WOLDIA UNIVERSITY STUDENT HANDBOOK



February, 2026 G.C

Woldia University

Motto: "Open Mind, Open Eyes"

1. Preface

Students are individually responsible for understanding and exercising their rights, fulfilling their obligations, and respecting the rights of others. Students are therefore obligated to apprise themselves of and comply with all rules, regulations and policies of the University. Lack of knowledge of university policy will not be accepted as an excuse for failure to comply it. Hence, this Student Handbook is a comprehensive guide detailing academic rules, regulations, student services, rights, and responsibilities, including policies on attendance, examinations, and code of conduct.

Preparation of the handbook is an attempt to incorporate those policies and procedures that may affect students' day-to-day life in one document. The handbook, as a result, must be used as a guide to the academic policies, procedures, and services of Woldia University. It is provided as a resource to answer questions that relate to the many regulations that govern the academic life of students. We hope the students find this handbook useful, as it helps them navigate and enjoy their stay at Woldia University as a student.

As a student of Woldia University, the students are expected to: 1) live by the rules and regulations of the university, 2) be a responsible m[illegible]er of this community, 3) respect the individual rights of all members of the university community, and 4) do nothing that will disrupt the provision of educational services by this institution. The students may then expect the same from the faculty, administration, and staff.

We strongly recommend that students study this Handbook and use it as the need arises. If they do so, we are confident that they will academically perform better and have a fruitful academic experience.

All students are required to sign acknowledging receipt of the handbook, and must provide a signed undertaking that they have read and comprehended the given regulations and shall abide by them in totality, following registration.

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The most up-to-date version of the handbook will always be available on the website. It is a student's responsibility to verify information using the website. Once a year, the most recent version of the handbook will be printed for incoming students.

The Community of Woldia University wishes all incoming students of the 2026/27 academic year good luck in their studies. It is hoped that students will find Woldia University a welcoming and hospitable environment. The Dean of Student Service also wishes all students a successful academic year.

Date	Version	Description	Author	Tele	Email
2026	V1	Student Handbook	Student Service Dean Office	+251335400722	

2. Introduction to Woldia University

2.1. Welcome to Woldia University

Woldia University offers holistic education to create well-versed minds who can proactively and conscientiously contribute to local and global development. Woldia University is a student-centric institution and thus is sensitive to concerns that contribute for your all-round career development. Our dedicated focus on experiential and active student learning, supplemented with an emphasis on social-emotional learning and ethical decision-making which prepares you to compete with globally trained talents.

With a mission to educate or coach you to be future leaders who can innovatively solve complex problems within an ethical, entrepreneurial, and collaborative environment, Woldia University has built its center of Excellency on tourism, health, technology, and agriculture to cater to you.

This is where your journey through Woldia University begins; With a comprehensive overview of why we exist, how we build on your experience during your stay with us, and the role that you will play in building the university and its legacy, along with us. You are Woldia University, and this handbook constitutes a guide for the roadmap that you'll draw with us.

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Your responsibility is to challenge, exert, and push yourself to be curious, engaged, and productive. Our role is to respond to you and to guide you within parameters that we believe will guide you to the right direction so that you will be successful at the end of the day.

2.2.Vision, Mission and Core Values of Woldia University

Vision: To be one of the five preferable universities in teaching and research by 2030 G.C.

Mission: To produce experts with knowledge, skills, and ethics who contribute to the improvement and development of the people of our country; make problem-solving research and investigations accessible; and provide useful and multifaceted community services.

Core Values: Woldia University is guided by the following core values/principles.

- **Quality:** the university strives to achieve the degree of excellence, standard, or fitness for purpose of a product or service, often defined by its ability to satisfy customer expectations and meet specific requirements.
- **Customer Oriented:** the university prioritizes customer needs, satisfaction, and experiences at every touch point, placing them above internal company goals.
- **Team Work:** promotes the collaborative effort of a group to achieve a common goal, leveraging individual skills for collective success through communication, trust, and shared responsibility.
- **Competitiveness:** the university upholds competitiveness as its core value to deliver education and services more efficiently, affordably, or with higher quality, driving productivity, growth, and profitability.
- **A Sense of Ownership**: The University is committed to a sense of ownership to ensure a state of responsibility, pride, and care for a task, project, or organization, often transcending formal job descriptions.
- **Respect Diversity in Unity:** Woldia University promotes and honors the principle of fostering harmony, solidarity, and mutual respect among individuals or groups with different backgrounds, cultures, religions, and beliefs

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- **Fairness:** the university is committed to promoting the ethical principle of treating people justly, impartially, and without bias. often ensuring equal opportunities rather than identical outcomes.
- **Professionalism**: The University promotes and honors the consistent demonstration of competence, integrity, respect, and accountability in the work environment.

2.3.Academic Organization

The highest decision-making body of the University is the Board of Governors, and most academic decisions are made by the University Senate, which regularly meets at least three to four times during an academic year. The chief executive officer of the University is the President assisted by two Vice Presidents: the Academic Research Technology Transfer and Community Engagement Vice President and the Administrative & Business Development Vice President.

At the college level, the decision-making body in all academic matters is the Academic Commission of each college. The academic commission meets under the chairpersonship of the Dean of the college and consists of Department Chairpersons, School/Centre Heads, elected staff members, student representatives and other relevant members. At department/school/center levels, chairpersons/heads and department staff members deliberate on academic matters in the respective department/school/center academic and graduate committees.

2.4. Academic Programs

Academic programs offered at WldU are in three categories: first degree (BSC or BA), second degree (MSC or MA) and third degree (PhD).

Currently, the following programs are available in the different colleges and institutes.

2.4.1. Undergraduate Programs (All the colleges & departments should be listed)

- Woldia University Institute of Technology
  - IT
  - Civil Engineering
- Mersa College of Agriculture
- College of Social Sciences and Humanities

3. Admissions

The students who passed the university entrance examination and assigned by the Ministry of Education to Woldia University as regular students are eligible for admission. Besides, persons

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who also wish to join WldU in the CDEP shall submit the application either physically or online in the prescribed form, disclosing all the details truthfully, and send the same to the designated office of the registrar, along with necessary enclosures and the fee.

3.1. Admission Process

Only students who fully satisfy the entry requirements for their programs of study can be admitted to WldU. An admission offer is valid only for the year in which the applicant has been admitted.

If the student wishes to defer admission to a later year, s/he must apply afresh.

a. After receiving the completed Application Form for Admission, the Director of Registrar shall ensure that the application form and application are complete in all respects and that the student meets the eligibility criteria. The Registrar shall cause the admission of all applicants whose applications are duly approved for admission and communicate the enrolment number.
b. The university reserves the right to cancel the enrolment letter issued by the Director of Registrar if any major discrepancies, deficiencies, or fraudulent declarations in the application form are subsequently noticed.
c. If any of the applicants do not satisfy the eligibility criteria for admission, the application(s) for admission will be rejected. Rejected applicants are permitted to apply again at a later date after they have satisfied the prescribed eligibility criteria for admission.
d. The University shall not be liable for any fee refund in case the student is found to have provided wrong or inaccurate information.
e. A list of all students admitted to the programs is provided to the Ministry of Education once approved by the CRSCE for final admission.
f. Students are not ordinarily permitted to switch from the program, in which they are enrolled to any other program offered by the university. The fees paid by the students will not be adjusted against fees for any other program offered by the college.
g. Every student will be allocated a registration number. Students are required to mention the registration number in all their communications with the university. The same registration number will be required on the answer scripts of examinations.

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h. The registration fee paid by any student to a program is non-transferable.

i. A student who pays the fee in full at the time of registration may withdraw from the program at any time during the validity period of enrollment. However, such students will not be eligible for a refund.

3.2. Admission Offences and Penalties

a. It is an admission offense if a student uses falsified or fraudulent academic records (transcripts, certificates, examination results), or passes off information or work of that other people, to gain admission into WldU.

b. It is an offense to aid someone to produce such falsified material or to misrepresent or aid someone in misrepresenting their academic status or eligibility to gain admission into WldU.

c. Any student found guilty of any of the above-mentioned offenses will be sanctioned with expulsion from the college and may have further legal action taken against them.

d. The registration of the students who obtained admission by false representation shall be treated as cancelled immediately on the discovery of such false representation. Consequently, any certificate, diploma, or degree awarded to the students shall automatically stand cancelled. Aggrieved students may appeal to the management of WldU.

e. WldU applicants and students have a duty to disclose criminal and disciplinary events that occur after applying to the registrar. Known criminal/disciplinary events such as the ones listed below must be reported to the **Student Service Dean Office** within 72 hours of the student's notice of the event. Failure to comply with this requirement may result in sanctions from the University.

