical Assistant I
- h. Chief Technical Assistant II
- i. Chief Technical Assistant III

42.3. A person joining any academic unit of the University, as a full-time academic staff shall be assigned to an academic rank, and shall be eligible for promotion in accordance with the criteria set in this legislation;

42.4. A teaching staff may change his/her status to a research staff or vice versa where requested by academic unit and approved by AAVP and RTTVP of the University

Article 43: Promotion of Academic Staff and Principles governing promotion

43.1. The academic staff promotion to the various ranks shall be based the following four pivotal criteria: the length of service years with a given academic rank, effective teaching, publications, participation in the affairs of the university, and community service and engagement given to the public;

43.2. With respect to academic rank determination, an academic staff with a second degree is equivalent to a Lecturer position; while a Ph.D. holder is equivalent to Assistant Professor;

43.3. The determination of an academic rank for a transfer or newly recruited academic staff shall be based on review and equivalence of the credentials;

43.4. The academic staff promotion to a given academic rank shall be based on the rank permitted to each academic level and the regulations from the Ministry of Education;

43.5. Academic staffs on full time study leave are not allowed to work or even if they work the service year shall not be accounted for promotion;

43.6. Promotion request of academic staff that leaves the University for Good or request a transfer to the other university shall not be processed;

43.7. Professional teaching training (HDP certificate or its equivalent certificate) is required for promotion;

43.8. An academic/research staff shall initiate own promotion

Article 44: Requirements for academic promotion

44.1. An academic staff applying for an academic promotion shall fulfill the four mandatory criteria indicated in the table below (Table 1);

Table 1. Minimum requirement for academic promotion

No	Criteria for promotion	Promotion to associate professor	Promotion to professor
		Maximum	Maximum
1.	Effective teaching	35	30
2.	Publication and patent	40	45
3.	Professional Community service	15	15
4.	Participation in university affairs	10	10
Total		100	100

44.2. For each promotion criteria above in sub-article 44.1., the candidate must attain a minimum of 75%; while the total average value shall not be less than 80%.

44.3. The minimum point for publication and patent is three and five publication points for associate professor and professor rank, respectively;

Article 45: Effective teaching

45.1. Evaluation by peers, students, and department head at the end of each semester or academic year as the case may be shall be used to determine the effective teaching for an academic staff;

45.2. Evaluation by students, department head, and peers shall take 50%, 35%, and 15%, respectively;

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

Article 46: Publication and patent

46.1. Publications to be considered for promotion shall be peer-reviewed and indexed in Scopus or Web of Science or PubMed at the time of publication;

46.2. The publication points to be given for each publication type in the peer reviewed journals that are indexed by Scopus or Web of Sciences or PubMed shall be according to the table below

Publication type	Publication point	points to be earned points (%) from each publication
Full-length Journal Article	1	100
Book	3	50
Text Book	1	50
Book chapter	1	25
Review Article in Annual Review Journals	1	50
Review Article in other journals	0.5	20
Conference Proceedings	0.5	25
Short/brief Communications, Technical Notes or Case report/Case Comment	0.5	10

Letter to the editor	0.25	5
Patent	0.50	25
Prototype	0.5	25
Technology Package	1	50
Work of Art	1	100

46.3. The publication points to be earned from publication published in national journals and proceedings shall be according to the table below

Table 2. Publication types

Publication type	Publication			Maximum points to be earned (%) from each publication
	Accredited and with impact factor or site score	Accredited and without impact factor or site score	Not accredited	
Full-length Journal Article	1	0.75	0.25	100 (15 not for accredited)
Conference Proceedings	0.5	0.375	0.125	10
Short/brief Communications, Technical Notes or Case report/Case Comment	0.5	0.375	0.125	10

Letter to the editor	0.25	0.187	0.062	5
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46.4. Other academic publishing not referred under Table 2 shall be treated in accordance with the table below (Table 3)

Table 3. Other national research and patent related academic contributions

Type	Criteria for considering to promotion	Publication point	Maximum points to be earned (%) from each publication
Book	Published by peer-reviewed publishers and indexed by the indexing databases indicated under Sub article 35.2 and with an ISBN; if not it shall be evaluated and approved by three external professionals	3	50
Book chapter	Published by peer reviewed publishers and indexed by the indexing databases indicated under Sub article 35.2	1	25
Textbook	The textbook to be used for one year before applying for promotion, AND it be evaluated and approved by three	1	50

	external professionals		
Patent	Licensed by an authorized body, and is used for one year before applying for promotion	0.5	25
Prototype	Tested, registered, and/or licensed by an	0.5	25
Technology package	Tested, registered, and/or licensed by an authorized body	1	50
Work of art	Tested, registered, and/or licensed by an	1	100

46.5. Except for promotions earned from Work of Arts, publication points accrued from journal articles shall not be less than 50% of the total publications required. The remaining 50% can be fulfilled from other types of publications and achievements based on the ratio for Maximum points to be earned (%) from each publication;

46.6. Publications arising from Thesis/Dissertation may be used for promotion provided that the publication contains significantly (minimum of 50%) new data or new evidence or new method not included in the Thesis or Dissertation indicated hereof;

46.7. The publication point given for authors published for international journal and national journals with impact factor shall be based on the number of authors participated in the publication, and shall be in accordance with the below shown table (Table 4); and if the corresponding author is also the first author, the publication points will only be the share allocated to the first author.

Table 4. Share of publication points for solo and joint authorship in international publications

No. of authors	First authors	Co-authors	Corresponding authors
1	1		1.00
2	0.800	0.750	0.775
3	0.700	0.650	0.675
4	0.600	0.550	0.575
>=5	0.500	0.450	0.475

46.8. The publication point given for authors published for national journal shall be based on the number of authors participated in the publication, and shall be in accordance with the below shown table (Table 5); and if the corresponding author is also the first author, the publication points will only be the share allocated to the first author;

Table 5. Share of co-authors

No. of authors	Share of each co-author					
	Accredited			Non-accredited		
	First author	Co-author	Corresponding author	First author	Co-author	Corresponding author
1	0.75	-	0.75	0.25	-	0.25
2	0.600	0.570	0.575	0.15	0.120	0.125
3	0.525	0.475	0.500	0.131	0.10	0.106
4	0.450	0.400	0.425	0.112	0.062	0.087
>=5	0.375	0.365	0.370	0.093	0.043	0.068

46.9. For other publication types, the publication point share for solo, co-authors and corresponding authors shall be calculated based on their weighing criteria and its equivalence to be determined as specified for journal articles. For other national research related academic contributions,

Article 47: Participation in the Affairs of the HEI

47.1. The requirement for promotion using participation in university affairs shall be fulfilled by holding a post of academic administration at the department, institute, college and/or HEI levels, and participating in standing or ad-hoc committees, and taking assignments when called upon by the department, school, institute, college or the respective HEI administration. The specific weighing criteria for participation in university affairs are indicated below.

1. Academic administration (full-time service) 60%

- a. Vice President or equivalent positions 55
- b. Deans/Directors or equivalent positions 50
- c. Associate deans/Assistant registrar or equivalent positions 45
- d. Department heads or equivalent 40

2. Work in standing committees (fulltime) 25%

- Three or more committees 25
- Two committees 16
- One committee 8

3. Ad-hoc and other committee 15%

- Three or more committees 15
- Two committees 10
- One committee 5

- 47.2. A staff applying for a promotion shall get the points for administration, standing or ad-hoc committee positions if and only if service year is successfully accomplished and confirmed by letter of confirmation;
- 47.3. As the President is working in a full-time administration position and exempted from handling courses, the weighing value for participation in university affairs shall be considered as 100%
- 47.4. The weighing value for an academic staff assigned in a government organization and with a home-base in university shall be calculated in a similar way to the full-time academic staff considering the points in sub-articles 40.8 and 40.9
- 47.5. An academic staff who did not get the opportunity to serve in the higher education institution academic administration, the rest academic promotion weighing values shall automatically be converted to 100%, but waiver does not apply for academic staff who did not accept assignments given without a convincing reason;

Article 48: Community service

- 48.1. A staff applying for a promotion shall get points for community service if participate in
- a. in unpaid local, regional and national professional committees, participate in professional associations, or participating in journal editing, reviewing and related tasks;
 - b. conduct series of press, radio and/or television programs to elucidate to the public some basic problems of health, education, law, science and technology, etc.; and other professional services to the community;
 - c. engage with schools for the mutual benefit of the university, schools or community;
 - d. avail educational materials such as laboratory equipment, consumables, books, and so on for the advancement and strengthen educational instruction from various sources;
 - e. provide unpaid training and consultancy services RCEVPO for the university community and others according to the guideline to be prepared by;

48.1.1. Requirement for Community Service/Engagement

The weighing value for community service and engagement shall be calculated as follows:

Participation in professional community service and engagement.....15%

- Three or more professional community service and engagement.....15
- Two professional community service/engagement.....10
- One professional community service/engagement.....5

Remarks

1. Consultancy services shall not be considered as community services/engagement; thus, no weighing value shall be allocated, and hence it shall not be considered as promotion criteria.
2. The weighing value of community services/engagement for president and vice president shall be waived and the rest criteria for evaluation may be taken out of 100%.
3. The weighing value for academic staff in a government organization, and with a home base in the university shall be waived and the rest criteria for evaluation may be taken out of 100%.
4. The above specified weighing value for community services/engagement of academic staff shall automatically be considered if and only if contribution is successfully accomplished, and based on credentials or confirmation letter or certificate stating that the academic staff has successfully carried out the given community services/engagement. Otherwise, no weighing value shall be allocated if the expected task is not accomplished as per the requirement.

Article 49: Effective Dates of Promotion

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

- A. Promotion to the rank of professor is approved by the Board, effective as of the date of approval by the board;
- B. Promotions to the rank of assistant and associate professor are approved by the Senate and shall be effective as of the date of approval by the Senate, and;
- C. Promotion to the rank of a lecturer and below shall be effective as of the date when

approved by the academic commission concerned;

- D. The effective date for the adjustment of salary or other benefits shall be the date stated in the minutes of the body of the University or the Board approving the promotion by taking into consideration the time spent for reasons attributable to the approving body.

Article 50: Promotion requirements for each academic rank

The promotion to the assistant professor, associate professor and professor ranks shall be in accordance with the specific requirements below;

50.1 Assistant Professor

- 50.1.1 A candidate with the qualification of a Ph.D. shall automatically obtain the rank of assistance professor;

50.2 Associate Professor

- 50.2.1. Four years of effective teaching and research as an Assistant Professor;
- 50.2.2. The degree of doctor of philosophy (Ph.D.), or its equivalent; and at least three publication points since last promotion of which a minimum of 75% of the publication points are gained from one's area of specialization;
- 50.2.3. Publications used for the last promotion may be considered for subsequent promotion provided they do not exceed one-fourth of the required number of publication points for the promotion sought;
- 50.2.4. Active participation in the affairs of the higher education institution or working in government organization and with a home-base in HEI;
- 50.2.5. Rendering public, professional and community service/engagement

50.3. Professor

- 50.3.1. Four years of effective teaching and research as an Associate Professor
- 50.3.2. The degree of doctor of philosophy (Ph.D.), or its equivalent and at least five publication points since last promotion of which a minimum of 75% of the

- publication points are gained from one's area of specialization; and
- 50.3.3. Active participation in the affairs of the HEI or working in government organization and with a home-base in HEI; and
- 50.3.4. Rendering public, professional and community service/engagement;
- 50.3.5. A candidate for promotion to the rank of professorship shall submit a solo full-length journal article, or at least three full-length journal articles in which s/he is a first or corresponding author.
- 50.3.6. Article, publications or works not used for the last promotion may be considered for subsequent promotion provided they do not exceed one-fourth of the required number of publication points for the promotion sought.
- 50.3.7. The publications and resume of the applicant shall be sent to two external and two internal assessors who are renowned professors in the field chosen by the senate standing committee for academic promotion.

50.4. Procedures for Promotions

- 50.4.1. The staff or his lawful agent or department head, institute head or college deans may initiate the application or nomination for promotion of a staff in writing;
- 50.4.2. The AAVP shall approve promotions up to the rank of lecturer based on the recommendations of academic unit and the college;

50.5. Promotion Requirements for Research Staff

- 50.5.1. The promotion requirements for research staff shall be similar to teaching staff in terms of participation in higher education institution affairs and community service, but the publication points shall be one and a half times as much as is required of teaching staff;
- 50.5.2. At least one external research grant (non-university budget) won for promotion to the rank of professor.

Article 51: Promotion requirements for academic staff in Fine Arts and Design Shall be as follows.

51.1. Lecturer

51.1.1. A candidate with the qualification of the master's degree in the field;

51.1.2. A candidate with a qualification of a Bachelor's degree;

51.1.3. A minimum of two years of effective teaching and research as an assistant lecturer and clearly identifiable evidence of academic progress. The following are indicators of academic progress for the purpose of promotion to the rank of lectureship:

- a. Rigorously and positively evaluated and compiled lecture notes which accommodate new developments in her/his field of study; or
- b. Authorship or co-authorship of an article in a reputable journal or a realized work of arts assessed positively by anonymous two external and two internal recognized professionals in the field of study; and
- c. Participation in higher education institution Affairs; and
- d. Rendering public, professional and community service/engagement

51.2 Assistant Professor

51.2.1 A candidate with the qualification of a Ph.D. shall automatically obtain the rank of assistance professor

51.3 Associate Professor

51.3.1. A minimum of Ph.D. in the area of specialization and at least four years of effective teaching and research as an assistant professor; and

51.3.2 At least six creative solo exhibitions or creative body of works with written statements done since last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; or

51.3.3. At least six inventions of functional designs with the inventor's written statements, done since last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; and

51.3.4. Participation in higher education institution affairs, or in science and research

affiliated government institutions; and

51.3.5. Rendering public, professional and community service/engagement

Article 51.4: Professor

51.4.1. A minimum of Ph.D. degree in the area of specializations and four years of effective teaching and research as an associate professor; and

51.4.2 At least six original solo exhibitions or body of works or eight inventions of functional designs with the artist's written statement, or a book and two professional projects or two textbooks and two professional projects, or one textbook and four professional projects published or done since the last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; and

51.4.3. Participation in higher education institution affairs, or in science and research affiliated government institutions; and

51.4.4. Rendering public, professional and community service/engagement

51.4.5. The publications and CV of the applicant shall be sent to two external and two internal assessors who are renowned professors in the field chosen by the academic commission of the respective college. The assessors will use a template from the academic staff promotion guideline.

Article 52: Promotion requirements for academic staff in Music

52.1. Lecturer

52.1.1. A candidate with the qualification of the master's degree in the field;

52.2. Assistant Professor

52.2.1. A candidate with the qualification of a Ph.D. shall automatically obtain the rank of assistance professor

52.3. Associate Professor

52.3.1. A candidate with the qualification of a Ph.D. and four years of effective teaching and research as an Assistant Professor; and

- 52.3.2. At least eight strong creative solo concerts or six strongly creative compositions (written for symphony, solo instrument, chamber orchestra, etc.) since last promotion, with written statements of the composer/performer, done since last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; or
- 52.3.3. At eight creative group concerts in not more than four performers in a group and with the performer's written statements, done since last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; and
- 52.3.4. Participation in higher education institution affairs, or in science and research affiliated institutions; and
- 52.3.5. Rendering public, professional and community service/engagement

52.4.: Professor

- 52.4.1. A candidate with the qualification of a Ph.D. and four years of effective teaching and research as an Associate Professor; and
- 52.4.2. Ten compositions (written for symphony, solo instrument, chamber orchestra, etc.) or six creatively played solo concerts, with the artists written statements, or a book and two professional projects or two textbooks and two professional projects or one textbook and four professional projects, done since last promotion, critically and favorably evaluated by anonymous two internal and two external experts in the area; and
- 52.4.3. Participation in higher education institution affairs, or in science and research affiliated institutions; and
- 52.4.4. Rendering public, professional and community service/engagement
- 52.4.5. The publications and CV of the applicant shall be sent to two external and two internal assessors who are renowned professors in the field chosen by the academic commission of the respective college. The assessors will use a template from the academic staff promotion guideline.

Article 53: Promotion requirements for academic staff in Theatrical Arts

53.1. Lecturer

53.1.1. A candidate with the qualification of Master's degree in the field

53.2 Assistant Professor

53.2.1. A candidate with the qualification of a Ph.D. shall automatically obtain the rank of assistance professor

53.3 Associate Professor

53.3.1. A candidate with the qualification of a Ph.D. and four years of effective teaching and research as an Assistant Professor; and

53.3.2. At least six written or translated or adapted full length plays, since last promotion, critically and positively evaluated by anonymous two internal and two external experts in the area; or

53.3.3 Directed at least six full length plays with the director's written statements, done since last promotion, critically and positively evaluated by anonymous two internal and two external experts in the area; or

53.3.4. Acting at least in six public stages, or six films or six creative television serial performances in a leading role, and critical and favorable evaluation of the performance by anonymous two internal and two external experts in the area; or

53.3.5. Written or translated or adapted twelve one act stage or twelve short film or twelve television/radio plays, which are critically and favorably evaluated by anonymous two internal and two external experts in the area.

