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ቀን:
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ጉዳዩ፡- Woldia University Senate Legislation No 2/2026 የፀደቀ መመሪያ ተግባራዊ እንዲሆን ስለማሳወቅ

የወልድያ ዩኒቨርሲቲ የቦርድ ቃለ ጉባኤ ቁጥር 10/2018 ዓ/ም በቀን 28/12/2018 ዓ.ም ባደረገው ስብሰባ ባሳለፋቸው ውሳኔዎች መሰረት Woldia University Senate Legislation No 2/2026 (የአካዳሚክ ሴኔት ህግ) መመርያ የትምህርት ክፍል ኮሌጅ (CRC) በየደረጃዉ ያሉ ባለድርሻዎችን ታይቶ ፀድቆ ለመጨረሻ ጊዜ ቦርዱ ያጸደቀ መሆኑ ይታወቃል። ስለሆነም ይህ መመሪያ ቁጥር 02/2019 (Woldia University Senate Legislation No 2/2026) ተብሎ የሚጠራ ሲሆን 28/12/2018 ዓ.ም ጀምሮ በስራ ላይ የዋለ መሆኑን እያሳወቅን በሁሉም የስራ ክፍሎች በውሳኔው መሰረት ተግባርዊ እንዲሆን አሳዉቃለሁ።

"ጥራት ያለው ትምህርት ለሁሉም"

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ወልድያ ዩኒቨርሲቲ ፕሬዝዳንት ጽ/ቤት Woldia University President Office

Aregaw Tesfaw Feredie (Prof.)
President

SENATE LEGISLATION

WOLDIA UNIVERSITY SENATE LEGISLATION NO. 2/2026

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ABBREVIATIONS/ACRONYMS

ABDVP	Administration and Business Development Vice President
AC	Academic Commission
AEC	Admission and Enrolment Committee
ARTTCEVP	Academic, Research, Technology Transfer, Community Engagement and Vice President
ASCRC	Academic Standards and Curriculum Review Committee
ASDC	Academic Staff Disciplinary Committee
ASQAC	Academic Standard and Quality Assurance Committee
ASRPSC	Academic Staff Recruitment, Promotions and Scholarship Committee
BEUP	Board of Editors of the University Press
CAC	College Academic Council
CDEP	Continuing and Distance Education Program
CECC	Ethics and Code of Conduct Committee
CEP	Continuous Education Program
CGC	Center Graduate Council
CGPA	Cumulative Grade Point Average
CGRCEO	College Graduate Research and Community Engagement Office
CHS	College of Health Sciences
Cr.Hr	Credit Hour
CSAC	Cultural and Social Affairs Committee
DAC	Department Academic Commission
DC	Department Council
DGC	Department Graduate Committee
EC	Executive Committee
ECTS	European Credit Accumulation and Transfer System
EMC	Emergency Management Committee
GCR	Graduate Class Report
GP	Graduate Program
GRTTCEC	Graduate, Research, Technology Transfer and Community Engagement Committee

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HEI	Higher Education Institution
IoT	Institute of Technology
LEH	Lecture Equivalent Hour
LICTC	Library, Information, and Communications Technology Committee
LMS	Learning Management System
MoE	Ministry of Education
OGS	Office for graduate studies
OGSA	Office of Gender and Social Affairs
OPwDs	Office for Persons with Disabilities
OSCE	Objectively Structured Clinical Examination
OSPE	Objectively Structured Practical Examination
PBL	Problem Based Learning
PSPDC	Policy, Strategic Plan and Development Committee
SC	School Council
SGPA	Semester Grade Point Average
TTP	Team Training Program
WLDU	Woldia University



PREAMBLE

WHEREAS, Woldia University was established in 2011 by the Regulation No. 220/2011 of the Council of Ministers of the Federal Democratic Republic of Ethiopian;

WHEREAS, a university should be a sanctuary for professional services, intellectual excellence and the pursuit of truth through nurturing the habit of free inquiry and scholarly approaches as well as research, through the propagation of knowledge and its preservation thereof;

WHEREAS, Woldia University's vision is to promote excellence in academics and dissemination of advanced scientific knowledge and skill through teaching and research;