- Conviction for a crime other than a minor traffic violation
- Criminal charges filed against the student (i.e. rape, assault, robbery, etc.)
- Entering a plea of guilty, a plea of no contest, or a plea under any first offender act in response to charges filed against the student
- Disciplinary or academic misconduct charges initiated or sanctions imposed against the student from a high school or former college or university.

3.3. Registration

3.3.1. Purpose and Timing of Registration

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Registration is the process by which students are enrolled on programs, sign up for courses, and key information captured and maintained for the duration of their study. A student's physical presence is a must to process registration. All students are required to get registered for each semester. Students should watch out for notifications from the Registrar Office on the subject.

The objective of registering students is to ensure that:

a) Admitted students are properly enrolled in programs and signed up for relevant courses;
b) Students are meeting credit requirements for enrollment;
c) Continuing students meeting progression requirements are enrolled for their relevant courses;
d) Students have met all financial or credential obligations to the University to continue with their studies;
e) Students are issued with ID cards giving them access to the student areas on campus;
f) To help the university record and maintain records on all students.

Take note that:

- The Academic Senate fixes the dates of registration, and these shall be duly published.
- A student who fails to register for a course shall forfeit the opportunity to take it that semester.
- Registration done after the official date, within the penalty period, will attract a fee determined and published by the registrar's office.
- Failure to register by the end of the penalty period shall preclude a student from the semester in question. They will lose their student status. Students may request to defer to maintain their status.
- Registration by proxy is not allowed, unless with written permission from the Registrar.
- Students may request to add and/or drop courses within the two weeks following the official registration date. This shall neither attract an additional fee nor a penalty.



- All students should also ensure that their biodata, alternate email addresses, phone numbers, parents/guardian contacts are correct and regularly updated as necessary to ensure that the university can contact them during a period of deferment or after their graduation.
- The University (e.g., Registrar) communicates all important information related to changes in curriculum, regulations, examinations, results, convocation, and other significant matters through legal notice.

3.3.2. The Registry and Student Academic Records

a. The registrar shall maintain records of all students provided by students, including contact details such as phone, email (personal and college), physical address, and information pertaining to parents and guardians, during the validity period of their enrolment. It is the student's responsibility to inform the office of all changes in a timely manner.
b. Records of students whose enrolment is no longer valid may be removed by the registrar's office without notice to such students.
c. Only names provided on results/transcript submitted to gain admission into the registrar, and those contained in the matriculation register at the time of registration will be maintained as the official student record. No name change will be approved during the duration of study in the university, without the satisfaction of all legal and statutory procedures and protocol.

3.3.3. The Registry and Confidentiality

The Registry is the protector of student' records and all the records are deemed confidential; thus, the University will not provide information about students to any unauthorized persons. Parents and guardians are encouraged to get information regarding academic progress from their children and wards, rather than from the University registrar.

The student records available on the online student information management system (SIMS) will be accessible to the students only through a protected password. However, the university shall not be responsible for any breach of security by an external party.

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Students on their part are expected to refrain from sharing internal information with unauthorized people or people who are external to the University. This includes students or lecturers from other educational institutions, vendors of the University, representatives from the media, etc.

3.3.4. Policy on Sharing of Student Grades and Exam Results with Third Parties

Purpose

To ensure the privacy and confidentiality of student academic records while providing guidelines for the sharing of such information with parents or legal guardians.

Scope

This policy applies to all students, faculty, and staff of Woldia University.

Policy Statement

Woldia University is committed to protecting the privacy of student academic records.

The sharing of student grades and exam results with third parties, including parents and legal guardians, will be conducted in accordance with this policy.

Guidelines

a. Student Consent:

- Grades and exam results will only be shared with parents or legal guardians if the student has provided explicit written consent. This consent must be documented and submitted to the Registrar's Office.

b. Legal Requirements:

- In cases where legal requirements mandate the sharing of student academic information (e.g., court orders), the university will comply accordingly after verifying the authenticity and scope of the requirement.

c. Student Access:

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- Students have the primary right to access their own academic records. They are encouraged to share their academic progress with their parents or guardians directly.

d. Emergency Situations:

- In emergency situations where it is deemed necessary for the safety or well-being of the student, the university may disclose academic information to parents or guardians without prior consent, in accordance with applicable laws and regulations.

e. Data Protection Act Compliance:

- The university complies with relevant privacy laws, ensuring that student records are handled with the highest degree of confidentiality and integrity.

f. Communication Channels:

- All requests for sharing grades and exam results must be directed to the Registrar's Office. Unauthorized dissemination of academic information by faculty or staff is strictly prohibited.

Implementation

- The Registrar's Office is responsible for implementing and enforcing this policy.
- Faculty and staff will be informed of this policy and trained on the proper procedures for handling student academic information.

Review

- This policy will be reviewed annually to ensure compliance with legal standards and university practices.

By adhering to these guidelines, Woldia University Office of Registrar ensures the protection of student privacy while maintaining transparency and compliance with legal requirements.

3.3.5. Validity Period of Registration

a. Enrolled students are expected to complete the Program within 4-6$_{1/2}$ years.

b. A student who wishes to defer must write to the Registrar, stating all details and dates regarding the deferment.

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c. If a student has been asked to leave the university temporarily, the university is under no obligation to provide services to the student during that period.
d. Students who are unable to complete the program within the validity period, but are still keen on continuing are required to apply for readmission into the program along with the requisite testimonies or fee.

3.3.6. Identity Cards

All registered students of Woldia University shall be issued with a photo identification card (Student ID card) which shall bear the name of the student, their roll number, department, both the issue and expiration date, and spaces for continuous renewal.

a. Students are required to carry their ID cards with them whenever they are on campus and will be required to use them for course registration, the library, examinations, and other purposes.
b. Students are required to present them upon request by any staff, faculty member, or security personnel of the college. If students are unable to produce the card upon request, they may be denied access to or use of campus facilities and services.
c. Any ID card found on campus or elsewhere should be returned directly to the campus police or Student Service Dean Office and not left in lost and found.
d. The ID card shall be returned to the Registrar when a student defers his or her program or is suspended, dismissed, or withdrawn from the college.
e. The ID card should not be presented to suggest or prove that a student is currently enrolled, if said student has deferred their program, or has been suspended, dismissed, or withdrawn from the college.
f. The use of another person's ID card may incur a penalty of the highest order.
g. An ID card that is not renewed on the actual semester is not considered as valid.

3.3.7. Additional Terms

a) WldU shall not be liable to the students for punitive, exemplary, special, indirect, or consequential damages, including, without limitation, lost profits.
b) The university shall not be liable for delay or failure in performance of any of its obligations under the Agreement when such delay or failure arises from events or circumstances beyond the reasonable control of the university (including, without

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limitation, acts of God, fire, flood, war, entity, changes in Regulations of Central/State Governments, supplier delays, communications or power failure, equipment or software malfunction, or employee or student disputes, or strikes).

3.4. Matriculation

The purpose of matriculation, which is held for incoming first-year students within a few weeks of entry, is a ceremony that formally recognizes registered students into the University. Attendance at the ceremony is compulsory for students to be admitted to their programs and examinations.

3.5.Orientation

The process of enrolling fully into Woldia University and becoming a fully-fledged student culminates with orientation. This is the point at which the University welcomes fresh students, engages them in what they can expect for the years ahead, and explain how students and Woldia University will interact with each other to ensure a successful stay and a fulfilling life thereafter as an alumnus. Orientation is compulsory for all new students. The specific aims are to:

a) Set the tone for the 4-year-and-above stay through a welcome from the president.
b) Introduce students to the faculty and staff, the partners in their advancement at Woldia University.
c) Cover the academic journey in a way that allows students to see themselves as owners and drivers.
d) Ensure that students see their academic lives within the broader context of the University's vision and mission, which also encourages self-development through student life, and by engaging in social and community activities.
e) Educate students about the rules and regulations governing conduct in their usage of dormitory, dinning, clinic, library, laboratory, and other services.
f) Explain to students their rights, privileges, obligations, and responsibilities in relation to the University's authorities and other statutory bodies.
g) Give students an overall view of the physical campus, and its various facilities.
h) Guide students through the adjustment period.
i) Generate cohort companionship amongst the students.