53.3.6. Participation in higher education institution affairs, or in science and research affiliated institutions; and

53.3.7. Rendering public, professional and community service/engagement

53.4: Professor

53.4.1. A candidate with the qualification of a Ph.D. and four years of effective teaching and research as an Associate Professor; and

53.4.2. Written or translated or adapted at least ten relatively original full length plays with the

Playwright's written statement(s), or a book and two professional projects or two textbooks and two professional projects, one textbook and four professional projects, done since last promotion, critically and positively evaluated by internal and external experts in the area; or

53.4.3. Directing ten full length plays with the director's written statement(s), or a book and two professional projects or two textbooks and two professional projects or one text-book and four professional projects, done since last promotion, critically and positively evaluated by internal and external experts in the area; or;

53.4.4. Acting in ten full length plays as a leading actor, since last promotion, or a book and two professional projects or two textbooks and two professional projects, or one textbook and four professional projects, since last promotion, which are critically and positively evaluated by internal and external experts in the area;

53.4.5. Participation in higher education institution affairs, or in science and research affiliated institutions; and

53.4.6. Rendering public, professional and community service/engagement

53.4.7. The publications and CV of the applicant shall be sent to two external and two internal assessors who are renowned professors in the field chosen by the academic commission of the respective college. The assessors will use a template from the academic staff promotion guideline.

Article 54: Accelerated Promotions

54.1. A staff member who demonstrates extra-ordinary accomplishments in their area of specialization, and administrative contributions since last promotion may qualify for accelerated promotion. For this purpose:

54.2. Every extra publication achieved over and above the required point for publication in a given academic rank shall be considered equivalent to a year of effective teaching.

54.3. However, a candidate for promotion should at least fulfill 75% of the required service years for a rank and score 90% weighted average on all evaluations (students', departmental and colleagues' evaluation).

Article 55: Promotion of Research and Adjunct Staff

- 55.1. Promotions pertaining to research staff shall follow the same roots as in the teaching staff as stipulated in article 44 of this legislation on condition that he/she invests 25% of his/her time for teaching and has produced 1.5 times the publications requirement of the teaching staff for respective academic rank.
- 55.2. A person whose title is modified by “adjunct” is one who, although his or her primary responsibility is outside the University, is willing to contribute to the academic and research program.
- 55.3. Any professional who has been involved both in teaching and/or research without any pay or compensation from the University may be given a merit-based adjunct academic rank and if she/he contributed for three or more years. Reimbursement may be made for out of pocket expenses, for example travel and accommodation; however, adjunct staff appointees are not otherwise paid for contributions made.
- 55.4. The academic qualifications of individuals appointed to adjunct professorships are comparable to those of regular members, and promotion procedures are identical to those for regular academic positions.
- 55.5. Adjunct Professor may be applied only for the titles of Assistant Professor, Associate Professor and Professor.
- 55.6. The titles “Professor,” “Associate Professor”, and “Assistant Professor” may be modified by “Adjunct Professor”, “Adjunct Associate Professor”, and “Adjunct Assistant Professor”.
- 55.7. The academic qualifications of individuals appointed to adjunct professorships are comparable to those of regular members, and appointment procedures are identical to those for regular academic positions.
- 55.8. Adjunct appointments of “Professors”, “Associate Professors”, and “Assistant Professors” can be for up to five years. All are renewable; there is no limit to the total time permissible in the titles with reappointments.
- 55.9. Adjunct professors or adjunct associate professors may be appointed for renewable terms

of not to exceed five years each. Adjunct assistant professors may be appointed for renewable terms of not to exceed three years each.”

- 55.10. Appointment and Promotions pertaining to adjunct staff and joint appointment shall be governed by the detailed guidelines that would be formulated by Senate Standing Committee for research and publication.

Article 56: Joint Appointment

- 56.1. Joint appointment of academic staff shall apply in circumstances when it shall prove an efficacious solution for an institution's challenge to ensure the relevance and quality of education as well as to meet demand of academic staff and it shall be restricted in application to University's professionals with Ph.D. degree and to professionals with high degree of relevant expertise from industry, business, research centers and other organizations.
- 56.2. Without prejudice to the provisions of the proclamation and other applicable laws, an academic staff or a government employee, may be employed, with his consent and the consent of his institution or organization, on a joint appointment basis if he has the required capability to do so;
- 56.3. Issues of importance to the joint appointee and the concerned employers such as status, duration of appointment, remuneration and other benefits, the tasks to be achieved and the apportionment of working time shall be negotiated and agreed by the University and the institution of the appointee within the framework of rules and procedures of joint appointment by the university;
- 56.4. The provisions of this Article shall not be construed to entitle an academic staff of the university to be jointly appointed in a private institution.

Article 57: Designation of Emeritus Professorship

- 57.1. The designation of Emeritus/Emerita is provided in recognition of distinguished service to the University and is offered to retired staff who has earned the privilege of such an honorific title.
- 57.2. The primary criterion for nomination and approval should be the associative benefit to the University in maintaining a formal relationship with a former member who has upheld a

distinguished record of scholarly service.

57.3.Designation for the title of Emeritus may be initiated by the in which the scholar has rendered their services, by another academic staff member of the concerned, or any other unit of the University.

57.4.The proposal, along with the recommendation of the and the candidates' curriculum vitae, shall be submitted to the relevant academic council.

57.5.The recommendation of the shall be submitted to the Office of the Vice-President for Academic Affairs who submits to the Senate for eventual consideration.

57.6.An academic staff who fulfills the following criteria is eligible for the title of emeritus:

- a. Served the University for a Minimum of ten years;
- b. Is retired from the very University at the time of application

Article 58: Honorary Academic Staff Appointment

In accordance with the university mandate and the need to develop the university profile, the university supports the appointment of honorary academic staff to enhance connections with individuals, who possess special merits and international experience in various organizations,

58.1. Purpose

The university acknowledges the significance of retaining respected academic staff upon retirement, drawing in professionals from both national and international institutions. Additionally, the aim is to attract distinguished experts from the commercial and industrial sectors to honorary academic positions. These appointments contribute to the advancement of the university's research and teaching capabilities, bolstering its overall standing;

58.2. Description

58.2.1. The University has the option to designate as Honorary Academic staff those individuals who have retired from universities, possess significant distinction and international recognition, and can contribute to the University in teaching and/or research roles. However, due to their current appointments, they are not eligible for full-time positions.

58.2.2. Typically, these appointments do not come with financial compensation from the University. While reimbursement for expenses such as travel and accommodation may be provided, honorary appointees are generally not remunerated for their contributions.

58.3. Procedure

The University shall appoint honorary research and teaching positions in the following categories and titles:

- a. Honorary Assistant professor
- b. Honorary Associate Professor
- c. Honorary Professor
- d. Professor Emeritus

The candidate considered for an honorary position must meet the criteria outlined in **Article 68** of this legislation corresponding to the relevant academic ranks. The university is responsible for approving both initial appointments and reappointments of honorary academic staff;

Nomination and appointment of honorary staff should be accompanied with the following specific information:

- a) Specify the tasks and obligations expected of the potential appointee.
- b) Explain how the appointment will enhance the University's impact on research, teaching, community or professional service, or its connections with industry or government.
- c) Outline the advantages that the program will gain from the appointment.
- d) If it's a reappointment, elaborate on how the university has seen the anticipated benefits materialize from the prior appointment.

58.4. Offer of Appointment

58.4.1. After the honorary appointment has been approved, AAVP will arrange for an offer to be sent to the nominee.

58.4.2. All appointment and promotion are bound by the university staff appointment and promotion regulation.

58.5. Period of Appointment

58.5.1. Honorary appointments will be for a maximum of three years in the first instance.

58.5.2. The appointment will expire unless a case for renewal is presented and sanctioned.

58.6. Renewal of Appointment

58.6.1. The process for renewing the appointment should mirror that of the initial appointment, with the addition of a reflection on the benefits derived from the prior appointment.

58.6.2. While there is no specified numerical restriction on the quantity of appointments, the Committee should keep in mind that appointments to honorary staff positions should be infrequent when evaluating each nomination.

58.7. Conditions of Appointment

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

58.8. Promotion

Honorary academic staff may request promotion and be promoted to the requested level during the period of appointment if he/she fulfills the requirements set by this Legislation for the respective position.

58.9. Patents and Exploitation of Inventions

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

Criteria for Recruitment and Promotion of Academic Technical Assistants

An Academic Technical Assistant (ATA) is an Academic technical assistant staff who assists Academic Staff in laboratory sessions and field demonstration, help in research activities of

academic units and undertakes any other assignments given by the University;

Article 59: Academic Technical Assistant recruitment

59.1. A candidate for academic technical assistant position shall have a qualification of Bachelor Degree obtained from a recognized University or college with an overall cumulative average of 3.5 and above;

59.2. Recruitment of academic technical assistants above technical assistant rank shall be in accordance with the promotion criteria set for each rank;

Promotion of an academic technical assistant

Article 60: Senior Technical Assistant

60.1. A minimum of bachelor degree and three year of effective service as a Technical Assistant

60.2. Evaluation: an average score of a minimum of 3.75 out of five and must be from two consecutive semesters efficiency immediately before the promotion request is initiated (the evaluation would be based on the criteria that will be prepared by the AAVP considering the key pillars of HEI)

Article 61: Chief Technical Assistant I

61.1. A Master's Degree and two year of effective service as a Senior Technical Assistant; and

61.2. An average evaluation score of a minimum of 3.75 out of five and which is obtained in the last year of service as a senior technical assistant

Article 62: Chief Technical Assistant II

62.1. An academic technical assistant with a Ph.D. Degree shall automatically be promoted to this rank, or

An academic technical assistant with M.Sc.; and

62.2. Three years effective service as 'Chief Technical Assistant I'; and

62.3. an average evaluation score of a minimum of 3.75 out of five and which is obtained in the last year of service Chief Technical Assistant I; and

62.4. Two published Lab/practical manuals positively assessed by one internal and one external specialist in the area; or

62.5. One published article in international indexed journals or accredited national journals

Article 63: Property Clearance

63.1. University property clearance shall be required of all members of the academic staff upon termination of their contracts or upon being granted long-term study/research leaves.

63.2. 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 64: Arrest or Conviction

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

Article 65: Use of University Property for Personal Purposes

The use of any University property by an academic staff for personal purposes is subjected to the written approval of the appropriate University officer. Guidelines to this effect shall be developed by the Office of the Vice President for Administration and Development (VPAD).

Article 66: Working for other Institutions or for Private Interest

66.1. During official working hours, academic staff members are expected to dedicate their full energy and attention to their assigned duties, unless otherwise agreed upon due to contractual obligations or specific assignments approved by the University unit, the AAVP, in consultation with the head of the responsible center, for duties with other institutions;

66.2. Academic staff members are prohibited from engaging in any external activities that may diminish their effectiveness at the University or create conflicts with their assigned duties;

66.3. However, the regulations outlined in this article do not restrict academic staff from participating in social organizations, civil societies, professional associations, or providing consultancy services;

66.4.Consultancy services within the University must adhere to the guidelines outlined in the University's consultancy policy, which will be developed by RDC in collaboration with VPRTT.

Article 67: Salary Scale

67.1. The salary scale for general academic staff will adhere to the national laws governing the salary structure of Government Higher Education Institutions;

67.2.The fundamental salary scale for academic staff will be uniform across disciplines. However, varying incentive schemes may be implemented for certain professions to enable the University to attract qualified professionals competitively in specific disciplines;

67.3.While the University will align with the general government policy framework for salary scales and increments for academic staff, the Senate will periodically recommend new salary scales and increment schemes to the relevant government bodies. Additionally, the Senate may determine the benefits and incentives for academic staff.

Article 68: Incentives

The University will establish incentive mechanisms for its academic staff within the constraints of its financial resources. These incentive schemes will be performance-based, and the University will regularly review them to accommodate changes in the cost of living.

Article 69: Extra-work Load Payment

The University shall make payments to the academic staff for services rendered in teaching and/or research beyond the full workload expected of them. Such payment shall vary depending on the rank of the staff rendering the service and the kind of service rendered.

Article 70: Housing and other Benefits

70.1. The University may, subject to a general scheme which takes into account academic rank, provide housing and other allowances to academic staff.

70.2. University tuition fees will be waived in programs in which the cost-sharing scheme is not instituted for spouses and children of academic staff who served for a minimum of two

years.

70.3. Such waiver of tuition fee shall be discontinued if the academic staff leaves the University.

70.4. The spouses and children of retired or deceased academic staff shall also enjoy this privilege, provided that the staff had served the University continuously for a minimum of 5 years before his death or direct retirement from the University.

70.5. Spouses and children of full time academic staff who served the University for a period of at least two years shall have the privilege of being placed at the University's undergraduate program of their choice provided they meet the placement and admission requirements of the program concerned. Such full time academic staff shall also have the privilege to transfer their spouses and children placed in another public university to the University provided they fulfill the placement and admission criteria of the undergraduate program they apply to be admitted into.

70.6. Spouses and children of fulltime academic staff may also be given placement priority in graduate programs provided they meet the admission requirements of the University. Such spouses and children may in addition be entitled to make tuition fee payment on monthly installment basis provided they enroll in self-sponsored graduate programs of the University and fulfill the admission requirements. Where they are granted to pay tuition fee on installment basis in graduate programs, they may not receive their degrees without fully settling tuition fees

70.7. The retirement age of an academic staff of the University may be extended for two consecutive sets of terms of five years each (Higher Education Proclamation Article 33 (3)). However, this extension process shall only be initiated by the Vice President for Academic Affairs when:

1. the University needs the extension of an academic staff who has recorded outstanding achievements and university-wide contributions;
2. there is evidence that there is no competent, knowledgeable and skilled manpower in the academic member's field of study;
3. the academic staff has shown a clearly identifiable evidence of his academic

progress;

4. the academic staff has a record of a continuous meritorious service and outstanding scholarly teaching and research or institutional leadership achievement;
5. the academic staff has proven evidence of working in teams within ethical standards;
6. the academic staff is in good health;
7. the consent of an academic staff is given and approved to freely extend his retirement age;
8. the University reasonably justifies, on the basis of actual and projected demand, the need to extend the retirement age;
9. The final approval for the extension of the retirement age of an academic staff shall be granted by the President of the University in consultation with the Vice Presidents.

Academic Staff Discipline

Acts Constituting Breach of Duty and/or Violation of Disciplinary Regulations

Article 71: Type and Classification of Disciplinary Measures

Depending on the severity of the violation, the following penalties may be applied to an academic staff and academic technical assistants for a breach of discipline:

71.1. Actions for Minor disciplinary breaches:

- a) Oral warning
- b) Written warning

71.2. Actions for serious disciplinary breaches

- a) Final written warning
- b) Fine equivalent to one month's salary
- c) Fine equivalent to three months' salary
- d) Withholding the next academic rank or salary increment for up to a period of two years
- e) Dismissal

Article 72: Disciplinary Action by various heads of academic units

72.1. The Head of an academic unit independently decides and implements disciplinary actions outlined in 85.1a and b. In contrast, decisions regarding disciplinary actions mentioned in 85.2a and b are made based on recommendations from an ad hoc discipline committee;

72.2. In alignment with 85.1, a College/Institute/Center Dean autonomously makes decisions to apply disciplinary actions stated in 85.1a and b and 85.2a. However, decisions regarding disciplinary actions mentioned in 85.2b and c are determined based on the recommendations of an ad hoc discipline committee;

72.3. With the exception of verbal warnings, staff members have the right to appeal all disciplinary measures;

72.4. In cases where the urgency of the measures, as well as the magnitude and gravity of the breach, warrant such action, the Head of an academic unit may suspend an academic staff member charged with a serious breach of duty. The case must be promptly submitted for consideration to the ad hoc discipline committee.

Article 73: Disciplinary Actions by the AAVP/RCEVP

73.1. Withstanding with 86.2, AAVP/RCEVP makes his own decisions to put a disciplinary action stated on 85.1.a and b and 85.2. a.; whereas the disciplinary actions mentioned on 85.2. b, c, d and e should be decided based on the recommendation by an *ad hoc* discipline committee;

Article 74: Proceeding before the Committee

74.1. The University will establish details regarding the proceedings before the discipline committee. However, the following proceedings may be initiated by:

- ❖ If an academic staff member is accused of committing a serious breach of duty or violating disciplinary regulations, the case should be reported to the department head, dean, or vice president by the aggrieved party. This party may be an academic staff member, student, colleague, or any other university officer.

74.2. The discipline committee's findings of fact and its recommendations for sanctions shall be submitted to the respective head of the department, dean, or vice president for appropriate action.