WHEREAS, Woldia must orient itself to advance quality education, sound governance and education as well as development-oriented research that best support the fulfillment of the national goals of digitalization, innovativeness, development and the achievement of other national priorities;

WHEREAS, such orientation to lead public aims and goals shall go hand in hand with the promotion of robust academic autonomy necessary for free inquiry of ideas and with the enhancement of self-government together with strict democratic accountability to the government and the public;

WHEREAS, the University's mission must be recast by having regard to the high national priority accorded to the growth of higher education that enables the country to meet its increasing demand for competent, knowledgeable and skilled manpower and that encumbers the University with special responsibility in the effort to enhance Ethiopia's overall capacity of higher education;

WHEREAS, in this regard, the University must rise to the challenge of producing adequate numbers of qualified human power who can play a pivotal role in the development of their country and give pride of place to growth in quality education and relevant to the needs of the country;

WHEREAS, in the endeavour for the fulfillment of its vision and attainment of its mission, the University shall have in broad terms the core activities of teaching and research to which all

other activities are subservient that consequently makes it necessary that the support services should be tailored towards serving the University in the competent accomplishment of the core activities: teaching and research;

WHEREAS, the very ideal of a university requires the creation of a student-Centerd educational environment that transforms the role of students in the teaching-learning process from passive recipients of information and ready-made facts into active participants in the production and collective pursuit of knowledge;

WHEREAS, student-Centerd education is indispensable to create and nurture certain qualities of mind and habits of inquiry in enhancing aptitude for problem solving, creativity, inquisitiveness, critical intelligence, appreciation and respect for a rich diversity of views and perspectives and capacity for reasoned self-criticism as well as reform all of which, crucial for the achievement of excellence in the pursuit of knowledge, also exemplify characteristics that promote responsible citizenship;

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

WHEREAS, the Higher Education Proclamation No. 1152/2019 not only confers considerable financial and administrative autonomy on the country's public higher education institutions with a view to enabling their financial and administrative systems adaptable to the requirements of the core activities of public higher education institutions but it also determines, in broad terms, the organizational structures and the powers and duties of the major units of the institutes;

WHEREAS, the Senate Legislation and other rules of the University should be compatible with the Proclamation and other new policies concerning public higher education institutions;

WHEREAS, on account of the passage of time and most importantly by reason of the new external and internal developments, the earlier Senate Legislation and many other rules of the University hindered the progress of the University;

NOW THEREFORE, in accordance with Article 49 (3) of the Higher Education Proclamation No.1152/2019, it is hereby proclaimed as follows:

PART ONE

GENERAL PROVISIONS

Article 1: Short Title

This Legislation may be cited as “Woldia University Senate Legislation No. 2/2026.

Article 2: Definitions

Without prejudice to Article 2 of the Higher Education Proclamation No. 1152/2019, in this Legislation, unless the context requires otherwise:

1. “Proclamation” shall mean the Higher Education Proclamation No. 1152/2019.
2. “Legislation” shall mean the Senate Legislation of Woldia University of 2025.
3. “Academic Governance” shall mean the framework that regulates a provider's academic decisions and quality assurance, incorporating policies, processes, definitions of roles, relationships, specifications of delegations, systems, strategies and resources that ensure academic quality and continuous improvement.
4. “Board” shall mean the Board of the University established under Article 44(1) (a) of the Proclamation.
5. “Senate” shall mean the Senate of the University established under Article 49 of the Proclamation No. 1152/2019 and this Legislation.
6. “President” shall mean the chief executive officer of the University appointed pursuant to Higher Education Proclamation.
7. “Vice Presidents” shall mean the executive officers of the University appointed in accordance with Articles 52 and 54 of the Proclamation.
8. “Academic Administration” shall mean the management and governance of academic activities in each academic unit.
9. “Academic Commission” refers to the highest academic decision-making body found in each Institute/College/Faculty/School and Center which is constituted in accordance with this Legislation.
10. “The University” shall mean Woldia University.
11. “University Council” refers to the University’s council which consists of the president, core members of the managing council, all deans and directors, all members of the senate standing committees, the director of libraries of the University, the

Registrar Director, coordinators of customer relations and information production case teams, other key academic officers, appropriate service process/directorate heads, and representatives of academic staff as well as students.