3.6. The Academic Calendar and Departure Procedures at Woldia University

3.6.1. Academic Calendar

A student's standard academic calendar comprises two 16-week semesters, except for health sciences, which follows a yearly-based schedule. The semester calendar is posted online at least a month in advance of the semester's start and states start and end dates, examination and revision dates, major events, and holidays, for planning purposes. Dates regarding registration and fee payment are also included. Additional campus events and any adjustments to the calendar are posted on the notice board and on the university's website.

3.6.2. Temporary Departure from Woldia University

End of semester:

a) The last day of the semester marks the official closure of academic activities for that semester. The university also awards semester break vacation for the students.
b) In case of an exemption to use the lecture halls and other academic facilities during the semester break, the student(s) in question shall abide by the laid-down regulations of Woldia University.
c) All students are to sign out before departure and must leave their vacation contact addresses, including valid telephone numbers and active email addresses at Office of the Dean of Student Service (i.e. at their dormitory).

3.6.3. Permanent Departure from Woldia University

Following the completion of a program of study:

a) All students are required to complete the list of procedures as presented by the Office of Student Service and Registrar prior to departure. This will result in a signed clearance certificate. Failure to obtain a signed clearance certificate will result in graduation certificates, transcripts, recommendations, and referrals being withheld.

b) Students exiting before the completion of their program are required to complete the list of procedures as presented by the Office of Student Service and Registrar prior to departure. This

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will result in a signed clearance certificate. Failure to obtain a signed clearance certificate will result in transcripts, recommendations and referrals being withheld. Failure to return Woldia University's property may result in additional financial fees, which, if not covered, will result in additional repercussions.

4. Academic Policy Statement and Learning Goals

4.1.Policy Statement

Woldia University is committed to produce high-quality, well-rounded graduates, who will contribute to both their local and global society. The subject, field, and domain knowledge the student will gain at Woldia University will be on par with the best in the country and the globe at large. The University is also committed to provide the requisite resources, human and otherwise, for imparting education of such quality.

Apart from core subject knowledge, students at the University will undergo an education that would develop their entrepreneurial skills, leadership and communication skills, logical and critical thinking ability, and problem-solving skills. The University is also committed to producing good citizens of the country who possess empathy for fellow beings, the society, and the environment. Woldia University believes that its graduates will be the next generation of innovators and entrepreneurs as well as being employable, possessing the transferable skills, enabling them to work in culturally diverse environments.

4.2.Academic Policy Outline

Woldia University is dedicated to delivering an academic environment that fosters student growth and enables students and faculty to collaborate, learn and apply. The academic policy of the University is framed keeping in mind this objective and focuses on the following aspects through its activities:

a) The Curriculum and structure for all programs
b) Program delivery modes and the required infrastructure
c) Quality of faculty members and their development
d) The necessary academic environment to deliver programs

e) The right academic environment for students to learn and faculty members to excel at their job

f) The right links, connections and partnerships with both industry and other reputable institutions

4.3.Core Principles of Academic Policy

The Academic Policy is based on the following core principles:

a) To review, monitor and if required re-charter the core competencies of the University;

b) To develop and offer high quality intensive programs in preparing employable graduates;

c) To adapt to the latest pedagogy and modern teaching techniques;

d) To adapt to technological developments in the field of education and implement them;

e) To enhance access of education for students in a widespread geography;

f) To constantly assess the performance of faculty members and education delivery;

g) To provide direction to applied research and hands on learning.

4.4.Learning Goals

a) Experiential Learning

b) Contextual Learning

c) Unified Learning

d) Extensional Learning

5. Grading Systems

Woldia University Affiliated Programs

Raw Mark Interval [100 %]	Corresponding fixed Number Grade	Corresponding Letter Grade	Status Description	Class Description
[90, 100]	4.00	A+	Excellent	First class with Great distinction
[85, 90)	4.00	A		
[80, 85)	3.75	A-		

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[75, 80)	3.50	B+	Very Good	First class with distinction
[70, 75)	3.00	B	Good	Second class
[65, 70)	2.75	B-		
[60, 65)	2.50	C+	Satisfactory	
[50, 60)	2.00	C		
[45, 50)	1.75	C-	Unsatisfactory	Low class
[40, 45)	1.00	D	Very Poor	
<40	0.00	F	Fail	

Source: Woldia University Senate legislation

6. Qualification for Taking End-of-Semester Examinations

A student shall qualify to take the end-of-semester examination in a course only when he/she has satisfied the following conditions:

a) Has achieved at least 85% attendance of the contact hours assigned to the course
b) Has completed at least the two other assessment components-that is, the assignments and mid semester examinations.

A student who fails to write the end-of-semester examination in a course shall be deemed to have failed that course and shall be made to either repeat or drop the course.

7. Qualification for Progressing

- A student who earned a "2.00 (C)" grade or above in all modules/courses of a semester shall be in good standing.
- A student shall be warned or placed on probation by the academic unit under the following conditions:
  - A student who fails to achieve a semester GPA of 1.75 or a CGPA of 2.00.
  - A student who scores up to three "Fs" at the end of each semester with less than or equal to 12 total credit points (CP)/ECTS;

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- Any newly admitted student who, at the end of the first semester, earns a semester GPA of 1.50 to 1.74;
- Any newly admitted student, who at the end of the first year, earns a CGPA of 1.75 to 1.99.

8. Withdrawal, Readmission and Dismissal

8.1. Withdrawal

- A student whose academic status is dismissed but allowed to repeat deficient courses may be readmitted at least after one semester following withdrawal from the University. Such student shall be readmitted in a semester when there are more courses the student is eligible to register for.
- A student who withdraws for valid reasons in regular, continuing and distance programs shall be granted readmission within six years after the date of withdrawal, and failure to apply for readmission within this period of time shall entail dismissal for good. However, certification shall be awarded for successfully completed modules.

8.2. Readmission

a) A candidate in good academic standing who discontinues studies with valid reason may apply for readmission through the academic unit into the discontinued semester.

b) A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.

c) A candidate may be readmitted only when the withdrawal is effected owing to any of the reasons specified hereunder.

- If the candidate cannot follow up the program for medical reasons in which case the health status shall be ascertained by a physician.
- If the University is unable to carry out the relevant program and advises the candidate accordingly.
- If the candidate is unable to continue due to force majeure other than those outlined in (a) and (b) above.

d) A candidate who wishes to withdraw for justifiable reasons shall petition the concerned DGC stating the justification for, and the duration of, absence sought.

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

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- If the student, at the end of the first semester, had obtained a SGPA of not less than 2.5.
- If the student, at the end of second or third semester, had obtained a CGPA of not less than 2.5 or 2.75, respectively.

f) No student who has been dismissed on academic grounds shall be readmitted more than once regardless of transfer from other Universities.

g) A student who withdraws from the university without the approval of the concerned DC shall not be eligible for readmission.

h) Withdrawal made with the approval of the concerned DC does not imply automatic readmission whenever it is sought. The length of absence and the number of places available shall be taken into consideration.

8.3. Academic Dismissal:

- Any consecutive warning leads to academic dismissal.
- Any student who scored three "F's" on courses with more than 12 total ECTS or a student who scored more than three "F's" per semester, or
- Any student whose semester GPA falls below 1.75 or who fails to maintain a CGPA of 2.00.
- A student placed on probation shall be dismissed after one semester on probation if he fails to emerge from the state of probation by raising his CGPA up to 2.00 or by obtaining a semester GPA which, if maintained at that level, would permit him to reach the CGPA of 2.00 by graduation.
- A newly admitted student or a student joining the University at advanced level who earns a GPA of less than 1.50 at the end of his first semester shall be dismissed.
- A newly admitted student or a student joining the University at advanced level who, at the end of the first year, fails to achieve a CGPA of at least 1.75 shall be dismissed.

9. Requirements for Graduation

To qualify for the award of a degree, students must satisfy the following requirements:

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a) All the required modules/courses and the minimum credit hours set by the respective academic unit shall be attained, except for phase-in and phase-out programs.
b) A degree candidate is required to have a minimum CGPA of 2.00 in his major and a minimum CGPA of 2.00 in his minor, where there are minor offerings.
c) No ''F'' grade in any module/course taken.
d) Students who fail to graduate due to achieving a CGPA less than the required, or due to an ''F'' grade and have no more chance to upgrade their CGPA or to remove their ''F'' may be given a certificate of attendance with their transcript stated as ''graduation requirements incomplete''.