74.3. After receiving the findings and recommendations of the ad hoc committee, the respective

head of the department, dean, or vice president has the authority to:

74.3.1. endorse the disciplinary action recommended by the committee;

74.3.2. Implement a measure lighter than the recommendations made by the ad hoc committee;

74.3.3. Choose any of the measures specified under the provisions of Article 86.2 of this Legislation if the disciplinary proceeding is initiated by colleagues, students, and/or any other officer of the University;

74.4. An academic staff member dissatisfied with the findings and recommendations of the ad hoc discipline committee, based on the disciplinary action taken, may appeal for reconsideration of the case through various hierarchical levels;

74.5. If a party intends to file an appeal, they must do so within two weeks of receiving a written notification of the decision they are dissatisfied with. However, an additional period of one month may be granted in cases where the concerned academic staff can establish a valid reason for not filing the appeal within the initial two-week period.

Article 75: Inter College Disciplinary Proceedings

75.1. Breaches of duty or violations of disciplinary regulations that are inter-College in nature shall be heard or investigated by an *ad hoc* committee of at least three academic staff to be established for this purpose by the VPAA. On the basis of the recommendation to be made by the inter-College ad hoc committee, the VPAA may take any one of the sanctions specified under the provisions of Articles 86.2 on a staff responsible for breaches of duty or violations of disciplinary regulations.

75.2. Where the exigency of the case as well as the magnitude and gravity of the breach so justify, the VPAA may take any one of the sanctions specified under the provisions of Articles 86.2 of this Legislation against a staff whose case is submitted to such a committee.

75.3. An appeal against the decision of the VPAA may be lodged by the aggrieved staff within two weeks after he has received a written notification of the same to the President. Where

he is dissatisfied with the decision of the President, he may appeal to the Board within the same period of time. In both cases, an additional period of one month shall apply in case where the academic staff concerned can establish good cause for not filing his appeal within the two weeks period. The Board's decision shall be final.

Article 76: Academic Staff Disciplinary Committee (ASDC)

- 76.1. At each college or equivalent institute of the University there shall be established Academic Staff Disciplinary Committee accountable to the respective head of the College/Institute.
- 76.2. When there are cross-cutting disciplinary that cannot be seen by the College/Institute level ASDC, or in events that the VPAA finds it necessary to scrutinize the findings of ASDC, the VPAA/President shall set up an ad-hoc disciplinary committee. The composition of the committee is at the discretion of the VPAA. However, there shall, at least, be a member from the academic unit of the staff member, whose case is under scrutiny.
- 76.3. The ASDC shall be chaired by a senior Academic Staff member to be assigned by the head of the college/institute and shall have no less than two and no more than four other members to be elected by the general staff meeting of the College/Institute from among the full-time staff members for a period of two years.
- 76.4. The ASDC shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations by an Academic Staff.
- 76.5. The university shall establish rules of procedures for ASDC in line with the Law of the Land, this legislation and accepted norms of fairness and equity.
- 76.6. An initiation of disciplinary proceedings shall be made in writing including the name of the accused, particulars of the offense, the time and place of the offense, list of the evidences and contravened provisions of the law.
- 76.7. Proceedings before the ASDC may be initiated by the head of the academic unit, Colleagues, students and/or any other officer of the University who have sufficient and substantiated reasons to believe that a staff member is responsible for violation of disciplinary regulations,
- 76.8. The findings of the ASDC and the recommendations of the sanctions to be applied thereon shall be submitted to VPAA.

76.9. The VPAA, upon the recommendation of the ASSC/DC, shall take the sanctions under Article 86.2.

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

Teaching, Research, and Community Service Load

Article 77: Teaching Load and Student-Teacher Ratio

77.1. Measurement Unit for Teaching Load

The teaching load for academic staff will be quantified in terms of Lecture Equivalent Hours (LEHs). Typically, one Lecture Equivalent Hour is equivalent to 1 credit hour or 1.7 ECTS, and a credit hour necessitates 3 hours of workload. The Credit Point in ECTS corresponds to traditional credit hours or lecture contact hours. To maintain consistency, module/course credits, laboratory/practical/tutorial sessions, senior essay/project advising, and thesis/dissertation advising are articulated in terms of LEHs as outlined below:

- a. One undergraduate course credit..... = 1.0 LEH
- b. One graduate course credit..... = 1.5 LEHs
- c. One hour lab/practical/ or tutorial session..... = 0.67 LEH
- d. One undergraduate student senior project/essay advising..... = 0.60 LEH
- e. One graduate seminar/project advising... .. = 1.00 LEH
- f. One PhD student Dissertation advising..... = 2.0 LEHs
- g. One PhD student Dissertation Co-advising..... = 1.5 LEHs
- h. One Master's Thesis advising = 1.5 LEHs
- i. Co-advising for one Master's Thesis = 1.0 LEH

77.2. Class Size per Section

77.2.1. The class size for courses offered on the basis of lecturing, tutorials and laboratory works shall be as follows:

77.3. Despite the stipulations in sub-Article 91.2.1. Herein, academic units are required to submit proposals regarding course lists and special class sizes to the Academic Commission (AC) of the pertinent academic unit. These proposals must be forwarded for approval by the Academic Senate Curriculum Committee (ASCC). The determination of class size shall consider the following factors:

- a. Courses that can be given as lecture;
- b. Courses for skill development;
- c. Facilities and capacity of the academic unit; and
- d. Cost effectiveness.

77.4. An academic staff member is anticipated to work for 39 hours per week, and the per-semester academic load for a full-time Academic Staff is set at 12 Lecture Equivalent Hours (LEHs). In alignment with sub-article 91.1., 12 LEHs are considered equivalent to 36 hours of work per week. Each academic staff member is obligated to provide student advising for up to 3 hours per week. Guidelines outlining the integration of community services into the academic load will be developed.

77.5. The full workload in the regular program for the different categories of full-time academic staff shall be as follows:

- a. Academic staff in academic departments 12 LEHs;
- b. Academic staff coordinating approved project/research 9 LEHs;
- c. Staff of research institutes having academic departments... .. 3 LEHs;
- d. Academic staff appointed to administrative posts (Associate Deans, associate registrars, department/ school/center heads, program coordinators, university- wide course coordinators, etc.)..... 6 LEHs;
- e. Deans, Directors and central academic administrative officers..... 5 LEHs;
- f. Vice Presidents 0 - 3 LEHs;
- g. President..... 0 LEHs;

77.6. The workload for an academic staff member of a research institute is divided into research and publishing, accounting for 70%, and teaching, which constitutes 20%. Alternatively,

there could be a contractual arrangement allowing a staff member of a research institute to be exclusively involved in research and publishing activities, with career development planned accordingly.

77.7. In cases where academic units have serious shortage of staff recognized by VPAA, the total semester work load of an academic staff in the regular program shall not exceed the following:

- a. 18 LEHs for staff in category 91.5 (a)
- b. 9 LEHs for staff in category 91.5. (b), (c), (d)
- c. 8 LEHs for staff in category 91.5. (e)
- d. 6 LEHs for staff in category 93.5. (f)
- e. 3 LEHs for the Presidents
- f. In the summer semester, by any means, the maximum teaching load shall be 18 LEHs.
- g. In To prevent overburdening academic staff to the detriment of instructional quality, the total number of courses assigned to them in a given semester, encompassing both the regular and continuing and distance education programs, should not exceed three courses.

77.8. An academic staff member assigned teaching duties beyond the full load may receive compensation through remunerative compensation at the prevailing rate for part-time employment. Alternatively, a proportional reduction in teaching load in the succeeding semester may be implemented as a form of compensation;

77.9. Teaching loads for both full-time and part-time academic staff involved in teaching must be reported each semester by the heads of the academic unit. Written justifications are required in cases where the teaching load of a full-time academic staff member falls below 50% of their full load.

Article 78: Research Load

The following are the components of research activities in the University:

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

78.1. The workload of a teaching staff shall respectively be 70 % and 20 % teaching and research.

78.2. The workload distribution for research staff is allocated as follows: 70% for research and 20% for teaching.

78.3. Without prejudice to the generality of the foregoing provision, it is a requirement that an academic staff undertakes research activities either individually or in collaboration with others in the academic unit concerned or with organizations outside the University.

Article 79: Community Service Load

79.1. A staff member is required to participate in community services as an integral aspect of the responsibilities for which the University has employed them;

79.2. Full-time teaching staff involved in a community service project approved by the university will receive a reduced teaching load of up to 2 LEHs from their weekly LEHs for the specified duration of the particular community service project;

79.3. The duration of each community service project will be determined by the Vice President for Research and Community Engagement;

79.4. In cases where multiple academic staff members are engaged in a community service project, the LEHs will be distributed among the participating community service providers;

79.5. The detailed implementation of the community service load will be conducted according to a separate guideline;

79.6. The community service load for an academic and research staff member is set at 10% of their overall responsibilities in the university.

Leaves and Other Administrative matters

Article 80: Provisions on Leave and Tenure

80.1. Academic staff members who served at least 10 years in Higher Education Institutions hold tenure as highly safeguarded lifetime employees. Thus, tenure is an indefinite appointment that can be terminated only for cause or under extraordinary circumstances such as financial exigency and program discontinuation.

80.2. Any request for a paid or unpaid leave by an academic staff member must include a completed understanding of probationary status form.

Article 81: Leave of Absence

A leave of absence occurs when a supervisor grants an employee an extended time (period) off from their work responsibilities to handle a significant, and sometimes unexpected personal event.

81.1. When an employee takes a leave of absence (time off) from work in addition to (following) granted leaves, it is unpaid.

82.2. When an employee takes a leave of absence (time off) from work before forthcoming formal leaves just for a justifiable reason and hard circumstance, the employee is secured for the payment and the leave would be counted as part of the next formal leave.

Article 82: Study Leave

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

- 82.2. A study leave involving the absence of an academic staff member may only be taken after the individual has completed a minimum of two years of service following initial employment or the fulfillment of a prior study leave commitment. However, the Senate may establish special considerations. An exception to the two-year service requirement may be granted if the relevant academic unit verifies that the desired training aligns with its approved staff development plan and supports the staff member's departure, even if the two-year service requirement is not met. In such cases, the staff member must agree to forfeit all associated benefits and entitlements, including salary during the study leave.
- 82.3. All academic staff members are eligible to take the leave outlined in this legislation only after completing a minimum of two years of service following their initial employment or reinstatement following a study leave. However, in special circumstances, graduate assistants may be permitted to take a study leave in a shorter time frame.
- 82.4. Payment of salaries to an academic staff on study leave shall be governed by the applicable Government Policy during the tenure of the leave or any other rules that may be issued by the University.
- 82.5. An academic staff member on study leave is required to provide the University with biannual progress reports, commencing from the conclusion of the first six months of the leave period. These reports must be officially endorsed by the academic advisor or principal supervisor associated with the staff member in the University or College where they are pursuing studies. Failure to submit these reports may lead to the suspension of salary payments or other relevant actions.
- 82.6. An academic staff member, facing valid reasons hindering the completion of studies within the initially approved period of absence, must formally petition the University for a leave extension. The extension is restricted to one year for individuals pursuing Master's degrees and a maximum of two years for those pursuing a Ph.D. or its equivalent.
- 82.7. An academic staff member on study leave abroad is allowed a grace period of six months after completing their studies to arrange their return to the University. For those who can demonstrate that they have been offered academic training opportunities or postdoctoral fellowships, the maximum permitted period is twelve months, including the initial six-

month grace period. Nevertheless, any extension of stay beyond the completion of the study, excluding the first six months, requires the staff member to seek the University's approval.

82.8. An academic staff, on study leave, who fails to return to the University to resume his work within the periods of time specified in this Article shall lose his standing in the University.

82.9. The University reserves the right to claim damages from academic staff who fail to return to their respective duties within the periods of time specified in this Article.

82.10. Study leave for a second graduate degree in the same field and at the same level can be approved for academic staff, subject to the following conditions: The relevant academic unit must endorse the justification presented by the staff member for pursuing the additional training, ensuring that the rationale is academically sound and does not negatively impact the existing staff development plan. Additionally, the staff member must agree to forego all benefits and entitlements during the study leave, including salary payments.

82.11. A study leave may under no circumstances be granted to an academic staff to pursue a third graduate degree in the same field and at the same level.

Article 83: Research Leave

83.1. A full-time academic staff who has served in the University for a minimum of three consecutive years may be entitled to a research leave for a maximum period of one year provided he has not taken any other academic leave during the three years preceding the anticipated starting date of the leave sought and provided he intends, in good faith, to continue his association with the University for an indefinite period after his semester research leave.

83.2. An academic staff requesting research leave under this Article shall present to the head of his academic unit a program of study or research that will enable him to improve his capacities as a scholar.

83.3. Research leaves provided in this Article shall be granted with full pay and all benefits available for academic staff.

83.4. Staff members are required to submit an application for research leave to the head of the relevant academic unit at least six months before the intended start of the leave. The

Dean of the College//Institute/Academy/School, in collaboration with the Academic Commission, will review and approve the leave, communicating the decision to the VPAA. However, if it is determined that granting the leave may jeopardize the teaching needs of the academic unit, the approval will be deferred to within one year during the subsequent academic year. In such cases, a new application is not necessary. Postponement of research leave beyond one academic year is not permitted under any circumstances. If the head of the academic unit requests a postponement, the time lost will be considered when calculating the staff member's future leaves.

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

83.5.1. The academic unit concerned confirms that such extension will not seriously impede its academic or research programs;

83.5.2. The academic staff concerned produces satisfactory evidence that the leave is necessary to complete the on-going piece of research the output of which is expected to enhance knowledge and also improve the teaching and research skills of the individual staff; and

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

Article 84: Sabbatical Leave

84.1. A full-time academic staff holding Lecturer and above rank who has served the University continuously for a period of six years and intends in good faith to continue his affiliation with the University for prolonged period of time is entitled to a sabbatical leave, as of right and with full pay, for a period of one year.

84.2. Sabbatical leaves shall be applied for and granted as follows:

84.2.1. The application for a sabbatical leave including its plan shall be submitted to the head of the academic unit one year before the staff anticipates leaving on a sabbatical.

84.2.2. The Dean/Director of a College/Institute is concerned, in consultation with the Academic Commission, shall grant the leave and forward to the VPAA,

unless it is determined that the normal function of teaching and research will be adversely affected by the departure of the staff in question.

84.2.3. If it is determined that granting sabbatical leave would adversely affect the normal teaching and/or research requirements of the academic unit, the leave may be rescheduled for a later semester within one year, falling within the next academic year. This rescheduling can occur without the need for a fresh application. Under no circumstances shall the postponement exceed one academic year. Time lost due to such postponement, initiated upon the request of the head of the academic unit, will be considered in calculating the staff member's future leaves.

84.2.4. Upon completion of sabbatical leave, the beneficiary must submit a report detailing their experiences, accomplishments, or professional development to their department. The University may offer additional support to the beneficiary if a well-defined research or professional development plan, approved by the Academic Council at the time of taking the leave, has been submitted.

84.2.5. In exceptional cases, an academic staff member may apply for an unpaid leave of absence for a maximum period of six months following their sabbatical leave. This request must demonstrate, to the satisfaction of both the academic unit and the University, which returning to full-time duty immediately would significantly hinder the completion of work undertaken during the sabbatical. Approval for this additional leave of absence is contingent upon the academic unit's determination that teaching activities in the unit would not be compromised and that the granting of leave would not jeopardize the rights of other staff members to take leave. Such a determination will be endorsed by the Academic Council.

84.2.6. A service given to another institution may be taken into account in considering an academic staff's application for a sabbatical leave pursuant to the provisions of the preceding sub-articles of this Article provided that:

84.2.6.1. Such staff has rendered at least four continuous years of

service to the University;

84.2.6.2. The previous institution is an accredited institution of learning whose system of academic leaves includes sabbatical leave; and

84.2.6.3. The concerned academic unit independently establishes and documents the facts regarding the length of the service given in the previous institution and whether or not the place of sabbatical in the system of academic leaves in that institution corresponds with that of the University.

Article 85: Other Leaves

85.1. Academic staffs who has served the University for more than one year shall be granted sick leave with full pay where he is unable to work due to sickness. The duration of such sick leave, to be reckoned from the first day of his sickness, shall not exceed eight months in a year or a total of twelve months in four years. The leave shall be granted only where the staff produces proof that such a leave is medically required or advisable.

85.2.A spouse employed by the University, whose academic staff partner is on a three-year study leave, may be eligible for an unpaid leave of absence for up to one year to accompany the academic staff member. This is contingent upon confirmation from the University unit employing the spouse that such a leave would not cause a significant disruption to its regular operations.

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

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

85.3.2. The training is relevant to the professional development of the Academic Staff and the capacity building of the University;

85.3.3. The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;

85.3.4. The maximum duration of such a leave should not be more than 3

months in one academic year and cannot be granted in consecutive years.

85.3.5. Such leave of absence must be approved and endorsed by SC/DC, and any leave longer than one month at a time should be approved by the VPAA.