10. Facilities and Core Services

10.1. Students Participation in the Governance of the University

Woldia University thoroughly encourages students' participation in different activities that contribute towards the university's improvement and the decision-making process. The institution is highly concerned with providing the best services and learning environment to its students, and allow them to accomplish their goals and learning outcomes as per the university's standards. Throughout the year, different committees are established by students and councils to assist the operations of the academic units.

10.2. Student Services

The Dean Office of Student Services manages essential non-academic student life, focusing on catering, dormitory, health, counseling, and recreational services. Key responsibilities include implementing student policies, overseeing campus safety, managing student discipline, and promoting extracurricular activities, such as sports and clubs, to foster a supportive campus environment.

10.2.1. Key Services Provided:

Dormitory and Catering Services: Managing student housing, including maintenance and safety, as well as providing meals in dining halls.

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Health Services/Clinic: Providing on-campus medical assistance and managing student health, safety, and wellness. The University has an on-campus registered clinic to address any medical emergency affecting students. For major or complicated incidents, the health professionals refer the student to Woldia Comprehensive Specialized Hospital for further service.

Guidance and Counseling Services: Offering professional mental health counseling, career guidance, and support for students' social and personal challenges.

Sport, Recreation, and Co-curricular Activities: Organizing extracurricular activities, clubs, and sports to enhance campus life.

Student Discipline and Policies: Developing, communicating, and enforcing guidelines regarding student conduct, safety, and disciplinary actions.

Support for Special Needs: Arranging specialized care for students needing extra support, including assistance for vulnerable groups

10.2.2. Core Responsibilities of the Office:

Planning and Coordination: Organizing non-academic services to support the overall student experience.

Campus Advocacy: Fostering an inclusive and safe environment that facilitates successful navigation of campus life.

Policy Enforcement: Ensuring compliance with dormitory, catering, and health policies.

10.2.3. Code of Conduct During Residential Services and Dining Services

A. Residential Services

- Bullying, physical or verbal violence, and harassment are strictly prohibited and often lead to immediate disciplinary action or expulsion.
- Residents are expected to be respectful, kind, and considerate toward roommates and neighbors.
- Doors should remain locked even when residents are away for a short time to prevent theft.

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- Staff may conduct periodic or emergency room inspections for safety, hygiene, or maintenance purposes, sometimes without prior notice.
- High-power or heat-producing items like electric heaters, electric blankets, candles, and incense are typically banned due to fire risks.
- Residents are responsible for keeping their personal space clean and orderly.
- Residents must pay for any damage to dormitory property or furniture. If the responsible individual cannot be identified, the cost may be split among all residents of that room or floor.
- Residents may be required to notify the administration if they plan to stay overnight elsewhere or be absent for an extended period.

B. Dining Services

- A valid student ID card is mandatory for meal plan usage, and sharing IDs is generally forbidden.
- Students must maintain a respectful, quiet environment and follow instructions from staff or supervisors.
- Backpacks are often restricted, tables/chairs should not be moved, and food must be consumed within the designated dining area.
- Students must return dishes to designated areas, with cleanliness considered a shared responsibility.
- Bringing food or drinks outside into the dining hall is often prohibited.
- Violations, particularly improper use of meal cards or disorderly conduct, may result in the confiscation of IDs, security involvement, or loss of dining privileges.

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10.2.4. Student Counseling

Woldia University Student Service Dean Office offers counseling services aiming at helping students overcome some of the challenges accompanying their education.

A. Student Counseling

Students often experience stress (e.g., personal, social, and financial) during their university life. While many students cope, others feel frustrated and overwhelmed. The counselor at the Student Guidance & Counseling Unit (SGCU) is expected to support students by addressing and helping them successfully overcome academic, psychological, social, relational and personal challenges at the University.

The Student Counseling Unit offers, within the limits of its resources, confidential and culturally appropriate counseling services to all registered students experiencing problems or concerns that affect their personal academic progress and sense of well-being. Students often seek counseling to examine issues such as relationships, family problems, stress, cultural differences, assertiveness, self-esteem, depression and anxiety. The services include:

- Individual Counseling: This is provided to students concerned about personal, social, academic and moral issues. The process may take up to six (6) sessions depending on the case. Each session lasts between 30 to 60 minutes.
- Group Counseling: This is provided to students with similar concerns but in a group format. Groups are typically formed of 6 to 8 students, and meet weekly, for a period of 60 to 90 minutes.
- Consultations: These are usually one-off session for urgent matters to help students in making the right decisions.
- Training programs and life skills workshops include such topics as: exam stress, time management skills and social skills.

10.2.5. Counseling Procedure

A. Steps

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1. Pre-counseling:

- The student sets a time to meet with the counselor.
- The student reads and signs the Consent Form.
- The student completes the Primary Questionnaire.

2. Primary Session:

- The counselor introduces him/herself and the services and collects general information about the student and his/her concern(s).
- The student defines his/her objectives for the session and expectations from the counselor.
- The counselor clarifies the professional relationship between the counselor and the student.
- The counselor conducts an assessment of the situation and identifies a service or approach that will best assist the student.
- The counselor and the student set a time frame for the case (number of sessions, duration, and place).

3. Post-counseling:

- The student completes the feedback form.
- The counselor evaluates the student's satisfaction level with the service and prepares a case file.

B. Student Rights

- Students have the right to fair, appropriate, and confidential counseling services.
- Students have the right to halt the counseling process at any point in time.
- All records and information revealed in counseling remain confidential except in the following conditions:
    - When protecting the student or someone else from immediate harm.
    - When required to do so by a court order.
    - When authorized in writing by the student to release information to a specified college/ department/or other third party.

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C. Shared Responsibility

1. Visitations to the SGCU will take place outside the student's class schedule.
2. Students are encouraged to come on time, or contact the counselor by email or by phone if they are unable to come to their appointment.
3. Students are encouraged to be honest and open with the counselor regarding details of their case.
4. The student's personal commitment is crucial to an effective counseling session.
5. The student counselor can help students only if they are willing to receive help and support.

D. Student Counseling Forms

Each case file will contain the following forms:

1. Referral Form (If appropriate/available – Appendix I S5.15 UDPPM)
2. Consent Form (Appendix II).
3. Primary Questionnaire (Appendix III).
4. Primary Session Report (Appendix IV).
5. Counseling Session Abstract (Appendix V). 6. Feedback Form (Appendix VI)
6. Case Report (Appendix VII).

E. Case Closure

Each case will be considered closed:

1. When so agreed by both counselor and student
2. At student's request.
3. Upon missing three consecutive sessions without an acceptable reason.
4. Upon referral to a specialized psychologist if the case requires treatment beyond what SCU can provide.

10.2.6. Referring Students for Counseling

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To refer a student to the SGCU, faculty members and staff complete the attached referral form and send it to SGCU. Students may show signs of stress in different ways. Warning signs help in identifying the student's need for counseling. These signs may include:

1. Change from high to low grades.
2. Excessive absences from classes and exams.
3. Depressed mood, anxiety, inferiority feeling, and stress.
4. Sudden change in behavior or appearance.
5. Inability to remain awake in class.
6. Expressed suicidal feelings.
7. Disruptive or violent behavior.
8. Confused speech, disorganized or irrational thoughts.

10.2.7. Office Hours

The office hours for SGCU are Monday through Friday from 2:30 to 11:00 O'clock. Any student in need of an urgent appointment will be given priority in meeting with the student counselor. Walk in visits or self-referrals by phone or letter are also welcome.

10.2.8. Career Placement Services

Choosing an academic major and a career are important decisions. The Internship and Career Development Center (ICDC) provide individual and group sessions to assist students and fresh graduates in making these decisions by integrating all the details and aspects of a job search.

10.2.9. Career Counseling

Individual counseling appointments are available to help students:

- Provide a self-assessment of interests, personality and values, activities, and exploration of career and occupational information.
- Learn to explore educational and career alternatives and develop career decision-making skills.

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- Relate educational experiences to career planning decisions and academic qualifications to work opportunities.
- Arrange mock interviews.
- Develop additional career building tools and skills such as résumé and cover letter writing, interview techniques and job search strategies etc.).

10.2.10. Career Workshop

A variety of career development and job search workshops are conducted throughout the year. Workshops focusing on, for example, interview skills, resumé preparation and the steps in conducting a job search are also held. These workshops are facilitated by Career Development Office, career counselors, alumni, and professionals from various business sectors.

10.2.11. Alumni Career Information Session

Graduating students are invited to take part of the Alumni Career Information Session. This exclusive event is for students in their final year to meet and network with alumni and ask about their working experience, what they like and dislike about what they do, pathways into the field, etc. This is arranged according to students' majors.

10.2.12. Social and Cultural Programs

OSS organizes social and cultural events to further its goal of promoting relations between newly enrolled undergraduate students and the university community. OSS conducts vibrant and extensive social and cultural programs that ensure the students' participation, thereby enhancing one's understanding and appreciation of the various cultures and social impact to the community.

10.2.13. Sports and Recreational Programs

To promote sportsmanship, companionship, and a healthy lifestyle, intramural activities are organized by the SSDO in a friendly yet competitive environment. Tournaments are held for sports activities such as football, basketball, bowling, billiards, and foosball. Woldia University sport clubs participate in government higher education institutions' sport festival as part of the Higher Education Sports Federation, which consists of 49 government universities in Ethiopia.

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10.2.14. Students Union

The Woldia University Student Union (WldUSU) was established to develop a sense of belonging, foster an independent, pro-active and responsible student body, and to provide a range of social, cultural, sporting and recreational activities in which students can participate. The WldUSU election is held in the end of the academic year (May / June).

10.2.15. Students Organizations / Clubs

Student organizations / clubs are an integral part of the learning process at WldU, as they allow students to pursue personal interests and hobbies outside the classroom, learn leadership skills by handling responsibilities, and meet/interact with other people. Clubs cover a wide range of activities like sports, music and recreation, as well as cultural and social interests.

10.2.16. Volunteer / Outreach Programs

WldU provides opportunities for undergraduate students to participate in several volunteer programs and events that promote a positive impact on the community and improve the quality of life for others. These programs also help to raise awareness and promote learning from a different perspective.

10.2.17. Events

Student Service Dean Office, in collaboration with other offices/ departments, organizes a variety of activities throughout the year with the objective of breaking down barriers between cultures and celebrating diversity in different ways. These events provide students with the opportunity to meet other members of the university community, learn something new, and at the same time have fun. Some of the events organized annually include:

- Literature Night
- Half-Life
- GC Cup
- Adwa Victory
- Welcome Ceremony
- Charity
- Inter-department Tournament
- (Add if any)

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10.2.18. Awards Programs

In recognition of the students' outstanding participation and support to University's various events and activities, the SSDO holds award programs throughout the academic year. These are:

A. Student Life Awards Ceremony (SLAC):

At the end of the academic year, the university holds a presentation ceremony to honor, recognize, and appreciate students whose contributions towards the university's various activities, programs, and events showed exemplary dedication and commitment. These include organizers of successful events and individuals who took leadership positions in all aspects of students' lives such as the Student Union, student groups, and sports teams. In addition, the companies which sponsor Student Services events are also recognized tor their contribution to students' functions.

10.2.19. Lost and Found

In case of the loss of personal belongings, students should report to Student Service Dean Office or Peace and Security Office using the appropriate form. If students find items that do not belong to them, found items can be submitted to the aforementioned offices. At the end of each semester, unclaimed items will be disposed of at the discretion of the university.

10.2.20. Services for Students with Disabilities

The goal of the Woldia University is to ensure a comprehensively accessible university experience where individuals with disabilities have the same access to facilities, programs, opportunities and activities as all others.

10.2.21. Student Lounge

Located in the university, all student lounges play an essential role in the daily life of Woldia University students. It is a place where students gather to relax and socialize with friends.

10.3. Peace & Security

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The Safety and Security Office (located around the main gate "W-Ber" of the University) supports the University's activities by:

- providing advice to all University departments, institutions, staff, and students on all aspects of safety, including conflict protection
- providing a wide range of safety training courses
- carrying out safety audits
- investigating serious accidents and incidents
- drafting safety policies that ensure the University compliance with relevant legislation

11. Other Services

11.1. Learning Resources: Library and its services

Woldia University's has three libraries: the Technology Library, the Natural Library and the Social Library. The libraries provide information accessible to faculty, students, staff, alumni, and researchers by utilizing the best available library resources both in print and online versions.

Students can access the dedicated learning resources section at the above-mentioned three libraries. The library welcomes suggestions for improvement in its service and materials. Users may speak directly to the library staff or may submit written suggestions or recommendations to library-officials.

11.2. Library Policy, Procedures and Regulations

11.2.1. Borrowing Eligibility, Privileges

Faculty, students, alumni, staff and members of the community have privileges for accessing remotely library online resources or borrowing from the library, upon the presentation of a valid ID card. The service for borrowing book is given from Monday to Friday in the regular working hours (i.e., from 2:00 – 10:30).

- Faculty members can borrow up to 5 books at a time for the period of 15 days and the textbooks (instructor copy) can be borrowed for an entire semester.

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- Undergraduate students can borrow up to 2 books when they become prospective graduates.
- Graduate Students on the other hand can borrow up to 3 books.
- Administrative staff members can borrow up to 5 books for the period of 15 days (normal loan period)

Renewal of borrowed material can be done once for the same period, provided that no one has placed a reserve request on the same whether online or physically through circulation librarian. The reserved and short loan period (3 day or 1-day period) materials cannot be renewed by phone, email or online through system.

Reserve: A requester may place a hold on any library item that is on loan, on order or on process. The patron will simply tag the item through Library Management System (LMS or catalog) or through librarian at the circulation desk. Reserve request prevents the patron from renewing the item and assures that the reserved item will go on hold for the requester as soon as it is returned to library.

Placing a hold does not change the due date of the item any way. If an item is due to back 10 days or more from the date the requester wants it, the librarian will place a recall; if it is due back in less than 10 days, the librarian will place a hold.

All on loan materials are subject to recall by the librarian earlier than their due date. If an item is recalled right after someone has checked it out, they will get the allotted two-week loan time first. If the borrower holds the recalled item beyond the due date, it will be considered overdue and a fine is charged (1.50 birr for the first 10 days then the charge will grow to 10 birr per day). Short loan items cannot be recalled. To request those items, the requester will need to place a hold online or through circulation librarian. Recalls take precedence over holds. All patrons have the right to recall checked-out item.

11.3. Library Services

Woldia University library provides the following services:

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1. **Circulation service**: The circulation of library materials to all users will be in accordance to specific loan regulations for each group of users and category.

2. **Reference service**: The library will provide efficient and effective reference service to all patrons regardless to their categories or level of study. It will also provide assistance in the use and utilization of the electronic materials and information retrieval to a patron.

3. **Access to library collection**: Library provides to a user-friendly interface to facilitate easy access. It also provides federated search, which provides robust information available in the collection on one platform.

4. **Orientation program**: Library always participates in orientation for newly joined students. The program teaches new students the ways to search for information, the databases available for each category (undergraduates and postgraduates) and shows them the ways to get and use information. Students are introduced to other library services such as references services.

11.3.1. Lost or Damaged Library Materials

Borrowers are required to replace lost or damaged item(s) in the collection with a new copy. Patron is charged the actual price of item (latest edition if applicable).

11.4. General Library Rules

- Users must comply with the library code of conduct, and the student code of conduct while in the library.
- Users may refer to these codes of conduct in the Woldia University catalog.
- Users must also be considerate of others by keeping noise level low not to disrupt others in studying and research.
- Hot food, salad, pizza, soup and hot messy or odorous item (coffee etc.) must be consumed outside library.
- Library users are responsible of their belongings, which should not be left unattended. The library is not responsible for any loss.
- Mobile phones should be kept on silent when entering the library.

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- Library users are expected to comply with library rules and guidelines that related to fair use of copyrights.
- Defacing or damaging library facilities or equipment will be prosecuted through management authorities.

12. Information Technology Services (ITS)

The IT Services Department monitors the daily operations of Woldia University IT resources, which includes the infrastructure network, all staff, faculty, and student computers, academic and administrative applications, printers, etc. The department also maintains all university's IT resources through repairs and updates of all the university's hardware and software resources, as well as, acquisition of new hardware and software resources when required. The department also provides user support for all of the university's staff, faculty, and students when they have problems with the provided university resources or, in some cases their own personal resources, as well as works with other department as consultants for any IT related project or issue.