85.4. A full time academic staff with a rank of lecturer and above may be granted leave without pay for a maximum period of two years provided that the following conditions are fulfilled:

85.4.1. The staff is requesting leave for secondment or acceptance of an appointment at a prestigious institution. Such secondment or appointment is considered an honor for the University and an opportunity for valuable experience. This experience not only benefits the country as a whole but also enhances the professional capacity of the scholar;

85.4.2. The staff member is ineligible for any leave at the time of requesting unpaid leave. The secondment or appointment, for which the leave is being sought, cannot be postponed. Consequently, it cannot align with the period during which the staff member would typically be eligible for research, sabbatical leave, or other types of leaves as stipulated in this Legislation;

85.4.3. The staff seeking unpaid leave has not taken advantage of study, research, or sabbatical leave in the three years leading up to the leave application. However, this three-year requirement can be halved, subject to approval by the higher University body, in cases where the secondment or appointment is deemed significant for the academic unit concerned;

85.4.4. There is a determination, by the academic unit 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 the academic activities in the department; and

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

85.5. The maternity and paternity leave shall be provided as per the National proclamation and

regulation. Nevertheless, the academic staff with such a case shall be assisted as deemed necessary.

Article 86: Accumulating Leaves

Sabbatical and research leaves may not be accumulated.

Article 87: Tenure

Tenure is a bestowed privilege intended to acknowledge continuous meritorious service and exceptional scholarly contributions in teaching, research, or institutional leadership. Its purpose is to inspire academic staff at the University to consistently excel in their respective fields. Tenure offers employment security to academic staff, regardless of changes in remuneration, although it does not restrict the University's authority to dismiss or discipline staff as outlined in the provisions of this Legislation. Therefore, tenure reflects the University's confidence that the staff member will continue to demonstrate excellence throughout their professional career. Eligibility for tenure is open to any full-time academic staff member who:

- 87.1. Served the University for a minimum period of ten years;
- 87.2. Demonstrated a desire to continue to serve the University as a staff for an indefinite period;
- 87.3. Demonstrated throughout his professional career scholarly ability through teaching, research, publications or other contributions to the advancement of his field; and
- 87.4. Rendered services of merit to the University, through contributions to the University committees or governance of its academic unit or in connection with other tasks which may have been assigned to him.

Article 88: Procedures for Awarding Tenure

The ASAC may issue guidelines on the basis of which tenures may be awarded.

- 88.1. A tenured academic staff member is assured continuous employment by the University, maintaining their current rank or any subsequent rank they may achieve, and their existing salary scale or any other scale they may attain. This guarantee remains in effect as long as they do not engage in a serious breach of discipline, as outlined in this

Legislation, warranting the termination of their status as an academic staff member of the University.

88.2. The application or nomination for tenure of a staff member can be initiated by the head of an academic unit or another academic staff member.

88.3. The academic unit in question is responsible for deciding on tenure requests within two months from the date of application, with oversight from the ASAC and the VPAA.

PART V

ACADEMIC RULES AND REGULATIONS

Article 89: Academic Calendar

89.1. In its regular program, the University shall have a two-semester calendar of sixteen weeks each, running from September to June. In Continuing and Distance Education Program (CDEP), there are two semesters of sixteen weeks each, same as regular program and a Kiremt term of 8 weeks.

89.2. The Calendar for each year shall be prepared by the Registrar and Alumni Directorate and in consultation with the VPAA and approved by the Senate. The University Calendar, among other things, shall provide the following: admission, readmission and registration; adding and dropping of courses, 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 VPRTT, instructor evaluation weeks, the regular meetings of the Senate, final thesis submissions and open defense dates, etc.

Article 90: General Provisions on Admissions to all Programs

90.1. Each academic unit may offer programs of study leading to the Doctor of Education (D.Ed), post-doctoral studies in education, the Master of Education (M.Ed.), and other Bachelor of Education (B.Ed), Postgraduate Diploma (PGDT), Diploma, and Certificate.

90.2. Admissions and enrolments to all programs are processed by the University Registrar in consultation with the academic units concerned.

90.3. Criteria for special admissions to specific programs such as Certificate, Diploma and others, shall be developed by respective Colleges/Institutes and forwarded to the Academic Standards and Curriculum Committee and approved by the Senate.

90.4. The University in certain circumstances may admit students jointly with other affiliated Universities or Institutes. Such admission may be processed at any time of the academic calendar as deemed appropriate.

90.5. Double enrollments in different programs of the University are prohibited.

90.6. Enrollment more than once in the same program is prohibited unless in different admission classification.

Article 91: Admission Requirements

91.1. Undergraduate Programs

91.1.1. Regular Admission

91.1.1.1. Admissions and/or placements to all regular undergraduate programs are processed by the University and/or the Ministry of Education as per the criteria set by Ministry.

91.1.1.2. Admissions and/or placements to all regular undergraduate programs are processed after completing grade 12 with a better result in Secondary School Leaving Examination (SSLE) and assigned to the University by the Ministry of Education or recruited by KUE based on competition.

91.1.1.3. For admission to Regular undergraduate program which will be processed by the University, detail guidelines shall be worked out by Admission and Placement Committee and approved by the University Senate.

91.1.2. CDEP Admission

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:

91.1.2.1. Teaching diploma

91.1.2.2. TVET diploma with level 4 COC and 2 years' experience, he/she must submit Official Transcript upon application.

91.1.2.3. Grade 12 complete in the last three years and scored at least 50 percent.

91.1.3. Postgraduate Programs

91.1.3.1. An applicant for admission to a Master's program must have a Bachelors' degree from an accredited institution of higher learning.

91.1.3.2. An applicant for admission to a D.Ed program must have a Master's degree from an accredited institution of higher learning.

91.1.3.3. A candidate who has a high scholastic standing, whose professional experience has been superior and who has received good recommendations shall be given priority for admission. Moreover, priorities in admission may be granted to government sponsors.

91.1.3.4. The minimum intake for Doctor of Education (D.Ed.) and Master of Education (M.Ed.) for regular shall be three and five students respectively. However at least 30% of the students for regular

postgraduate programs shall be government sponsored.

91.1.3.5. The minimum and maximum number of students in the different graduate programs of CDEP shall be fifteen and forty-fives students respectively taking into account the number of staff, availability of space and demand for training.

91.1.3.6. The academic unit may, from time to time, include additional admission requirements in conformity with the University rules and regulations. These may be of general application or may pertain to specific programs of graduate studies.

91.1.3.7. The applicant must meet satisfactorily the selection and pass the Graduate program Admission Test (GAT). The academic unit may also administer entrance examination.

91.1.3.8. Foreign applicants and/or those who attend Undergraduate Degree program outside of Ethiopia must submit a letter which shows the medium of Instruction is English or language proficiency examinations result.

Article 92: Choice of Programs in Undergraduate Study

92.1. Undergraduate student will choose program after completing first year programs.

92.2. Students shall be provided orientation on each program by the corresponding academic unit, before they make a choice of program of study.

92.3. Students will be admitted into the programs of their choice on their interest with competitive basis using their KUE's grade as a measure. However, special provisions shall be made for female students and disabilities.

92.4. Academic Units may submit specific entrance requirements such as passes in certain subjects or additional test results and may state if, and what, kinds of physical disabilities prevent students from pursuing studies in their respective disciplines. These requirements need to be developed by the relevant academic units and approved by the APC of the Senate.

92.5. Students shall fill out application forms indicating their choices of discipline.

92.6. In cases where there are more applicants than places in a program, those applicants who

fail to get their first choice will compete for their second choice and if they fail to get their second choice they do the same for their third, fourth choice, etc.

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

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

92.9. If students have complaints on the results of placement, these should be attended within three days following the announcement.

92.10. The Registrar and Alumni Directorate shall report to Senate all admissions and placement made in the University.

Article 93: Transfer of Students

93.1. A student may transfer from one program to another program within or across academic units. All transfers must be processed by the University Registrar and head of academic units with approval of the VPAA.

93.2. Students shall be responsible for all the consequences that such transfers may entail.

93.3. Students seeking transfer to the university from other universities shouldn't take more than 25% of the courses from the previous university

93.4. No transfer admission shall be provided for student who scored F/NG/I grade in any of the subjects he has taken from the previous university.

93.5. Transferable credits shall be determined by the respective academic commissions

93.6. Transfer shall not be allowed from higher class year to lower class year.

93.7. Detailed guidelines for such transfers shall be set by APC and approved by the Senate.

Article 94: Semester Load

94.1. Undergraduate Program

94.1.1. Regular Students

94.1.1.1. A minimum credit hours for full-time regular students shall be 15 per semester respectively. However, female and special need students may be

allowed to drop one course from their batch with the approval by Academic Commission (AC).The maximum load shall not be exceeding 19 credit hours unless otherwise stated in the course catalogue/curriculum. A Student who has justifiable reasons for deviation from the normal load has to acquire a special admission, not exceeding 22 credit hours from the respective Academic Commission.

94.1.1.2.The maximum load for part time students shall be 9 credit hours.

94.1.2. CDEP Students

Continuing and Distance Education (CDEP) is expected to run four independent and/or combination of programs namely: evening, weekend, distance and summer.

94.1.2.1. The normal load in the Evening programs shall be 8 to 10 credit hours and for the weekend shall be 8 to 12 credit hours, and for the Evening-Weekend programs the normal load shall be 10 to 14 credit hours per semester unless otherwise prescribed in the course catalogue.

94.1.2.2. A student may be allowed to take up to 15 credit hours when:

94.1.2.2.1. the student secures a CGPA of 2.5 and above upon completion of an equivalent course work corresponding to one regular academic year;

94.1.2.2.2. the student is at graduation year after passing all courses taken up to date.

94.1.2.3. The normal load for evening and weekend students in a Kiremt semester shall be 6 to 8 credit hours.

94.1.2.4. The normal semester load in the Continuing and Distance Education for Kiremt students shall be 13 to 15 credit hours.

94.1.2.5. 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 as one regular academic year.

94.1.2.6. The Semester Grade Point Average (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.

94.1.3. Postgraduate Students

- 94.1.3.1. A total of 9 to 12 credit hours per semester shall normally be regarded as typical full load for a full-time Master's candidate for programs requiring thesis work, whereas a minimum of 15 credit hours is required for programs having projects.
- 94.1.3.2. A total of 9 to 12 credit hours per semester shall normally be regarded as typical evening, weekend and evening-weekend program load for Master's candidate for programs requiring thesis work,
- 94.1.3.3. A total of 9 to 12 credit hours per semester shall normally be regarded as full load for full time D.Ed candidate.

Article 95: Duration of Study and Validity of Courses

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

- 95.1. The duration of study for undergraduate degrees in regular programs shall be four years.
- 95.2. The duration of study for undergraduate degrees in the Continuing and Distance education programs may five to six years depending on the program.
- 95.3. The maximum length of time students may stay in such programs may not exceed twice the normal duration of study depending on the program.
- 95.4. A student who fails to complete any studies within the maximum length of time permitted (sub-articles 104.3 of this Article) shall be cancelled from that program. However, the student will be certified for the courses successfully finished.
- 95.5. The Master's programs shall normally take two academic years for completion in all academic units in Regular program and three years for Continuing and Distance Education programs.
- 95.6. A Master candidate may be allowed to continue for up to a maximum of four years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC and DC. Such extension of time shall be recommended by the DGC and approved by the DC every semester.
- 95.7. A Master candidate taking more than the normal two-year duration for completion of a

program shall fulfill the special conditions set forth by the DC.

95.8. The D.Ed programs shall normally take four academic years for completion in all academic units.

95.9. A D.Ed. candidate may be allowed to continue for up to a maximum of six years if it can be shown that the extension is required by force and if it is recommended by the DGC and DC. Such extension of time shall be recommended by the DGC and approved by the DC every semester.

Article 96: Credit Requirements

96.1. A credit value is defined as 50 minutes in lecture or 2 to 3 hours of laboratory/ practical or tutorial work guided activity.

96.2. The minimum total credit points for four years bachelor program shall be 145 credit hours while the maximum shall be based on the University's specific program which will add 9 Cr hr.

96.3. The total credit points for master's program shall be 40 credit hours

96.4. The proportions of time (lectures, laboratory works, tutorials, home study, etc.,) allotted for a particular course shall be determined by an academic unit offering that course and follow the approval of the DC.

96.5. A total of six credit hours shall be allotted to Master Thesis and 12 credit hours for D.Ed Dissertation.

Article 97: Grading System

97.1. 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%.

97.2. Semester Grade Point Average (SGPA) is determined by dividing grade points earned in a semester by the number of credit points in that semester.

97.3. In cases where a student does not have final examination records in scheduled

examinations, the instructor shall record 'NG' for No Grade. All 'NG's shall be changed to one of the following.

97.3.1. To an 'I' (incomplete) by the DC in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the course. When there is no valid reason, the 'I' grade will be changed to "F" within two weeks after the beginning of the semester by Registrar

OR

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

OR

97.3.3. To a 'DO' (dropout) by the Registrar for a student who has not withdrawn from a program in accordance with the withdrawal procedures. A student who obtains a “DO” for a course or courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by the University to the appropriate academic commission within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade by Registrar.

97.3.4. “W”, “DO” and “I” shall not play any part in the computation of the semester grade point average.

97.4. 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.

97.5. 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 Semester Grade Point Average (SGPA).

97.6. Grading Scale and Letter Grade System

97.7. Unless otherwise endorsed by the Senate, any grading in the University shall be fixed scales.

97.7.1. Grade scale for undergraduate programs shall be a shown in the following table

Raw Mark	Letter	Weight
Interval-[100 %]	Grade	
[90,100]	A +	4.0
[85, 90)	A	4.0
[80, 85)	A-	3.75
[75, 80)	B+	3.5
[70, 75)	B	3.0
[65, 70)	B-	2.75
[60, 65)	C+	2.5
[50, 60)	C	2.0
[45, 50)	C ⁻	1.75
[40, 45)	D	1.0
[0, 30)	F	0

97.7.2. Grade scale for postgraduate programs shall be a shown in the following table

Raw Mark	Letter	Weight
Interval-[100 %]	Grade	
[90,100]	A +	4.0
[85, 90)	A	4.0
[80, 85)	A-	3.75
[75, 80)	B+	3.5
[70, 75)	B	3.0

[65, 70)	B-	2.75
[60, 65)	C+	2.5
[50, 60)	C	2.0
<50	F ⁻	0

97.7.3. Thesis or Dissertation evaluation shall be graded on the following ranking system, with corresponding grading scales and letter grades;

	Grading scale in percent	
Rank		Letter Grade
Excellent	≥ 85	A
Fail	< 50	F

Article 98: Student Academic Achievements

98.1. At the end of each semester, the academic unit will examine the status of all students who are registered for the particular semester.

98.2. One semester in the regular program is equivalent to two semesters in the evening/weekend/summer/distance/evening-weekend program. The academic status of evening student is, therefore, determined every other semester.

98.3. For ‘Kiremt’ programs, the academic status of the students shall be determined for a minimum of 15 credit hours.

98.4. Grade report should be issued to applicants for semesters to which the status is determined.

98.5. The academic status of part-time students is determined for a minimum of 15 credit

hours, starting from the first admission date of the students.

Article 99: Academic Standing

99.1. Undergraduate Students Status Determination

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

99.1.1. First Year Students

- a. A student, who, at the end of the first semester, scores grade point average (SGPA) of >2.00 , shall be Pass
- b. A student, who, at the end of the first semester, scores grade point average (SGPA) of 1.75 up to 1.99 both inclusive, shall be warned.
- c. A student, who, at the end of the first semester, scores a semester grade point average (SGPA) of 1.50 up to 1.74 both inclusive, shall be put on probation.
- d. A student, who, at the end of the first semester, scores a semester grade point average (SGPA) of 1.25 up to 1.49 both inclusive, shall be Academic Dismissal with Readmission privilege.
- e. A student, who, at the end of the first semester, scores a semester grade point average (SGPA) of less than 1.25 shall be Academic Dismissal with no readmission privilege.
- f. 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.
- g. A student, who, at the end of the second semester, receives either an SGPA of less than 1.75 or a CGPA of less than 2.00 shall be warned.
- h. If student's SGPA is less than 1.75 and his CGPA is less than 2.00, the student is subject to dismissal. However, if his/her CGPA is less than 1.50 shall be Academic Dismissal with no readmission privilege.
- i. If a student fails to achieve a SGPA of 1.00 at any semester, he is subject

to dismissal.

99.1.2. Second Year and above Students

- a. A student, who fails to achieve either SGPA of at least 1.75 and/or a CGPA of at least 2.00 at any semester, shall be warned. However, a student who fails to achieve a SGPA of 1.00 at any semester is subject to dismissal.
- b. A student, who for a second consecutive semester scores either a SGPA of less than 1.75 or fails to maintain a CGPA of 2.00, is subject to dismissal unless put on probation. However, if his/her CGPA is less than 1.75 shall be Academic Dismissal with no readmission privilege.
- c. A student who is subject to dismissal cannot claim probation as a matter of right. A student shall be dismissed after being placed on warning for one semester and on probation for another consecutive semester if he doesn't remove himself from probation by attaining CGPA of 2.00.