Woldia University students have the following IT infrastructure and services:

- Each student has his/her own student logon account as well as email address.
- Lab access is available for students throughout the week for classes.
- Internet access is available 24/7 around their dorm, library and lounges.
- Both the males' and females' resident buildings have Wi-Fi access.

12.1. Technical Support

IT Services provide support to Woldia University faculty, staff, and students in a variety of areas. The helpdesk team is in charge of troubleshooting IT problems on all hardware and software. This includes troubleshooting problems and providing wireless access to the network. The helpdesk also attends all exams that require computer labs and are available for help if called upon in any class.

12.2. Computer Use Guidelines

The policies and guidelines outlined in this document must be strictly adhered to by staff, faculty, and students to ensure that any user's usage of the University's facilities and services do not hinder

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the activities of other, nor leads to the damage (physical or otherwise) of the University's facilities or reputation.

As a staff member, faculty member, or student of the University, this entitles you to the use of computers, networks, and facilities provided by the University. However, this entitlement depends on your ability to use the entitlement responsibly. By misusing these entitlements, you may end up committing a criminal offence, or at the very least, violate the University's policies, which could lead to the revocation of the entitlements.

12.2.1. Authorized users

Being a staff member, student, or faculty member, you are permitted to use the University's facilities and services with the objective of achieving your employment or educational objectives. However, this authorization come with your acceptance that you will abide by the University's policies and guidelines, as well as any policies, guidelines, and laws set forth by the Ministry of Education/Government. Any unauthorized use of the University's resources (directly or indirectly) is considered a breach of the University's policies and might be considered a punishable criminal offence.

12.2.2. Personal use

Any entitlement you are granted in or by the University is for the sole purpose of achieving your educational objectives, and is strictly limited to personal non-commercial use. This personal use is also only acceptable as long as it does not interfere with the student's educational objectives, the staff and faculty's job responsibilities, or the University's systems.

12.2.3. Software and copyrights

Some applications used in the University are open-source licensed applications, and as such, can be used and shared freely based on the application's license agreement. However, some other applications are licensed and protected under copyright law; as such, are to be used only on the workstations in which they are installed, or while the user is on campus or through the campus VPN if the user is not on campus.

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12.2.4. Internet use Guidelines

Users are not allowed to use the University's internet to access, store, retrieve, or print any material that is classified as illegal, unlawful, or offensive according to the University's policies and the government of Ethiopia. Users are also not allowed to use the internet resources for any activity that would lead to the detriment of the University in any way directly or indirectly.

12.2.5. Disclaimer

The University reserves the right to monitor all user activity on the facilities that it provides. Users should be aware that all communications and activities, personal or otherwise, via the University's infrastructure might be monitored by the IT Services staff if and when required, as permitted by the University.

Violation of any of the guidelines outlined may result in disciplinary actions being brought against the violator.

Computer Labs Usage Regulations

- No Eating
- No Drinking
- No Music or Loud Noises
- Work Quietly
- Surf Safely
- Attach Cables or Flash Discs Only when Necessary
- Keep the Work Area Clean
- Do Not Change Computer Settings
- Always Log Off when you are Done
- Respect other Users

13.Student Rights and Responsibilities

13.1. Student Rights

13.1.1. Freedom of Expression

Freedom of Speech not only includes the right to express or disseminate information and ideas, but also the right to seek, receive, and impart information and ideas. Moreover, there should be no University rule or policy that in any way abridges the rights of freedom of speech, expression, petition, or appeal.

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13.1.2. Free Speech in Cyberspace

Students have the right to express themselves in technology platforms and social media such as email, blogs, creating webpages or hosting a chat room. These platforms, however, must be regulated by the University to ensure that no abuse or profane language is used.

13.1.3. Dress Code

Students have the right to dress as they wish as long as they conform to the standards stipulated by the dress code of Woldia University and MoE.

13.1.4. Freedom of Religion

Students have the right to practice their religion individually so long it does not disrupt educational activities or interfere with the rights of others.

13.1.5. Learning Environment

Students are entitled to have access to faculty offices (during office hours), classrooms, laboratories, the library, all types of academic technology, as well as open presentations, and other resources necessary for the learning process.

13.1.6. Student Clubs

Students have the right to form clubs and organizations that may academic or non-academic in nature, but which promote camaraderie and congeniality among the members. The formation of clubs and organizations is regulated by the Student Character Building Office which is under the Student Service Dean Office.

13.1.7. Equal Protection and Discrimination

All students have the right to equal protection. This means students have the right to be free from discrimination at Woldia University. No student may be denied an equal educational opportunity or discriminated against because of:

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- Race
- National origin
- Religion
- Color
- Gender
- Economic status
- Physical, intellectual or sensory handicap

13.1.8. Harassment

Harassment on the basis of gender, race, color, national origin, disability or religion is a type of discrimination and is prohibited. Students must report any form of harassment immediately to the Student Service Dean Office for immediate action. Harassment can come in various forms, including:

- Assaults or unwanted touching
- Theft or vandalism
- Threats of bodily injury
- Unwanted sexual advances
- Derogatory comments, slurs, or gestures

13.1.9. Right to Privacy

Students have the right to have their academic and medical records kept confidential. Woldia University is not permitted to share any of this information unless prior written consent is given by the student.

13.1.10. Students' Records: Privacy and Access

Students have the right to privacy and are allowed access to their academic and personal reports and records, such as academic grades, disciplinary actions, attendance records, test scores and health records. In certain cases, Woldia University may disclose your records without prior consent to third parties such as:

- School officials who have "legitimate educational interests"
- Legal authorities in compliance with a court order
- Financial aid providers who have requested financial records
- Accreditation bodies
- Potential employers

13.1.11. The Right to Education

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Students have the freedom to study subjects that concern them and to form conclusions for themselves and express their opinions.

13.1.12. Class Attendance

The student has the right to be informed about the University attendance policy and how to follow up on his attendance status on a regular basis.

13.2. Students' Responsibilities

- Students play an important active role in the creation of high-quality education. They cannot be passive, nor can their participation be superficial.
- The outcomes of the learning process in the form of projects, assignments, papers, presentations, examinations and other demonstrations of learning should show clear evidence of significant student engagement.
- In-depth learning requires performance over time and continued accumulation of knowledge and skills. Short-term experiences and engagement with the subject matter should not make up the whole of students' experiences.
- Students need to acknowledge their responsibilities to their fellow students by actively participating in group learning experiences.
- Students who fail to shoulder the above responsibilities and take up challenging tasks are considered inappropriate for the purpose of fulfilling the course learning objectives.

13.3. Code of Students Conduct

Woldia University is ardent to ensure a university culture characterized by intellectual and personal honesty, social integration, ethical behavior and respect for the rights of the individual. The University also expect its students to be self-disciplined in both their approach to studying and in their general conduct and behavior. The Code of Student Conduct is designed to promote this culture at Woldia University and hence sets out the standard of conduct.

13.3.1. Code of Conduct During Examinations

A student, whose absence in a particular course reaches 20% or above, does not qualify to take any exams thereafter.

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Duties of qualifying students inside the exam hall include:

a) Students are supposed to enter the exam hall 10 minutes before the start of the exam so that they may start on time. Students, who arrive late, but before the exam's half-way point, will be allowed to take the exam. However, no extra time will be allowed for late-comers. Students are not permitted to enter the exam hall after the half-way point (from the official starting time).
b) Students must present their Student Identification Card (Valid/renewed) when signing to record their attendance at the exam. A student who fails to show an appropriate form of photo identification is not permitted to take the exam.
c) Students are not allowed to leave the exam hall before the half-way point of the exam.
d) Mobile phones are strictly prohibited during mid-term and final exams (including make-up exams). Any telephone seen during any of these exams will result in an (F) in the course, with no question, reason or even investigation.
e) Students must carry their own calculators for exams that require use of calculators. Students caught borrowing or lending calculators during exams will fail the course.
f) Students are not permitted to wear a hat/cap during the exams. Anyone refusing to take off their hat when requested to do so will be dismissed from the exam room.
g) Prayer during exams is not allowed.
h) Students are not permitted to go to the bathroom during exams unless they can produce a medical report to prove there is a genuine medical reason for them to be allowed to do so.
i) All kinds of digital or electronic diaries, and dictionaries and advanced calculators with text saving options are forbidden in the exam hall.
j) Students must not bring notebooks, text books, and/or class materials into the exam hall.
k) Students must not violate the examination code of conduct and must adhere to the instructions received from the invigilators, including being asked to change seats.