99.2. Postgraduate Students Status Determination

99.2.1. Probation is a discretionary decision to allow candidates who failed to score below the required standards of the University to continue their studies. But, since the purpose of probation is to facilitate the academic rehabilitation of such students, the decision is made based on the validity of the reasons and considering other relevant circumstances which are convincing that the student can academically raise himself to the required level of academic achievement.

At the end of each semester the DGC shall examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the candidate failed, and whether there is reason to believe the candidate will meet the required academic standards in the future. A candidate may be placed on discretionary probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and justify that academic failure can be removed and the candidate can achieve the required academic standards at the time of graduation.

When a candidate is placed on probation the candidate shall be notified by the

head of their status and what is expected of them by way of academic performance in the future, the restrictions or requirements stipulated by the probation and the consequence of failure to meet these conditions.

- 99.2.2. Probations are given if a student's semester GPA (SGPA) or cumulative GPA (CGPA) fails below 3.00.
- 99.2.3. Any first year postgraduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by the DGC and any such student who had been placed on probation shall be subject to dismissal if the student fails to achieve a semester SGPA of 3.00 in the next semester.
- 99.2.4. A first year postgraduate student is subject to dismissal without first being put on probation if his academic performance falls below 2.50 in the first semester results. A first year first semester postgraduate student may request a readmission if his SGPA is greater than or equal to 2.00.
- 99.2.5. If a student who had been placed on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but the CGPA still falls below 3.00, the DGRC may place the student on final probation in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.
- 99.2.6. A student who had been placed twice on probation shall be dismissed for failing to achieve a CGPA of 3.00 in the next semester.
- 99.2.7. A first year second semester and above may request a readmission if his CGPA is greater than or equal to 2.50.
- 99.2.8. Consecutive probations are given a maximum of two times.
- 99.2.9. No candidate subject to dismissal may expect discretionary probation as a matter of right.

Article 100: Class Attendance

- 100.1. A student is required to attend all lecture, laboratory and practical sessions as well as field work of courses.

- 100.2. Except for extenuating circumstances, students are required to maintain a minimum of 80% attendance to earn credit in the given course. However:
- 100.3. Some programs may demand 100% attendance where such full attendance is academically indispensable; and
- 100.4. Academic units may not allow the 20% non-attendance provision for certain portion of a course, such as laboratory or field experiences judged academically indispensable for the student. A student who has missed more than 20% attendance shall be given a grade of IA (Incomplete Attendance) and be required to provide acceptable reasons for failure to attend classes.
- 100.5. If a student's incomplete attendance is proven to have been for valid reasons, course registration will be cancelled and the student shall be permitted to retake the course.
- 100.6. If a student's incomplete attendance was due to reasons that were not valid, the IA grade shall be changed to an 'F' at the end of the sixth week of the next enrolment in the program.

Article 101: Registration, Repeating, Adding and Dropping of Courses

- 101.1. Every student shall register at the beginning of every semester according to the university academic calendar. A student who fails to register according to the university calendar shall be considered to have dropped out of the program.
- 101.2. A graduate student must register at the beginning of each semester. A student who fails to maintain continuous registration without officially withdrawing from a program shall be considered to have dropped out of the program. If such student seeks to resume his studies, he must submit a readmission application to the Office of the Registrar. The application shall be assessed by the DGCs, endorsed by the AC and approved by the ASPRC on the basis of the rules and regulations in force at the time of readmission.
- 101.3. A student who failed to present valid reasons for not completing 85 % of the course requirements shall repeat a course.
- 101.4. A student who scored 'F' in a course must repeat the course for a maximum of two-time. If the student does not remove an "F" grade after repeating for the second time, the AC

shall recommend an equivalent course for being course allergic. If a student who scores a grade of "F" for any equivalent course (for course allergic), he shall be completely dismissed.

101.5. A grade of a student for repeated exam shall be accepted as it is. The previous 'F' grade shall be shown as cancelled on transcript to indicate that the course has been repeated and the new grade shall be included in computation of the SGPA in the reporting period.

101.6. A student who has been forced to repeat a D or C- grade to fulfill graduation requirement, cannot repeat the course more than twice.

101.7. Adding and dropping of the courses shall be treated as per the University's academic calendar.

101.8. Courses with "C" grades or lower may be repeated when the CGPA of the student is less than 3.00 and if the student has more than one 'C' in Master programs. For D.Ed student all courses with 'C' grades or lower shall be repeated. A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.

101.9. The DC, with the recommendation of the course instructor and the DGC, may allow a student with a grade of 'C' or lower to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.

Article 102: Academic Advising

102.1 Undergraduate Program Advising

102.1.1. Objectives of Academic Advising:

The objectives of academic advising shall be to:

1. establish one-to-one contact between academic staff and a small group of students by assigning an academic advisor to each student;
2. help understand and recognize individual student's learning needs and goals;
3. promote and facilitate a learning process of a selected group of students; and provide an additional source of help, guidance and support in the academic pursuits of students requiring such support in addition to those provided by the normal channels.

102.1.2. Selection of Advisors

Academic staffs are assigned the responsibility of academic advising based on the following criteria:

1. Each academic staff shall be assigned a group of students from within the program of studies under the academic unit. Students assigned to each instructor shall be limited to a reasonable number, such that the objective of the academic advising are achieved. Such number shall in no case exceed one section.
2. Each academic unit shall be responsible for engaging its senior academic staff with less workload to take part in academic advising to instill fundamental concepts and principles of discipline in fresh students. The academic unit shall play a proactive role in coordinating such efforts and seeing to it that a credit hour is attached to such advisory undertaking.

102.1.3. Role of Academic Advisors

Academic staff assigned as advisors shall assume the roles and responsibilities to:

1. interact with their assigned students on a regular basis according to mutually agreed frequency and duration;
2. understand the strengths and weaknesses of their group through continuous and regular monitoring of their academic performance;
3. help these students develop personal academic goals or learning plans and facilitate their progress towards their goals;
4. advise those students who express a desire or need for individual attention and shall help them in their learning process. This may be initiated either by the students or by the Academic Advisors;
5. act as learning consultants to their assigned group; in this role, they shall help students develop strategies for learning, studying, improving academic standards and developing competence in their selected programs of study;
6. wherever necessary, these advisors shall 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;
7. maintain academic and other records required for advising their assigned group of

students;

8. help provide advice to students with academic difficulties.

102.1.4. Graduate Student Advisement

The DGC normally recommends the thesis advisor(s) to the DC.

The Thesis advisor(s) shall be:

1. A full-time academic unit member with the academic rank of Assistant Professor and above for Master's program and Associate Professor and above for D.Ed.

or

A person(s) outside of the University in the required area of specialization with a PhD degree who will be able to submit a letter of commitment from his working University/Institute in advising the student and who will be based in Ethiopia . In such cases, it will be mandatory to have a co-advisor(s) from the University.

It is also possible to have a main advisor who meets the required academic rank outside of Ethiopia, if only if the co-advisor from the University submits a letter of assurance.

2. The advisor(s) will assist the student in planning the research work, monitor it regularly, advise the student on how to publish, critically evaluate the draft and final manuscripts.
3. 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.
4. When there is a change of advisors for compelling reasons, the new advisor shall be advising the candidate for at least six months before finalizing the dissertation.
5. The Academic Advisor shall keep close track of the students assigned to him/her and is available for consultation and advice on request.
6. The Advisor shall maintain records of each student's performance and he informs the department if serious problems arise requiring their intervention. All documents relating to a student are maintained in the strictest confidence.
7. Students will also benefit from the guidance and counseling office if their problems are beyond the capacity of their academic advisors

Article 103: Course Waiver

- 103.1. Waiver request shall be initiated at the department level. Academic Advisors should identify students with academic problems for whom waiver of some rules is required and recommend the same to the DC.
- 103.2. The Dean's office shall screen and sort out requests from departments, recommend possibilities and present the recommendation to the AC of the academic unit and approved by ASCC concerned for discussion.
- 103.3. A student, who fulfills the minimum credit requirement for graduation, may request for a course waiver if
- a. he is not in a position to take the course because of disability; or
 - b. he did not get the course or its equivalent in the university
- 103.4. A disabled student, who did not fulfill the minimum credit requirement for graduation because of a course waiver, shall take substituting course.
- 103.5. Course waiver issues, in case of disability, shall be decided by ASCC
- 103.6. No waiver and No course allergic for post graduate programs.

Article 104: Assessment and Evaluation for all Programs

As a matter of general principle, continuous assessment in the form of tests, reports, assignments, presentations, etc. should be made for every course which shall count for not less than 50% of the total course mark. The remaining 50% shall be allotted for a final exam at the end of course

- 104.1. Examinations may be written, practical, oral, etc. depending on the nature of the course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be kept by the instructor(s).
- 104.2. The number and type of exams or tests in a course are determined by the course instructor but shall be stated on the course outline/syllabus to be issued to students at the beginning of the course.
- 104.3. 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 a semester; one year for the summer in-service program students.

- 104.4. In those cases where a course is taught by the same instructor to more than one section of students in the same program, examinations shall be of the same form and content. The same scheme of grading shall also be employed.
- 104.5. A common examination paper shall be prepared in case more than one instructor teaches a course with the same title and credit hour to one or more sections. Where common examination(s) have to be given for a course(s) taught by more than one course instructor, the academic unit that offers the course(s) shall ensure that all instructors involved in the teaching of the course have reached an agreement on the content of the exam(s). The academic unit that offers such courses shall work out procedures by which reviews of exam questions for such courses will be carried out by a full panel of instructors involved in the teaching of the courses. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such courses.
- 104.6. Final grades shall be submitted by the instructor to the Registrar and with a copy to the head of the academic unit on duly signed official grade report form. This document shall be prepared legibly with no alterations or erasures.
- 104.7. A copy of grade report sheets for all courses shall be kept at the academic unit.
- 104.8. An official grade report form shall be filled out only by the instructor(s) who had taught the course, set or participated in the setting of the exam questions and marked the exam papers.
- 104.9. In those cases where the head academic unit had to designate someone other than the instructor who had taught the course to either set or mark the examination, the Head shall forthwith present the case to the DC for endorsement.
- 104.10. Students have the right to see their corrected exam papers. So all instructors are required to show them the marked exam papers and other marked activity papers before reporting the official grade to the academic unit.
- 104.11. Official grade report forms shall be prepared by the Registrar and shall carry all the names, ID numbers of students who have been on the official class list for the course.

- 104.12. Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
- 104.13. Grades shall officially be announced to students by the College/ Institute / Registrar.
- 104.14. Academic units must make sure that instructors on leave have submitted the grades of students in their hand before departure.
- 104.15. Academic units must make sure that instructors on part time basis have submitted the exam papers, marking schemes (answer keys and other course related materials), and grades of students in their hands before signing their payment clearances.

Article 105: Administration of Examinations

- 105.1. The number of candidates sitting for an examination in every exam hall shall be prepared in advance of the examination by the course leader or delegate and shall be handed over to the invigilators for purposes of checking attendance in the exam.
- 105.2. No student may be admitted into an exam hall 20 minutes after the beginning of the examination. However, all examinations must start on time and no corrections.
- 105.3. No student may be allowed to leave an exam hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.
- 105.4. In the event that a student is forced to leave an exam hall for health reasons, and in so far as the student is in a conscious and sound state of mind, the invigilator in attendance shall inform the student of the fact that certification from any legally established public medical institutions has to be obtained expeditiously to substantiate the claim of sickness or illness.

Article 106: Violations of Examination Regulations and Other Related Cheatings

- 106.1. Any one of the following shall be interpreted as an act of cheating in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and for the determination of academic status of students.

- 106.2. Found in possession and copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted.
- 106.2.1. Working on or being found in possession of exam papers other than one's own.
- 106.2.2. Exchanging information in the exam hall through oral, symbolic, written, and electronic or (holding electronic devices) any other means where these are not specifically permitted.
- 106.2.3. 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.
- 106.2.4. Sitting on an examination in a course for which one has not been registered.
- 106.2.5. Taking an examination by proxy, i.e. through a secondary party.
- 106.2.6. Submitting a work or works for which it can clearly be established that the work or part of it is not produced by the student claiming authorship or production.
- 106.2.7. Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.
- 106.2.8. Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
- 106.2.9. Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- 106.3. Any one of the following shall be interpreted as intention to cheat in an exam or in any other graded exercise, and shall have direct consequences on the marking and grading of all kinds of examination papers, term papers, projects or senior essay and for the determination of the academic status of students.
- 106.3.1. Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted.
- 106.3.2. Evading signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.

- 106.4. An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his/her behavior will be reported. The invigilator shall also make as detailed and complete note of the incident(s) as possible in preparation for this reporting. The invigilator shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors, etc.).
- 106.5. Where the act or intent of cheating has been committed in an exam hall, the instructor or the invigilator shall sign on the exam paper and allow the student to continue to work on the exam and report the case to the concerned academic unit.
- 106.6. Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the exam but shall be told that the behavior will be reported. The invigilator shall collect all pieces of evidence on intent to cheat in preparation for reporting.
- 106.7. The invigilators shall fill in a violation form in three copies to which all pieces of evidence on cheating or attempted cheating are attached. The violation forms shall be submitted to the course offering Dean, the course instructor, and the academic unit head to which the student is enrolled.
- 106.8. In the event that the course instructor receives a case of cheating, he shall decide that the student obtains a '0' score if it is a mid-semester exam and an 'F' grade if it is a final exam for the course. However, for other disciplinary omissions, the case shall be forwarded to students' discipline committee.
- 106.9. Where the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the academic unit head shall warn the student in writing and publicize the case within the campus.
- 106.10. A student who has been reported for cheating for the second time shall be suspended for at least one academic year by the DC. Any student who commits such an offence for

the third time while enrolled in a program shall be dismissed indefinitely. Dismissal shall be recommended by the DC to the College Dean/institute Head and approved by the VPAA. Where a cheating incident or intent to cheat involves more than one student, the following procedure shall be followed:

106.10.1. If all students happen to be enrolled in the course in which the incident has occurred, they shall all be penalized in the same way and equally; If any one of the students happens not to be enrolled in the course but happens to be a student of another year in the same academic unit or in any other unit of the University system, that student's case shall be referred directly to the head of the academic unit or VPAA and the provisions in 93.8 and 9 of this Article shall apply.

Article 107: Remarking of Examinations

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

107.1. The student has the right to see the results of his examination papers.

107.2. The petition shall be formally submitted to the head of academic unit offering the course within a week in the next semester.

107.2.1. The maximum number of courses that the student can apply for remarking shall be only two at any one time. However, if the remarking result proved that the complaint of the student was correct, the remarking shall not be counted against the student in which case the student may apply for additional.

107.2.2. A grade obtained in remarking shall be final even if it is lower than the one previously obtained.

107.2.3. Upon receipt of the petition for remarking, the Head of the academic unit will form a committee chaired by him that sees into the case.

107.2.4. When a student's examination shall be re-marked, the committee shall:

- a. obtain all relevant exam papers and grade distribution scale employed by the instructor;

- b. obtain the answer sheets or papers written by the petitioning and other students in the section to which the student belongs, and shall do the remarking and who, if necessary, may consult with the instructor who originally did the marking and report to the department with a recommended grade.
- c. If the grade marked by the committee is different from what the instructor gave, the department head informs the course instructor to fill out a grade change form.
- d. The course instructor submits the changed grade to the head in three/four copies. The head then:
 - i. Signs and sends the hard and soft copy to the office of the Registrar;
 - ii. Signs and sends one copy to the Head of the academic unit concerned; and
 - iii. Signs and sends one copy to the course instructor.

107.3. If, at the end of the remarking process, there is conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately intending on harming the student academically, the head shall take up the matter through proper channels for disciplinary action against the course instructor in question.

107.3.1. If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor unfairly graded the student's papers, and if, upon the completion of remarking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the Head of the academic unit exonerating the student of any allegations.

Article 108: Make-up Examinations

108.1. Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for an examination for justifiable circumstances, such as hospitalization or accidents, and therefore has an 'I' (incomplete) grade against a course may be allowed to sit for a make-up examination in the course.