Any actions such as talking, whispering, looking at other students, or any cheating or attempts to cheat will not be tolerated and will result in sanctions as shown in sections Academic and Non-Academic Misconduct.

13.3.2. Code of Conduct for Student Organizations

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Any violation committed by student organizations, will result in individual or collective sanctions whenever such violations occur, regardless of whether they take place on Woldia University premises or during any off-campus activities. Officer members are also held responsible whenever members commit violations based on prior consent from officers. In the event of any violation, officers are required to take appropriate measures to avoid and prohibit recurrence of similar acts.

13.3.3. Code of Conduct During Internship

The interns are expected to act in a professional and ethical manner that makes the employer want to host interns from Woldia University in the future.

The Code of Conduct for the Internship Program is set to specifically address the issues and concerns regarding the behavior and attitude of interns during their internship program. Interns are expected to act in a professional manner at all times and must abide by the rules, policies and procedures of Woldia University, the host company and the city/country of work placement. Failure to adhere to the stipulations in this Code of Conduct shall result in revoking one's internship and/or academic suspension or probation.

- Work Ethics
- Absenteeism - Students are allowed a maximum of 5 days (excused) absence due to any of the following reasons:
    - An accident (involving the student) to be supported by a police report.
    - Student accompanying the parent/family member for medical treatment/ emergency supported by the patient's medical certificate attested by the Ministry of Health.
    - A sickness condition supported by medical certificate attested by the Ministry of Health.
    - A death of an immediate family member supported by the death certificate. (A family member refers to father, mother, brother, sister, wife, husband, son, daughter, aunt, uncle, grandparent, cousin, niece and nephew).
        - Any other absence(s) beyond the above stated 5 days will automatically result in a grade of "F" irrespective of the reasons.

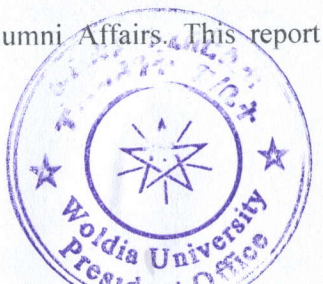
- Tardiness - Students are expected to be punctual at all times. However, following situations are unavoidable and can be excused:
    - An emergency/life and death situation for which the student must submit supporting documents duly attested by the concerned agencies (e.g. police report, medical certificates etc. as stated above)
- Interns who will be late must inform their field supervisors at least 15 minutes prior to their scheduled work.
- Any unexcused tardiness of more than 5 times is equivalent to 1 day of absence
- Compliance - Interns are expected to comply with the field supervisor's instructions at all times. This ensures a smooth workflow and a productive transfer of knowledge and learning experience. Acts of disobedience and abandonment of internship post will be
- Interns are expected to be in their best professional behavior/conduct/appearance at all times during the internship program as they represent Woldia University.
- Interns must familiarize, adhere and comply with the set rules, regulations, policies and procedures of the host company, the University, the directives set forth by the Internship and Career Development Center. and the assigned Academic Supervisors.
- Interns must display initiative and foresight to work with minimum supervision and flexibility in a diversified workplace.
- Interns must be proactive and display strong leadership and team – working skills.
- Interns must possess good writing, verbal and listening skills
- Interns should dress appropriately at work at all times. Some companies require that interns come to work in corporate attire or local dress while others are comfortable with casual clothing. Interns must take note of the dress code of the company so as not to offend or be put in an embarrassing situation.
- Interns must maintain a highly professional and business – like manner of communication. The use of abusive, vulgar or profane language is not allowed.
- The use of illegal drugs, alcohol and weapons is strictly prohibited. Under no circumstance will this be allowed and anyone caught doing so will be dealt with the corresponding disciplinary action.
- The use of violence, inflicting harm, threatening and coercing co-workers at the work place is strictly prohibited.

- Discourtesy and rudeness whether verbal, physical or visual harassment is not allowed.
- Any damage, loss, theft or destruction to property in the workplace is the sole responsibility of the intern. The intern must compensate/indemnify for items lost or damaged be it accidental or intentional in nature.
- Conducting personal business over the phone, internet or email is not allowed unless doing so is part of an assigned internship task wherein prior approval by the field supervisor has been given.
- Engaging in acts of impropriety, personal and/or sexual harassments in the workplace is absolutely prohibited.
- Academic Honor Code - Participating in the Internship Program requires dedication and commitment on the part of the students. Students are expected to approach their internship with an openness to learn, grow, develop and take criticism in a positive manner.

13.3.4. Code of Conduct during the Program (including Internship)

Program students must adhere to the stipulations of the Code of Conduct and refrain from practicing any of the following acts:

- Plagiarism is:
  - submitting a paperwork that is not of your own without proper referencing the source.
- Cheating is:
  - Submitting the work of others and claiming it as your own.
  - A person assisting the other person in the act of cheating is also guilty of the same offense.
  - Fabrication is falsifying or inventing any information, data or citation that was not gathered in accordance with the standard guidelines.
  - Bribery.
  - Tampering/falsifying of records, certificates and official documents.
  - Disciplinary Action - In the event that a student violates the Internship Code of Conduct, a written report will be required from the Academic Supervisor and the Director of Student and Alumni Affairs. This report will be submitted to the



Discipline Committee which is led by the Character-Building Office who in turn will investigate and submit its recommendation to the Vice President for Business and Development.

The following disciplinary actions shall be implemented for violating the Internship Code of Conduct:

- Warning Letter - For first time violations, a warning letter is sent to the intern clearly specifying that any repetition whether of the same offense or not, will be dealt with a more severe sanction / disciplinary action.
- Withdrawal and Failure from the Internship Program - Intern is withdrawn from the internship depending on the following severity of the case:
- Repetition of the same violation.
- Resulting in the defamation of the University's reputation.

13.4. Jurisdiction on the Code of Student Conduct

University disciplinary action for violation of the Code of Student Conduct is taken for misconduct that occurs in the following areas or situations:

- University controlled property.
- University-sponsored activities either on Woldia University premises or off-campus.
- Functions or events organized by university-sponsored organizations or recognized student organizations.

13.5. Prohibited Conduct, Activities and Items

Woldia University students are prohibited from engaging in any conduct that materially and adversely affects the educational process, including the following, some of which are explained in further detail elsewhere in the Code of Conduct:

a) Violation of the Academic Integrity Policy: Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other college-authorized activity, on or off campus.

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b) Attempted or actual theft of, misuse of, or intentional damage to the University's property; or theft of or damage to property of a member of the university community or a visitor on university premises or at university functions.

c) Trespassing, including unauthorized entry or presence on the property of the university or in a university's facility or any portion thereof to which entry or presence has been restricted.

d) Violation of drugs and alcohol rules and regulations

e) Lewd or indecent conduct online, on the university premises, or at university-sponsored or university-supervised functions.

f) The use of profane, lewd, or obscene speech or like expressive behavior (including the wearing of clothing displaying such language, pictures, or symbols); the use of defamatory or racist speech or like expressive behavior; or the use of any speech or behavior implying a physical threat or likely to provoke violence or retaliation in person or via electronic means, including but not limited to blogs, texting, email, and social networking sites.

g) Mental or physical abuse of any person online including, coercion, stalking, intimidation, verbal or physical actions that threaten or endanger an individual's health or safety.

h) Violation of the sexual harassment policy

i) Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to persons or property; which interferes with free access to, entrance, or egress of university facilities; which is harmful, obstructive, or disruptive to the functions of the university; or remaining at the scene of such an assembly after being asked to leave by a responsible official.

j) Possession of firearms, fireworks, explosives, incendiaries, knives of any kind, and other types of weapons on college property or at any college function, particularly if there is the intent, or possibility of causing harm or damage.