- 108.2. Any such student, or a person representing the student, shall submit in writing valid and documented reasons for not having sat for the examination to the Head of the academic unit within two weeks after the start of the subsequent semester.
- 108.3. If the makeup examination is pertinent to continuous assessment part of the course, the case of the student can be decided by the instructor of the course and the head before the final examination.
- 108.4. Where the DC finds that the student did not have valid reasons for not sitting for final examination, the 'T' grade on the student's record shall be changed automatically to 'F', SGPA shall be calculated and the status of the student shall be determined accordingly.
- 108.5. A student allowed to sit for a make-up examination shall register for the examination at least one month (the dates to be announced by the Office of the Registrar) before the final examination in the course is scheduled to be administered.
- 108.6. A non-graduating student who is not actively enrolled but allowed to sit for a make-up examination shall apply and register for the examination at least one month before the final examination of the course is scheduled to be administered.
- 108.7. A graduating student within the final semester who fails to sit for final examinations in one or more courses for valid reasons shall be allowed to sit for make-up examination within two weeks of the following regular semester. However, if such a student is in the first semester of the final year, shall be allowed to sit for make-up examinations in a maximum of two courses within two weeks of the following semester.
- 108.8. A non-graduating student who has three or more 'T' grades in a semester and is allowed to sit for a make-up examination shall, irrespective of academic status, withdraw from the University for Academic Reasons and apply for make-up exam. No SGPA shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.
- 108.9. A student who has less than three (one or two) 'T' grades in a semester and who is allowed to take a make-up examination may continue studies in subsequent semesters if

the student is in good academic standing. For such a student, average point shall be calculated and academic status shall be determined based on the grades obtained and excluding courses in which the 'T' grades are registered. Such a student shall apply and sit for make-up examination when the incomplete course/s is given.

108.10. A student who has less than three 'T' grades but is not in a good academic standing is subject to withdrawal and may apply for readmission

108.11. Any 'T' grade not removed within a year as per the provisions of this Article shall be converted to an 'F' grade.

Article 109: Withdrawal and Re-admissions

109.1. Unless there are compelling reasons, official withdrawal forms must be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement will only be eligible for readmission if he has a good cause for failing to meet the deadline.

109.2. Re-admission of students in good academic standing

109.2.1. A student who withdrew formally, for reasons beyond control, discontinues studies may apply for re-admission into the same program for any number of times provided that the maximum duration of stay in the program, counted from the date of first enrolment, has not expired or will not have expired before completion of the program following re-admission. Such readmission shall be to the same semester that the student discontinued studies. However, a student who has 80% attendance shall be readmitted before two weeks to the final exam.

109.2.2. Readmission of students in good standing is subject to availability of facilities and necessary budgetary allocations.

109.2.3. Readmission shall be processed if there is no curriculum change

109.3. Re-admission of academically dismissed students

109.3.1. A student may be readmitted after dismissal provided all of the following are fulfilled:

109.3.1.1. The dismissal was not due to acts of violation that resulted in his/her termination with the University;

109.3.1.2. Fulfill cut off point CGPA for readmission.

109.3.1.3. The student may apply for re-admission at least after one semester following withdrawal from the University except for CDEP students who may apply for readmission at any time. However, a student may be re-admitted in a semester when there are more courses the student is eligible to register for;

109.3.1.4. Space is available in the program and there exists a likelihood that the student will raise their grade point to the required level after removing any deficiencies which should not take more than one year;

109.3.1.5. The maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining courses of study.

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

Article 110: Small Academic Deficiencies at the Completion of a Study Program

110.1. Condition:

110.1.1. The student has taken all the courses in the designated study program and has completed the program of study unsatisfactorily. The student has exhausted all entitlements (readmission, repeating of courses, re-examination etc.).

110.1.2. The DC has examined the academic files and proved beyond doubt that if the student is given this last chance and scores a minimum of 'C' in each of the courses the student is allowed to repeat, the student can fulfill the requirements for graduation.

110.1.3. student who meets the above conditions shall be allowed, as a privilege, the

following:

110.1.4. A student, who at the end of a study program, has a CGPA of 1.95 shall be allowed to raise the SGPA to greater than or equal to 1.75 and CGPA to greater than or equal to 2.00 to graduate by repeating a maximum of four courses over two semesters.

Article 111: Graduation Requirement

111.1. Undergraduate Program

111.1.1. The following constitute Requirements for Graduation:

1. All the required courses and the minimum credit hours set by the respective academic unit should be satisfied, except waved courses.
2. A Cumulative Grade Point Average (CGPA) of at least 2.00;
3. A Cumulative Grade Point Average (CGPA) of at least 2.00 in major courses;
4. A minimum of "C" Grade for Subject Area method I and II
5. No grade of "F" in any of the courses

111.1.2. Graduation with Distinction and Great Distinction

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

A student who, upon completion of the requirements for the Bachelor's Education Degree has a CGPA greater than or equal to 3.75 shall graduate with Great Distinction. If the student has CGPA between 3.25 and 3.74 the student shall graduate with Distinction.

11.1.3. The University Medal

The University Gold Medal is a prize awarded every year at the commencement exercise to one outstanding regular undergraduate student whose CGPA is greater than or equal to 3.75 from each College/ Institutes. The award is mainly made on the basis of academic excellence. However, character, gender and participation in extra-curricular activities can be considered when there is a CGPA tie. The AC of

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

111.2. Postgraduate Program

Scoring a grade less than 'B' in individual subjects and/or courses by a graduate student may be tolerated. However, to complete the program, and be eligible for graduation, a graduate student shall have to obtain a minimum CGPA of 3:00. Further, such student is allowed to graduate with a minimum CGPA of 3.00 and only one 'C'. However, students having two 'C+' shall be allowed to graduate as long as the CGPA is not below 3.00.

Article 112: Graduation and Award of Credentials to Graduate Students

112.1. A candidate who fulfills the requirements laid down in this Legislation shall be recommended by the head of the academic unit on behalf of DC to the AC. After the endorsement by AC, The list of candidates will be presented to University Senate for approval of graduation, through the Office of the Registrar, for the award of the appropriate credential.

112.2. The ASCC may prepare guidelines providing safe exit points through awarding postgraduate certificate or postgraduate diploma to Masters candidates whose thesis has been rejected.

112.3. The AC shall decide on the dismissal or suspension of a candidate whose thesis/dissertation has been rejected due to plagiarism or may impose other disciplinary measures.

Article 113: Master's Thesis/D.Ed. Thesis (Dissertation)

113.1. General Requirements

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

113.1.2. A thesis shall constitute a partial fulfillment of the requirement for the Master's or D.Ed, except in a program where it is not required.

113.2. Selection and Approval of Thesis Topic

113.2.1. The topic for thesis work shall be selected in consultation with, and prior approval of, the thesis advisor. The selection of thesis topic shall be on the basis of the broad needs of the country and/or the priority areas of research topics as determined by the concerned academic unit.

113.2.2. The topic of the thesis of each candidate shall be approved by the DGC as early as possible as and not later than the time of the candidate's enrollment into the second half of the program.

113.3. Format of Thesis

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

113.4. Submission of Thesis

113.4.1. No candidate may be permitted to submit a thesis/dissertation in less than one academic year from the date of the first registration except with a special permission of the DGC.

113.4.2. A candidate may submit his thesis/dissertation any time during or after the last semester of his coursework but no later than a year for masters and two years for D.ED. after the completion of coursework with the exception of candidates who are allowed extended time of submission by DGC.

113.5. Publication

A D.Ed candidate shall publish or produce evidence of acceptance for publication of at least two article in a reputable journal.

113.6. Procedures for Examination and Submission of Thesis

When a candidate, after conferring with the advisor, gives notice of readiness to submit a thesis, the DGC shall appoint an examining Board and select an external examiner. The external examiner should be decided in good time and obtain a copy of the thesis of the candidate at least four weeks before the date set for the defense. The Board shall have a minimum of three and a maximum of five members consisting of at least one other member of the University. An external member of the examining Board shall be the external examiner of the candidate whose decision shall play a major role in determining the fate of the thesis defense. Normally, internal

members of the examining Boards shall be drawn from the advisory committee where this is already established. All members of the examining Board will comment on all aspects of the thesis.

113.7. Thesis Evaluation and Rating

113.7.1. Evaluation

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

113.7.1.1. Accepted

The Thesis is:-

113.7.1.1.1. Accepted with no change,

113.7.1.1.2. Accepted with minor changes to be made to the satisfaction of the advisor, or

113.7.1.1.3. Accepted with major modification to be made to the satisfaction of the external examiner and the rest of the Board of Examiners. Under certain circumstances the external examiner may delegate the Board of examiners. If a thesis requires substantial changes in substance, which are to be made to the satisfaction of members of the examining Board or its designate, the examining Board's report shall include a brief outline of the nature of the changes required and indicate the time by which the changes are to be completed.

113.7.1.2. Rejected

A thesis shall be rejected if:

113.7.1.2.1. The work does not meet the required standards; or

113.7.1.2.2. The work is plagiarized as judged by the examining Board; or

113.7.1.2.3. 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.

113.7.2. Thesis Rating

113.7.2.1. The Thesis paper and its defense examination components has the following points.

Thesis Components		Points
(a)	Abstract.....	(5%)
(b)	Materials and Methods.....	(30%)
(c)	Literature Review.....	(10%)
(d)	Result and Discussion.....	(25%)
(e)	Summary and Conclusion.....	(10%)
Defense Examination		
(a)	Manner of presentation.....	(5%)
(b)	Confidence in the subject matter.....	(5%)
(c)	Ability of answering questions	(10%)

****Evaluation weight (%) = 0.5 x External examiner's + 0.35 x Internal examiner's+ 0.15x Chairperson***

113.7.2.2. A Thesis that is defended and accepted may be rated "Excellent", "Very Good", "Good" or "Satisfactory" which may appear on the transcript but will not be used for calculation of the CGPA of the student.

113.7.2.3. A rejected thesis shall be rated "Fail".

113.8.Final Theses

The candidate should correct the thesis in accordance with the decision of the Board of Examiners and submit it to the Chairperson of the DGRC. The DGRC should deliberate on the thesis and submit its recommendations to the SC/DC. Then the academic unit will accept five

copies of the final thesis, both in electronic (soft) and hard copy, from the candidate and it will be verified by the DGC.

Article 114: Advisorship

114.1 Selection of Advisor(s)

114.1.1. The DGC normally recommends the selected thesis advisor(s) to the DC. The Thesis advisor(s) shall be:

1. A full-time academic unit member with the academic rank of Assistant Professor and above for Master's program and Associate Professor and above for D.Ed. OR
2. A person(s) outside of the University in the required area of specialization with a PhD degree who will be able to submit a letter of commitment from his working University/Institute in advising the student and who will be based in Ethiopia . In such cases, it will be mandatory to have a co-advisor(s) from the University.

It is also possible to have a main advisor who meets the required academic rank outside of Ethiopia, if only if the co-advisor from the University submits a letter of assurance.

3. 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.
4. When there is a change of advisors for compelling reasons, the new advisor shall be advising the candidate for at least six months before finalizing the dissertation.

Article 115: The External Examiner

115.1. Selection and Appointment

115.1.1. The DGC selects external examiners and recommends to the DC. Appointment is made by the head of the academic unit after the recommendation of the DGC is approved by the DC.

115.1.2. The program seeking the appointment for an external examiner should submit to the DC the biographical data including academic achievements, publications, and experience as external examiner of the nominee. In approving the nomination of an external examiner, the SC/DC shall ascertain the following:

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

115.1.2.2. An external examiner in general must be external to the University.

115.1.2.3. Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.

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

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

115.2. Participation in Assessment Procedures

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

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

115.3. Discussion of Course Structure

Academic Units shall use the opportunities created by the visits of external examiners to discuss the structure and content of the course and of the graduate program and the assessment procedures. Any comments or suggestions made by the external examiners shall be discussed by the academic unit and decisions shall be made whether or not to accept the comments.

115.4. Reports

115.4.1. External examiners may make written confidential reports to the academic unit head at the end of their visits. They are free to make

any comments they wish, including observation on teaching and course structure and content.

115.4.2. The head shall instruct the DGRC to take action with respect to the comments. The head has the responsibility to see to it that the recommendations are considered and the proper measures are taken.

115.5. DGC shall prepare guidelines on thesis/Dissertation submission, defense and certification.

Article 116: The Department Graduate and Research Committee (DGC)

There shall be an established 'Department Graduate and Research Committee' (DGC), hereinafter referred to as the DGC.

116.1. Compositions and Term of Office

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

116.1.2. The term of service of elected members of the committee shall be two years.

116.1.3. A member shall be eligible for re-election.

116.2. Duties and Responsibilities

The DGCs shall:

116.2.1. supervise all activities of the programs;

116.2.2. approve status of the students, and review and endorse grades;

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

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

116.2.5. recommend members of examining Board for thesis, dissertation and other qualifying examinations for approval by the DC;

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

- 116.2.7. oversee settings of entrance examinations and screen candidates and approve for admission;
- 116.2.8. screen and assign graduate students eligible for teaching assistantship;
- 116.2.9. attend to all academic problems that concern the academic unit at graduate studies level;
- 116.2.10. suggest revision and amendment of policies, rules and regulations governing graduate studies in the academic unit;
- 116.2.11. approve graduate program course offerings and thesis research proposals of graduate students;
- 116.2.12. endorse proposals of the DC concerning new graduate programs for subsequent approval by the Senate and periodically assess and evaluate existing ones;
- 116.2.13. accomplish all other duties assigned by the DC and the University;
- 116.2.14. consider any matter entrusted to it by the Senate or the academic unit head;
- 116.2.15. Organize and oversee weekly seminars, departmental research review sessions;
- 116.2.16. review and approve research proposals submitted by the staff.

Part VI

Research and Community Engagement

Research and Publication

Article 117: Policy Premises on Research and Publication

The University shall

- 117.1. Focus on addressing education related problems through impactful research outputs. To this end, the University shall, in consultation with stakeholders of education, define its research thematic areas on the basis of the priority needs of the country.
- 117.2. emphasize on the promotion of positive change in education, social development and the enhancement of human well-being through educational research that creates inspiring and innovative knowledge with strong academic, professional, social and policy impacts on education and the wider community.
- 117.3. deploy its academic staff as teachers and researchers on the basis of its research agenda and plan, demonstrable merit, and practicality, and stipulations in educational areas.
- 117.4. underscore proper research financing, developing research database and ascertaining its accessibility so that researchers are fully informed about the opportunities and activities within and outside the University.
- 117.5. put in place a system for the dissemination of research findings through publication of books, journal articles, proceedings and periodicals, presentation of research outputs and participation in and conducting of seminars, symposia and research workshops.

Article 118: General Provisions on Research and Publication

- 118.1. The university shall establish a system which ensures that research funds are managed and utilized within a system that adheres to transparency, accountability, and efficiency;
- 118.2. The university shall diversify research engagement with respect to discipline, gender, special needs and responsiveness of the University;
- 118.3. The university shall see to it that the RCEVPO assume, among others, the responsibility to formulate research policies and guideline and monitor their implementation in accordance with Article 17 of this Legislation;
- 118.4. The university shall allocate budget for research undertakings;
- 118.5. The university shall implement comprehensive research incentive mechanisms.

- 118.6. Any academic unit may enter into joint research partnerships and receives research funds from national and international sources.
- 118.7. The RCEVPO shall ensure the consistency of the research with scientific standards, code of professional ethics and norms approved by the Institutional Research Review Board (IRRB).
- 118.8. The research and publication policy and guideline shall be updated and revised in the way that encourage the overall research undertakings when necessary;
- 118.9. Academic units of the University shall assess the quality and relevance of their research outcomes every three years.
- 118.10. The RCEVPO shall periodically consolidate the research outcomes assessed by the academic units and deploy to enhance future research capabilities of the University.
- 118.11. The value of research undertakings shall be measured in terms of the benefit they could give to the community and the university.

Article 119: Research Priority areas

Research priority areas shall be determined by the following principles:

- 119.1. The RCEVPO, academic units in consultation with stakeholders shall set priorities of research by taking the mandate of the University into account.
- 119.2. The AC shall approve the research priorities of the academic unit and forward the decision to RCEVPO for final approval;
- 119.3. Inter-academic unit commissions may be set up to deal with multidisciplinary research.
- 119.4. Researchers shall be encouraged to explore, enhance and utilize indigenous knowledge.
- 119.5. The research priority areas shall be revised every two years.

Article 120: Procedures for Initiating and Conducting Research

- 120.1. A research proposal by an academic staff for which internal or external funding is sought shall be submitted and presented to respective academic unit for review and endorsement.
- 120.2. A research proposal reviewed and endorsed by the relevant committee in charge of research and publications of the concerned academic unit shall be approved by the AC.
- 120.3. The research proposal submitted to the respective academic unit shall be reviewed and endorsed by the Research publication, ethics and extension directorate (RPEED) and approved by RCEVPO;

120.4. The modalities for initiation, review, endorsement and approval of research proposals at various levels shall be issued in the form of guidelines.

120.5. Academic staff carrying out research without the need for financial support shall notify their academic units.

Article 121: Administration of Research and Publication

121.1. The overall administration of research and publication is vested in the RCEVPO.

121.2. The RCEVPO, RPEED, College//Institute/School Deans, Department/Center Heads shall have the responsibility to implement the guidelines developed by RDC and approved by the Senate;

121.3. All College//Institute/School/Department/Campus shall have Research and Publication committees (RCs). The Committees shall

121.3.1. ensure the alignment of research proposals with the mission/vision and comparative advantage of the University as well as the development needs of the country.

121.3.2. see to it that seminars are included in the academic calendar of their respective programs of study and that the academic staff members actively participate in and attend these activities.

121.3.3. be accountable to the dean/head of the respective academic unit.

121.4. Researchers whose proposals are approved and funded shall submit regular reports in accordance with the research and publication policy and guideline;

121.5. All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the RCEVPO.

121.6. The financial administration of research funds shall be governed by the existing financial policy and procedures of the University and such other relevant guidelines as may be issued by the RCEVPO;

121.7. Research undertakings shall be carried out in accordance with a contractual agreement signed between the university and the researcher/s in light of the research and publication policy and guideline;

121.8. Breach of terms of agreements shall be handled in accordance with the pertinent rules, policies and guidelines of the University.

121.9. The RDC shall devise concrete mechanisms of enhancing research funds and incentives.

121.10. RPEED shall organize institutional, national and international research conferences, seminars, symposia and workshops.

121.11. The RPEED shall disseminate research outputs through publication of books, journal articles, proceedings and periodicals.

Article 122: Reputability of Journals

122.1. The reputability of journals under the auspices of the University shall be determined by guidelines directed by the Ministry of Education.

122.2. The University shall work to establish, accredit and maintain reputability of its journals.

Article 123: General Provisions on Research Institutes and Centers

All academic rules and regulations governing teaching academic units shall apply to institutes. Research institutes may have academic commission, in order to handle day-to-day matters, like any other academic unit of the University.

Article 124: Functions of Research Institutes and Centers

An institute or a center shall:

124.1. initiate, plan, organize and secure various local, national and international research funds and competitive grants;

124.2. promote the dissemination of research findings through different channels;

124.3. encourage and assist researchers to actively engage in applying and securing for national and international research grants;

124.4. involve students from various disciplines in their research projects;

124.5. expand initiatives to reach students in the general education system and pre-expose them to advanced science, technology, engineering and mathematics areas.

124.6. perform other tasks as may be assigned to it by the RCEVPO.

Article 125: Proprietary Rights on Research Findings and Property Right

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

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

Article 126: Commissioning and Approval of Teaching Materials, Textbooks and Books

126.1. A textbook and/or a book shall contribute to the mandate of the University.

126.2. A textbook and /or a book shall constitute a significant contribution to the area and such textbook and/or book must cite published articles of the author/s.

126.3. The RDC shall develop guidelines and procedures on the commissioning and approval of teaching materials, textbooks and books and submit the same to the Senate for approval.

University Industry Linkage and Technology Transfer

Article 127: Policy Premises

UIL-TT

127.1. aims to produce and transfer knowledge that can be applied to learning and teaching with the aim of improving professional practice for community betterment.

127.2. shall enhance strategic linkages and partnerships with key stakeholders nationally and internationally that yield mutually beneficial outcomes to ensure that the University core processes are in line with the advancement of knowledge and educational technology.

127.3. supports internship of students and externship of academic staffs into industry and vice versa.

Article 128: General provisions on UIL-TT

128.1. The University shall strengthen university-industry linkage, technology transfer and stakeholders' engagement by developing comprehensive policies and guidelines.

128.2. The University shall encourage academic units, institutes and centers to transfer research based educational technologies.

128.3. The University shall allocate seed money for innovators who engage in educational technologies;

128.4. The University shall ensure staff development in technology transfer, incubation center, and intellectual right policy dissemination.

128.5. The University shall carry out assessment research on the quality and relevance of transferred technology and innovation.

128.6. The RCEVPO shall periodically consolidate the outcomes of transferred technology and innovations assessed by UIL-TT.

128.7. The value of technology and innovation shall be measured in terms of the benefit they could give to the community and the university.

Article 129: Procedures for Initiating Innovation

129.1. A proposal for innovation by an academic staff shall be submitted to respective academic units for review and endorsement.

129.2. The proposal submitted to the relevant academic units shall be reviewed and endorsed by the UIL-TT and approved by RCEVPO;

129.3. The modalities for initiation, review, endorsement and approval of proposals at the various levels shall be issued in the form of guidelines;

129.4. Academic staff carrying out innovation without the need for seed money support shall notify their academic units of such activities.

Community Engagement and Consultancy Services

Article 130: Policy Premises

Community engagement and consultancy services shall:

130.1. be in line with the mission of the University, and legal and ethical standards;

130.2. provide need driven community services and works to solve education related societal problems.

130.3. stress interaction and collaboration on the identified community service thematic areas through community engagement, strategic partnership, and building staff capacity to empower the community.

130.4. community engagement through collaboration between the university and its larger community for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

Article 131: General Provisions on Community Engagement and Consultancy Services

- 131.1. Community engagement and consultancy service shall include research, training, program/project evaluation, production of materials, advisory or any other service of a professional or/and technical nature.
- 131.2. University Consultancy shall be provided by an academic staff to a client in his capacity as an employee of the University and with the benefit of the support of the University.
- 131.3. Private Consultancy shall be rendered by an academic staff operating in his personal and private capacity and in his own time independent of the University and without benefiting from the support of the University.
- 131.4. In undertaking a consultancy service, an academic staff shall follow ethical standards and may not compromise the name and reputation of the University nor shall he make unauthorized use of the resources of the University such as time, property and facilities.
- 131.5. A consultancy service guideline shall be developed by RDC and implemented upon approval by the Senate.

Article 132: Administration of University Consultancy

- 132.1. An academic staff undertaking a University consultancy shall obtain approval from the respective academic unit. Such approval shall constitute an assurance that there is no conflict between the University consultancy and existing duties and responsibilities of such academic staff.
- 132.2. During a given academic year, an academic staff is permitted to undertake a maximum of 30 days University consultancy that requires time away from regular duties. Where an academic staff needs more than 30 days to undertake University consultancy during any academic year, he shall obtain permission from the relevant officer who shall provide assurance that the regular duties of the academic unit are not compromised.
- 132.3. The University consultancies shall be carried out in accordance with a contract whose terms and conditions are determined in light of the relevant laws of the Country and the University's pertinent policies.
- 132.4. Distribution of income, modes of payment thereof and breach of terms of consultancy agreements shall be handled in accordance with such contract, and the pertinent rules,

policies and guidelines of the University.

Article 133: Administration of Private Consultancy

133.1. In respect of private consultancy, the University shall:

- a. have the right to ensure that private consultancies are carried out without detriment to the academic staff's capacity to discharge his core duties;
- b. assume no legal or contractual responsibility for any irregularities that may arise thereof; and
- c. determine the percentage of the total project cost to be paid to it in the form of administrative fee as per the prevailing policy of the University in case where an academic staff seeks the University to administer financial matters thereof.

133.2. In undertaking private consultancy, the academic staff shall:

- a. ensure that there is no conflict with the interests of the University;
- b. make clear to a client that he is not acting on behalf of the University;
- c. not use the University's name, logo, and intellectual property;
- d. not be covered by the University's professional indemnity policy; and
- e. himself alone account for any income tax and insurance due to the appropriate authorities.

Article 134: Responsibility of Academic Units for Consultancy Services

Academic units shall;

- 134.1. ensure equality of opportunity among members of the academic staff in considering approval of requests for undertaking University consultancy;
- 134.2. oversee and coordinate consultancy activities of staff within their respective domains and provides appropriate reports as per the consultancy agreement document;
- 134.3. reject request by an academic staff to engage in University consultancies where it would adversely affect the interests of the University;
- 134.4. Develop plans and solicit markets for consultancy services; and make other decisions related to consultancy services.

Article 135: Determination of Payment in Consultancy Services

135.1. The agreement shall include the determination of proper and accurate payment for the consultancy service to be rendered. Due regard being given to the special expertise required in the determination of payment for consultancy services, colleges, faculties, schools and departments shall take full responsibility in the determination of the components that should be considered in the determination of payment for consultancy services.

135.2. The major cost components in the determination of consultancy fees shall be decided in accordance with the relevant guideline endorsed by the University senate.

Article 136: Sub-contracting Consultancy Service Agreements

Where the academic unit cannot implement all the components of the consultancy service agreements, it may involve individuals or organizations outside the University in consultation with RCEVPO on such terms and conditions as may be agreed upon.

Article 137: Property Ownership

137.1. Unless otherwise expressly specified in individual consultancy service agreements, all materials purchased from sources originating in consultancy agreements shall be utilized exclusively for the execution of the agreement and shall thereafter remain the University property.

137.2. Without prejudice to individual intellectual property rights and agreements on confidentiality, the knowledge and skills acquired in the course of consultancy services shall be put to the service of the wider community.

Article 138: Publication and Intellectual Property Rights

138.1. The respective rights on the direct and indirect intellectual products obtained as a result of the consultancy service rendered shall be regulated by the terms of the contract.

138.2. The consultant or researcher may seek the permission of the owner of the property 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 university shall appear with the proper acknowledgement to the proprietor.

138.3. 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.

Article 139: Source of income for Research, Innovation and consultancy services

- 139.1. Direct government funding
- 139.2. Research grants and contracts
- 139.3. Commercialize knowledge such as consultancy and training services
- 139.4. Intellectual property revenue such as licensing and patents
- 139.5. Printing press services
- 139.6. Other enterprises shall be established as deemed necessary.

Part VII

Student Affairs

Article 140: Rights and Responsibilities of Students

140.1. Rights of Students

Subject to relevant laws, regulations and the provisions of this Legislation, students shall have the right to:

- 140.1.1. Learn, enquire, understand and know;
- 140.1.2. Protection of their constitutional and human rights such as freedoms, personal safety, and security of their personal property on campus;
- 140.1.3. Be evaluated solely on academic basis consistent with the norms provided for by the Proclamation and the institution's academic standards, and receive redress against capricious evaluation;
- 140.1.4. Be entitled to fair treatment in all respects of the teacher-student relationship and to an environment conducive to stimulate learning;
- 140.1.5. Receive institutional legal protection from any form of discrimination or harassment;
- 140.1.6. Enjoy the benefits of a carefully considered policy of confidentiality regarding the information that should be part of their permanent educational record and as to the conditions of its disclosure;
- 140.1.7. Participate in a free exchange of ideas in an open academic environment;
- 140.1.8. Receive information on regular basis on matters that concern them from the University;
- 140.1.9. Avail themselves of student services that are provided by the University;
- 140.1.10. Evaluate instructors on courses and training in a format and modality as provided by the University;
- 140.1.11. Have representation in decision making organs and committees of the University in accordance with the provisions of this Legislation or the Proclamation; and
- 140.1.12. Give suggestions in the preparation of regulations and directives pertaining to

administrative matters as well as in the review and development of curricula.

140.2. Rights of Students with Disabilities

Notwithstanding the provisions of Article 156.4, students with disabilities have the right of equal treatment by the University with that of students without disabilities and have the right, in as much as practicable, to lead an active and independent life. To this effect, the University shall comply with the standard of reasonable accommodation in particular, to the extent possible and in accordance with the University's Policy on Disability Services, by:

- 140.2.1. Making its facilities and programs amenable to use with relative ease by students with disabilities;
- 140.2.2. Relocating classes, developing alternative testing procedures, and providing different educational auxiliary aids in the interest of students with disabilities;
- 140.2.3. Taking into account the interests of students with disabilities in its building designs, campus physical landscape, computers and other infrastructures; and
- 140.2.4. Ensuring that students with disabilities get academic assistance, including tutorial sessions, exam time extensions and deadline extensions.

Article 141: Foreign Students' Matters

141.1. The purpose of having foreign students is to promote mutual understanding and appreciation between Ethiopian and other guest students.

141.1.1. There shall be a Foreign Students' Office under the Office of the Dean of Students.

141.1.2. The Foreign Students' Office shall be headed by a foreign students' advisor, who shall be a mature, sympathetic and experienced Ethiopian.

141.1.3. The Foreign Students Office shall:

- 141.1.3.1. Be responsible for the overall administration, supervision and guidance of foreign Students and to help in all ways possible with their personal, financial and other difficulties;
- 141.1.3.2. Be responsible for the initiation, organization, and administration of special orientation programs;
- 141.1.3.3. Prepare, in cooperation with relevant units, a "Handbook for Foreign

Students”;

141.1.3.4. Organize and welcome foreign students upon arrival;

141.1.3.5. Find ways and means to introduce foreign students to the Ethiopian society;

141.1.3.6. Study and report on any problem affecting foreign students; and

141.1.3.7. Perform any other duty with respect to foreign students assigned to it by the Dean of Students.

141.2. Responsibilities of Students

Students are duty bound to observe and respect the country’s laws and the rules and regulations of the University. They shall, in particular, have the duty to:

141.2.1. Attend classes properly and respect the individual authority of any academic staff in the leadership and management of the teaching-learning process;

141.2.2. Interact with members of the community in a respectful and courteous manner;

141.2.3. Seek redress peacefully and through legal avenues in the event student interests, be it individual or collective, are at stake, and exhaust all institutional avenues of redress;

141.2.4. Be held accountable for any damage caused to the property of the University due to intentional or negligent misuse or damage or vandalism;

141.2.5. Report to the proper authority about violations of the rules and regulations of the University and other laws;

141.2.6. Make proper use and care of the University's property;

141.2.7. Refrain from unlawful and unethical practices, such as instigation of violence, hatred speech and theft; and

141.2.8. Share the costs incurred by the University to provide education and training in the University.

Article 142: Limits of Jurisdiction

Acts committed off the University campus and not connected with any University- sponsored or supervised activity shall not constitute a ground for any disciplinary action unless where a student is convicted of commission of a criminal offense that clearly demonstrates that he is unfit to be a member of an academic community.

Article 143: Student Disciplinary Matters

Students shall participate at all stages of the decision-making process in disciplinary matters.

Article 144: Responsibility to Report Violations of the Code of Conduct

It is the responsibility of every member of the University Community, whether a student or a staff member, to report to the appropriate authority any facts within his knowledge which would appear to show a violation of the Code of Conduct.

Article 145: Primary Responsibility for Implementation

Without prejudice to basic procedural requirements of fairness, primary responsibility for the implementation of provisions pertaining to the Code of Conduct of Students shall rest with relevant academic units, colleges/institutes and/or the Office of the Dean of Students.

Article 146: Code of Conduct of Students**146.1. Policy Premises on Code of Conduct**

146.1.1. Students of the University are expected to work with their fellow students and staff in a cordial manner, and demonstrate tolerance for diversities of all dimensions, and make proper use of the University facilities. They shall in particular respect the laws of the land, the University rules and regulations and such other standards of behavior as may be set up by appropriate organs of the University. When students fail to live up to these expectations, it may be necessary to take appropriate actions commensurate with the breach committed.

146.1.2. No act shall be deemed a violation of this Code of Conduct which is included within the rights of academic freedom. 'Academic freedom' shall mean the right to discuss and openly express views on ideas, immediate national and global problems and issues as well as other controversial matters in class, in connection with academic work on campus, in discussion groups or in print, provided the expression of views is generally relevant to the subject under discussion and is consistent with rational and intellectual inquiry. Where, however, a student abuses his academic freedom, he may be subject to disciplinary actions in accordance with the Code of Conduct.

146.2. Prohibited Acts

Subject to the provisions of the above sub-Article hereof, the following acts are prohibited and constitute grounds for disciplinary action:

146.2.1. Academic dishonesty means any of the following or a combination thereof:

146.2.1.1. Cheating which means intentionally using or attempting to use unauthorized materials, information, or study aids in academic exercise such as exams and assignments or

146.2.1.2. Fabrication which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise or

146.2.1.3. Plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise or

146.2.1.4. Academic negligence that means willfully, with or without malice, abrogating ones academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the University or

146.2.1.5. Facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the above acts of academic dishonesty.

146.2.2. Hatred speech of any form;

146.2.3. Assault verbal or physical, violence, the threat of violence, or incitement thereof;

146.2.4. Acts such as sexual harassment, intimidation, bullying;

146.2.5. Possession of arms and other harmful weapons;

146.2.6. Trafficking of pornographic materials;

146.2.7. Possession or use of drugs;

146.2.8. Alcohol or drug abuse;

146.2.9. Allowing dismissed or other individuals reside in ones dormitories.

146.2.10. Conviction of a student by a competent court which clearly demonstrates to the relevant unit of the University that he is unfit to be a member of an academic community;

146.2.11. Dissemination, whether by oral, electronic or written means, of defamatory material concerning any other member of the University Community;

- 146.2.12. Consistent, continued and calculated offensive behavior towards any other member of the University Community;
 - 146.2.13. Theft, misappropriation or deliberate recklessness in handling University's property or the property of another member of the University Community;
 - 146.2.14. Breach of any regulations issued by a competent University authority such as the Office of Dean of Students, the Library System, laboratory, cafeteria and dormitory regulations;
 - 146.2.15. Without the permission of the competent University authority, the initiation, organization, or promotion of any student meetings or demonstrations within the premises of the University that may bring about disruption of the University programs. For purposes of this sub- Article 'competent University authority' means the College/Institute Dean where the classes or programs of an academic unit are endangered and Dean of Student in all other cases;
 - 146.2.16. The use of mass force to interfere with any regular or legitimate activity of the University or any group of members therein; and
 - 146.2.17. Violations of the rules prescribed in the provisions of sub-Articles 158.1.1 and 158.1.2 hereof.
- 146.3. The sanctions for violations of any one of the offences provided for in this Article shall be prescribed jointly by the Dean of Students.
- 146.4. A student who commits an act of academic dishonesty as defined in Article 158.2.1 of this Legislation shall be suspended for a minimum of one academic year where he is an undergraduate student (Bachelor degree, PGDT, Diploma or Pre- school certificate student) and a minimum of two academic years where he is a graduate student. In addition to such suspension, such student shall receive an `XF` grade where his academic unit uses a letter grade or an `XO` grade where his academic unit uses a number grade. These notations shall be entered into the student's transcript. The notation `XF` or `XO` shall be considered as a grade of 'F' or zero for calculating his GPA.
- 146.5. Disciplinary Hearings and Appeal
- 146.5.1. Disciplinary hearings shall be conducted by committees established for these purpose at each college or campus.