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k) Gambling, including unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance by any name on university premises or at university-sponsored or university-supervised functions.

l) Smoking and/or use of any forms of tobacco products or e-cigarettes on all properties owned or rented by the university, except in university-approved designated smoking areas.

m) Violation of state or college regulations regarding the operation and parking of motor vehicles.

n) Tampering with the election of any university-recognized student organization, forgery, alteration, or misuse of university documents, records, or instruments of identification with intent to deceive.

o) Failure to comply with instructions of university officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

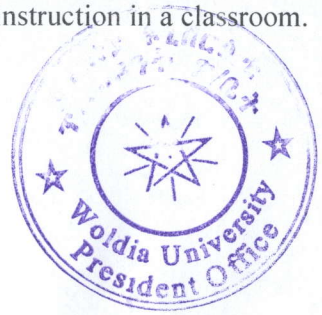
p) Violation of the terms of disciplinary probation or any university regulation during the period of probation.

q) Violation of any university policy; prohibited behavior; local and state criminal law on university premises adversely affecting the university community's pursuit of its proper educational purposes.

r) The unauthorized access or attempt to access, manipulate, or retrieve files, programs, or data from any university computer system.

s) Disruption, disturbance, or interference with any classroom activity or staff operation by the playing of loud, threatening, or obscene music.

t) Engaging in any action that is disruptive to orderly classroom instruction without limitations to the use of cell phones, tablets, or electronic devices; students are therefore required to disengage all such devices when not approved for instruction in a classroom.



u) Engaging in any action that is disruptive or in violation of established rules and regulations regarding use of college areas, including but not limited to computer labs, library, student lounges, designated public transportation, and cafeteria.

v) Engaging in examination misconduct or malpractice by breaching examination regulations and instructions in order to gain an unfair advantage before, during and after the examination.

13.5.6. Alcohol

On-Campus

The possession, use, consumption, manufacture, sale or distribution of alcoholic beverages is prohibited except when and where explicitly permitted by the University. No student organization or function that hosts, organizes, conducts, or participates in an on-campus function or event sponsored or sanctioned by Woldia University shall serve alcohol or permit the possession, use, consumption, manufacture, sale or distribution of alcohol except as provided here.

Off-Campus

The same applies for off-campus functions that are hosted or sponsored by the University, its clubs or its organizations, in full or in part. Woldia University accepts no responsibility for the possession, use, consumption, manufacture, sale or distribution of alcoholic beverages by students off-campus, including at events or functions sponsored in whole or in part by one or more student organizations or individuals. A student hosting or attending an off-campus function should be aware of the applicable laws regarding alcohol and should be aware that the University may also pursue student conduct charges for such behavior.

13.5.7. Drug

Using and bringing drugs on campus is prohibited. Students have the right to report any suspicious activity to the university's management/security personnel/other responsible body for their own safety and security and for that of others.

13.6. Non-compliance of the Code of Student Conduct: Sanctions and Repeat Offenses

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Student violations will be referred to the SIC committee who will in turn recommend appropriate disciplinary sanctions. A sanction refers to a decision made by the SIC in response to any student action not in compliance with the Code of Student Conduct and which is thus considered a violation. Sanctions should be proportionate to the nature, severity and regularity of the violation(s). These sanctions may fall into one or more categories, as described in Disciplinary Sanctions box. Students with repeat offenses receive higher penalties – see Woldia University Students Discipline Guide Book.

An informal resolution may be achieved when the violation is minor and can be resolved between the respondent and a Faculty/Dean/Director.

13.7. Breach of the Code of student conduct: Disciplinary Sanctions

13.7.6. Warning Letter

In the event Faculty/Dean/Director find that the violation is not of a kind likely to cause harm to another person in the university community, a confidential warning letter is sent to the respondent concerned declaring him/her to be in breach of the Code of Student Conduct and demanding that he/she cease the prohibited behavior forthwith. The complainant shall be notified by the Dean/Director that the respondent has been warned, but that no public disclosure shall be made. The complainant shall be advised that the initial decision is strictly confidential. But a copy of the warning letter must be sent to the Chair of SIC for records by the Head/Dean/Director.

13.7.7. Failing a Course

The respondent receives an "F" in a certain course and may not be allowed to attend classes for this course for the rest of the semester. This sanction is appropriate when the respondent repeatedly violates the classroom code of conduct. It is also appropriate when the student objects to the invigilator's instructions during an exam.

13.7.8. Failing a Semester

The SIC committee may choose to fail the respondent in all courses currently registered in. This is also the penalty for 'Repeating Cours

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13.7.9. Registration Hold

The respondent may not register in any courses, or receive any transcripts or access any of his/her records until s/he clears up the reasons for which s/he received this sanction. This is applicable when the student has outstanding payments for damage to the University property, or the respondent failed to attend the SIC hearings.

Other penalties are applicable in these cases as well, as specified in sections Academic and Non-Academic Misconduct

13.7.10. Suspension

The respondent is prevented from attending or registering in any courses at the university for one or more regular terms as deemed appropriate by the SIC committee after approval by the Vice President for Administrative and Business Development. This is appropriate when verbal aggressiveness or similar offenses were committed against any member of the university community, intentional damage was done to university property or where defamation of the university has occurred. Such offenses are listed in Sections Academic and Non-Academic Misconduct.

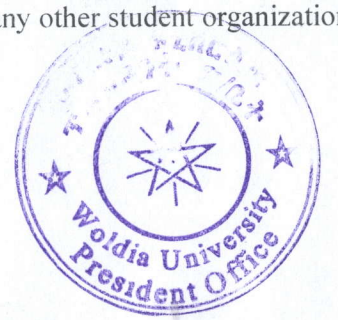
13.7.11. Expulsion

The respondent is permanently barred from attending any courses or events at Woldia University.

13.7.12. Disciplinary Probation

Disciplinary probation can be given to a respondent who previously received a disciplinary warning letter or committed any violation that led to any of the above sanctions, except "Registration Hold." The SIC committee may also recommend disciplinary probation for any other cases that it considers grave enough to deserve this sanction. When a respondent is on disciplinary probation, s/he shall not represent the university in any capacity (sports teams, competitions, etc.,), nor hold office in the Student Council or any other student organization.

13.7.13. Other Sanctions



When deemed appropriate, other "educational sanctions" may be imposed by the SIC in combination with any of the above-listed sanctions. The respondent may be requested to participate in a community service project, attend a seminar, meet with the student counselor or undertake a research assignment, for example.

13.7.14. Repeat Offenses

• Failing a semester

The second time a student receives this sanction, s/he will get suspension for one semester. Any courses taken outside during suspension will not be transferred at Woldia University. The third time will lead to expulsion.

• Suspension

The second suspension will be for two semesters while the third will lead to expulsion.

• Disciplinary Probation

The first offense during the disciplinary probation period will lead to a suspension for one semester. A second offense during the disciplinary probation leads to a second suspension for two semesters while any further violation will lead to expulsion.

14. Student Grievance Policy and Procedures

Woldia University recognizes the rights of its students to express dissatisfaction or make complaints about processes or services provided by the University. The university is committed to continuous improvement and ensures that complaints and expressions of concern are analyzed to improve academic and administrative services. Hence, this process provides a formal mechanism to resolve grievances of students at Woldia University.

14.5. Discipline and Grievance Procedures

Each student subject to disciplinary action arising from violations of the University Student Code of Conduct is assured a fundamentally fair process.

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Students are obliged to respect and obey the rules and policies of Woldia University while on campus or when representing the University in the community. Woldia University respects all students' fundamental rights, including the rights to free speech and freedom of religion.

- Before the university can expel or discipline a student for violating its rules, the student has the right to "due process," or fair procedures. This means, except in emergencies, before you are excluded from class, or suspended or expelled, you have a right to know what you are accused of doing and what rule you are accused of breaking.
- You also have the right to an opportunity to tell your side of the story. When the sanctions are more severe, such as long-term suspensions or expulsions, you have a right to a more formal hearing process where you can present your case and challenge the sanction the university wants to impose.

14.6. Disciplinary Sanction Appeal

A student may appeal only once a sanction, imposed by the Student Investigation Committee (SIC), only if s/he can provide additional information/new evidences to support his/her case by filling out the "General Petition Form". The student should submit the form with supporting documents to the President Office who will forward them to the University President. Grounds for appeal include:

- Misapplication or misinterpretation of the rule alleged to have been violated.
- Discovery of substantial new facts which were not available at the time of the hearing.
- Disciplinary sanction imposed is grossly disproportionate to the violation committed; this is applicable only when there is no current policy for the violation.
- Procedural errors which are prejudicial and which were committed during the disciplinary meeting or hearing.

If deemed appropriate, the president will then form a new committee to look again into the case and submit its findings to him. The student may not appeal the second decision.

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