146.5.2. Disciplinary cases shall be subject to due process of law in which the concerned student shall get the opportunity to present his case and such hearings shall be conducted by discipline committees established for this purpose at each College or campus by the Office of the Dean Students.

146.5.3. The membership of disciplinary committees shall include the Dean of Student of the campus or his representative as a chairperson, an officer in charge of student discipline and ethics or his representative, a legal expert, two academic staff members assigned by the Senate, two student union representatives of whom one is a female student, a representative of Campus Security as well as a representative of the relevant University administration.

146.5.4. A student aggrieved by the decision of a discipline committee may appeal to the President within two weeks as of the date of receipt by him of the decision of the committee. The decision of the President shall be final.

146.6. Special Provisions on Academic Freedom

146.6.1. No act shall be deemed a violation of this Code of Conduct, which is included within the rights of academic freedom.

146.6.2. The “right of academic freedom” means, the right to discuss and openly express views on abstract ideas, immediate national and world problems and issues as well as 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.

146.6.3. Where, however, a student abuses the rights of academic freedom he may still be subject to disciplinary actions.

146.7. Special Rules Relating to Defamation

146.7.1. Students enjoy the same right as academic staff to criticize the University and any of its programs. They shall observe the same limitations of that right including the principle that one individual should not use his right to criticize in order to defame the reputation of the University and its programs. 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 its standing and reputation.

146.7.2. A member of the University Community who, having personal grievances against a particular student or staff member, desires to criticize him personally and says things which may be defamatory may, both as a matter of courtesy and of fairness, offer that criticism through proper channels. Such criticism is permissible where:

- a) It is offered in good faith with a reasonable belief in its truth;
- b) 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 department head or member of an academic commission in the case where the grievance is against a teacher, or an officer of a student organization or a person or committee charged with oversight of discipline where the grievance is against a student); and
- c) It is not otherwise communicated publicly.

146.8. Authority to Supplement the Provisions of this Article

With the approval of the Senate, the Student Affairs Committee’s (SACs) of the various academic units may issue additional rules and guidelines consistent with this Legislation to add to or elaborate on the provisions of Article 159.1.2 of the Legislation. Unless specified otherwise, a violation of such additional rules shall be treated as a violation of this Code of Conduct.

Article 147: Student Organizations

147.1. Policy Premises on Student Organizations

147.1.1. As students constitute a vital component of the University community, they shall be provided with the means and forums for enhancing self-government and democratic participation in the affairs of the University, particularly by forming student organizations, promoting academic pursuits and their personal development.

147.1.2. 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 of overseeing all the activities including that of student organizations that are being undertaken on its campuses.

147.2. General Provisions on Student Organizations

- 147.2.1. Without prejudice to the general objectives set forth in this section, student organizations may be formed by students of the University on University-wide, College/-wide or departmental level representing students within their respective constituency.
- 147.2.2. Student organizations may also be formed by special interest groups wishing to organize for the promotion of such causes or interests as the promotion of academic excellence, democratic culture, development, prevention and control of HIV/AIDS and other endemic diseases, the promotion of the interests of disadvantaged groups, such as female students, and students with disabilities, or students from emerging cultural communities.
- 147.2.3. A University-wide student organization may be formed consisting of students of the University either through the direct membership of individual students or through the union of student organizations referred to in Article 159.3 hereof.
- 147.2.4. The Office of the Director of Students Affairs shall ensure that all members of the student body, including those enrolled in continuing and distance education programs and graduate programs, are represented in the student union that officially represents the whole population of the student community.
- 147.2.5. The student body shall be represented in the governance of the University, including the Senate, its various committees, College/Institute AC, DACs, 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 disabilities.
- 147.2.6. The Director of Students Affairs shall devise a mechanism for the organization of the Student Union in a manner conducive for a democratic representation of students and inclusive of all student interest groups.
- 147.3. Objectives of Student Organization(s)
- 147.3.1. Student organization(s) may be formed to pursue the objectives set forth below:
- 147.3.1.1. Participate in the overall governance of the University as provided

under this Legislation, the Regulation and the Proclamation;

147.3.1.2. Promotion of academic excellence, research, intellectual culture of tolerance, equality, respect for diversity, ethnicity, religion, political opinion and the like;

147.3.1.3. Encouraging debates on public issues in varied forms including discussions and publications;

147.3.1.4. Supplementing the University curricula by promoting such activities as panel discussions, debates, seminars, field trips, theatre, films, art exhibitions and other recreational activities among members of the University community and the society at large;

147.3.1.5. Promotion of mutual respect, understanding, tolerance and co-operation among the University students, other members of the University Community and between University administrations;

147.3.1.6. Promotion of the welfare of students; and

147.3.1.7. Promotion of the contribution of students to the public.

147.4. Activities of Student Organization(s)

147.4.1. A recognized student organization may engage in any one of the activities set forth below:

147.4.2. Arrange gatherings outside normal class hours and, with the express permission of the relevant University offices, during normal class hours;

147.4.3. Raise funds to finance its objectives based on the rules of the University;

147.4.4. Present considered views, grievances, proposals and recommendations to the University authorities on academic and other University matters; and participate in the deliberation of these matters;

147.4.5. Organize intellectual and/or recreational events, trips and programs in consultation with the relevant offices of the University;

147.4.6. Discuss and express, in print or otherwise, considered views regarding issues of national and/or international interest and concern in accordance with the provisions of this Section and laws of the Country; and

147.4.7. Undertake any other relevant non-partisan activity compatible with its objectives.

147.5. Recognition of Student Organizations

147.5.1. Due regard to the laws enforce and to its overall mission, the University shall recognize and, within the limitations of its resources, provide the necessary assistance to student organizations.

147.5.2. The University may not recognize more than one student organization for the same objective, and where two or more applications are submitted for recognition to this effect, the application that is first submitted shall be granted recognition.

147.6. Procedure for Obtaining Recognition

147.6.1. Recognition of a student organization may only be accorded upon submission of an application signed by founding members;

147.6.2. Application for recognition shall be submitted to the office of the Dean of Student;

147.6.3. Application for recognition shall be accompanied by the constitution of the student organization containing the following particulars:

147.6.3.1. The name of the organization;

147.6.3.2. The list of its founding members as annex to the constitution;

147.6.3.3. A brief and precise statement of the objectives of the organization;

147.6.3.4. The criteria for determination of membership of the organization;

147.6.3.5. The procedure of election of the officers of the organization, including their terms of office and the grounds for removal from office before the expiry of their terms of office;

147.6.3.6. The functions and mandates of the officers of the organization;

147.6.3.7. The procedure for the convening of meetings of members and of officers;

147.6.3.8. The applicable procedures for the amendment of the constitution; and

147.6.3.9. The system of keeping records; maintaining and auditing the financial resources of the organization and of the preparation and publication of its financial reports.

147.7. Common Provisions

- 147.7.1. No student organization may admit as its member or represent any person who is not a registered student of the University;
- 147.7.2. 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. Students placed on probation are precluded from holding office. A duly qualified disciplinary body may disqualify a student from holding office on established disciplinary grounds;
- 147.7.3. No student organization may deny membership to any student on ethnic, religious, regional, linguistic, or other similar discriminatory grounds. However, a student organization set up to promote issues pertaining to gender and persons with disabilities as an integral part of its proposed objectives may be allowed to limit membership.
- 147.7.4. No student organization which does not provide in its constitution for democratic election of its officers and for democratic procedures for decision-making shall be recognized.
- 147.7.5. No student organization shall be registered when its stated objectives, or activities thereof are contrary to the stated vision and mission of the University or in contravention to the country's laws.
- 147.7.6. No student organization shall be registered where the organization is motivated by commercial interests or financial or material benefit to its members, spread of hatred and intolerance or promotion of a religious or political agenda.
- 147.7.7. A student organization, in addition to securing recognition from the University, shall be registered with the concerned government authority as required by the country's laws.
- 147.7.8. A student organization shall notify the University office concerned about a memorandum of understanding it signs or an agreement it concludes with third parties.
- 147.7.9. No student organization shall use the name, seal, logo or any other identifying symbol of the University without prior approval from a duly authorized office.
- 147.8. Actions on Application for Recognition

- 147.8.1. The office of Dean of Student, in consultation with the relevant University offices and the approval of the VPAD, shall grant recognition in writing

where he is satisfied that the substantive and procedural conditions for recognition prescribed in this Title are fulfilled.

147.8.2. Where the Dean of Student is of the opinion that there are still certain conditions which are not fulfilled for the time being and he believes that they can be complied with in due course by the applicant, he shall grant provisional recognition and fix a time limit within which these conditions shall be fulfilled. Failure to comply with the conditions specified in the provisional recognition may result in the withdrawal of the recognition.

147.8.3. The Dean of Student may, in consultation with the relevant University offices and the approval of the VPAD, 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 VPAD shall, before making his final decision, grant an opportunity to be heard.

147.8.4. Without prejudice to the provisions of sub-Article 159.10.2 hereof, the Dean of Student shall act on any application requesting recognition within 30 days from the moment his office received the application, provided, however, that this period may be extended by another 7 days where the next week from the submission of the application is a leave week in accordance with the Academic Calendar. The applicant organization shall be deemed recognized unless the Dean of Student does not notify its decision within the period fixed in this Article.

147.9. Rights and Duties of Student Organizations

147.9.1. A duly recognized student organization has the right to:

147.9.2. Engage in any lawful activity referred to this Section of this Legislation in pursuance of its objectives;

147.9.3. Represent its members before any forum within or outside the University;

147.9.4. Use University's facilities with the prior permission of the relevant University authorities; and

147.9.5. Participate in the meetings of the organs of the University relating to

academic and administrative matters directly affecting students' interests in such manner as this Legislation or the VPAA shall determine.

147.9.6. A duly recognized student organization has the duty to:

147.9.6.1. Observe and respect rules and regulations issued by the University;

147.9.6.2. Use University's facilities with due care and sense of responsibility;

147.9.6.3. Use funds and other resources under its custody only for the attainment of its lawful objectives;

147.9.6.4. Submit to the Director of Student Service a duly audited annual financial report and publish the same for the benefit of its members and the University;

147.9.6.5. Notify the Dean of the Student of the names of its newly elected officers, if any;

147.9.6.6. Give prior notice to the Dean of Student 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 the University's facilities and property provided; and

147.9.6.7. Submit a schedule of its regular meetings every semester.

Article 148: Suspension and withdrawal of recognition of Student Organizations

148.1. The Director of Student Service may, in consultation with and the approval of the VPAD, suspend for such period as he thinks fit, the recognition accorded to any student organization where he finds that such organization has materially failed to comply with this Legislation.

148.2. Dean of Student may, in consultation with and the approval of the VPAD, withdraw the recognition accorded to any student organization only on the following grounds:

148.3. The organization has clearly violated its rules and regulations to the detriment of the University or its members;

148.4. The organization has ceased to exist as a result of formal dissolution or in fact;

148.5. The organization has sponsored or encouraged activities that are unlawful or violate the rules and regulations of the University; and

148.6. The basis upon which recognition was accorded no longer exists.

148.7. Dean of Student shall, before suspending or withdrawing recognition, provide the

organization concerned with the reason for suspension and the opportunity to be heard.

148.8. Any student organization affected by such decision may lodge an appeal to the President.

Article 149: Conditions for the Use of University Facilities by Student Organizations

149.1. No student organization or group may use University's facilities for meetings or other purposes without the prior permission of Dean of Student or, in appropriate cases, the designate of the office of Dean of Student of the University;

149.2. Request to make use of University's facilities shall be made in writing by the student organization concerned or, in the case of a student group, by its organizers. The application shall, 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;

149.3. The Dean of Student or his representative shall grant the permission unless:

149.3.1. The facility applied for has been previously reserved for someone else for the same date and time; or

149.3.2. The purpose for which the facility is to be used is unlawful under the University rules or laws of the Country; or

149.3.3. He has reasonable ground to believe that damage to the facility is likely to occur if the application is granted.

149.3.4. The office of Dean of Student shall provide its decision in writing;

149.3.5. Permission to make use of the University facilities under the preceding sub-Articles does not relieve the student organization or group concerned of its liability of damages caused to the facilities in violation of the University's regulations.

Article 150: Disciplinary Offences

150.1. Officers of any student organization who make use of the University's facilities without securing the authorization of the relevant University authorities and any student who is known to participate therein shall be subject to the penalties provided for in the provisions pertaining to Students' Code of Conduct in this Legislation.

150.2. 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.

150.3. Disciplinary measures taken pursuant to sub-Articles 159.12.1 and 159.12.2 hereof are without prejudice to the liability of any student organization and of any individual student to pay damages for any harm done to University's facilities and property.

Article 151: University Support for Student Publications

151.1. The University shall encourage and assist students and their organizations to exercise freedom of expression and the press.

151.1.1. The University shall establish advisory organs through the Office of Dean of Student to assist students and their organizations to exercise the rights prescribed under the preceding sub-Article. The advisory organs shall have the following general objectives to:

151.1.2. Advise students on the quality and form of student publications; and

151.1.3. Advise students on the legality of their publications under national laws and the University regulations.

Article 152: Oversight Power of the University

Notwithstanding the financial autonomy of a duly recognized and registered student organization, the University shall have the power to set conditions for fund raising by and oversee the financial administration of such organization.

Details of financial administration and establishment of various sub-committees within the student organization shall be approved by the members of the organization.

Part VIII

Transitory and Miscellaneous Provisions

Transitory provisions

Article 153: Pending Academic Matters

153.1. Academic matters initiated prior to the effective date of this Legislation shall be handled in accordance with 2019 Senate Legislation of the University College and the amendments thereto.

153.2. In particular, academic staff employments, promotions, leaves, student academic status, academic staff and student disciplines duly set in motion before the effective date of this Legislation shall be processed in accordance with 2019 Senate Legislation of the University College and the amendments thereto.

Article 154: Consistency with the Proclamation and regulations issued there under

Notwithstanding the provisions of Article 160 of this Legislation, pending academic matters shall be processed as per the 2016 Senate Legislation of the University College and the amendments thereto to the extent the latter is compatible with the Proclamation and regulations issued there under.

MISCELLANEOUS PROVISIONS

Article 155: Forgery and False Statements

Without prejudice to the laws governing such conduct, any member of the University who has presented forged credential, document or who has willfully misrepresented himself in written or verbal forms, shall be liable to disciplinary measures.

Article 156: Repealed Regulations

The 2016 Senate Legislation of the Kotebe Metropolitan University and all amendments thereto are hereby repealed and replaced by this Legislation.

Article 157: University Rules and Regulations Inconsistent with this Legislation

All University rules, directives and practices that are inconsistent with the provisions of this Legislation shall not apply on matters covered under this Legislation.

Article 158: Initiation and Amendment of this Legislation

- 158.1. Any proposal for an amendment of any Article or provision of this Legislation, or a proposal for an amendment of this Legislation may come through any of the standing committees of the Senate.
- 158.2. Such proposal may also be initiated if the idea is supported by the majority vote of the members of the Senate.
- 158.3. Any Article or Provision of this Legislation may be amended if the majority of the members of the Senate votes in favor.
- 158.4. Any Article or Provision or the Legislation as a whole may be amended if two-third of the members of the Senate votes in favor.

Article 159: Power to Issue Guidelines

In line with the new mandate, the President, or the Senate may issue unique guidelines for the proper implementation of the provisions of this Legislation.

Article 160: Obligation to Comply

- 160.1. All members of the University’s Academic Community shall have the obligation to comply with the provisions of this Legislation.
- 160.2. All academic units of the University shall have the obligation to implement this Legislation.

Article 161. Effective Date

This Legislation shall come into force as of this day of

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Berhanemeskel Tena (PhD)

President of the Kotebe University of Education