12. “College Council” shall mean a consultative body established to advise chairs of Institutes/Colleges/Faculties/Schools/Centers by expressing its views on college proposals regarding plans, budget, academic programs, and on division, merger, and closure of academic units under the college as well as on performance.
13. “Institute/College/Faculty/School or Center Management Council” shall mean a council formed for the purposes of assisting the managing of the affairs of the respective Institute/College/Faculty/School or Center.
14. “Deans’ Council” is a body composed of the deans of academic units of the university and the heads of such offices as the university registrar, the university libraries, the distance and continuing education
15. “Institute/College/Faculty/School/Center/Department Graduate Committee” shall mean a committee established in each School/Institute/Department/Center to handle their graduate program affairs.
16. “Institute/College/Faculty/School/Center/Department Staff Assembly” shall mean an assembly of all academic staff of each Institute, College, Faculty, School, Department, Program Unit and Center.
17. “Institute/College/Faculty/School/Center/Department Standing Committee” shall mean a committee established in each Institute/College/Faculty/School/Center/ Department.
18. “Academic Officer” shall mean an academic office bearer who is appointed to be in charge of an academic unit /office through the process put in place for the purpose.
19. “Dean” shall mean the higher official of colleges, faculties or schools.
20. “Dean of Students’ Services” shall mean the person who is the higher official of the students’ services.
21. “Academic Unit” shall mean an institute, a college, a faculty, a school, a department, or a center established as a constituent unit of the University.

22. “Institute” shall mean an academic unit of the University with a principal objective of carrying out research and publish the results thereof, and also engages in teaching and may offer degrees, diplomas or certificates.
23. “College” shall mean an academic unit of the University that coordinates and oversees the academic, research, and community engagement activities of departments/schools and Center within which share similar resources.
24. “School” shall mean a unit of the University or college that has at least three programs including graduate programs or that offers specific training like law, medicine and DVM regardless of the number of degree programs.
25. “Faculty” shall mean an academic unit of the University which may constitute departments and other units that offer courses of study and conduct research in which a degree or a diploma may be obtained and this reference shall also apply to colleges schools and institutes.
26. “Department” shall mean a unit of an institute/college/faculty/school and Center that offers courses, conduct research and provide community engagement.
27. “Department/Center/School Academic Committee” shall mean an academic committee of each department, school and center.
28. “Scientific Director” shall mean the executive officer of the Institute of Technology (IoT).
29. “Director” shall mean the person who is the higher official of University academic programs and offices.
30. “Department Head” shall mean the higher official of a department.
31. “Chair” shall mean an executive manager of an academic unit such as a department and center.
32. “Center” shall mean an executive academic unit that runs and/or coordinates programs of trans-disciplinary nature and specialized areas of study or services in: a) at least two programs/disciplines at undergraduate or graduate levels or a combination of it in which a degree, a diploma or a certificate may be obtained, and b) has a minimum of ten full-time academic staff that can handle more than seventy-five per cent of the required courses/modules.



33. “Academic Community” shall mean scholars, researchers, students and educators associated with the University.
34. “Academic Staff” shall mean all employees of the University including research staff who fulfils the requirement stipulated under Article 30 thereof the Proclamation and employed by the University.
35. “Administrative support Staff” shall mean all employees of the University other than members of the academic/research staff who support the academic activities of the University.
36. “Academic Advisor” shall mean an academic staff assigned to students to offer them academic guidance and counseling including, but not limited to, courses of study available, the content, structure and requirements of each course as well as academic status.
37. “Clinical Staff” shall mean the employees of the university including but not limited to physicians, their assistants, nurses, and technicians, engaged in delivering health care services in the University.
38. “Core academic staff” shall mean the minimum number of full-time academic staff in an academic unit.
39. “Course Assistant” shall mean an academic staff responsible for providing seminars, tutorials pertaining to modules and other academic tasks assigned by the course chair.
40. “Professional Librarian” shall mean a librarian working in the University Library system with a minimum qualification of a bachelor degree in library science or its equivalent.
41. “Academic Year” shall mean duration within a year, which normally consists of two semesters academic and research activities and shall be determined by the University academic calendar.
42. “Academic Calendar” shall mean a schedule of important dates and events for the University such as the start and end of classes, exam periods, holidays, and registration deadlines to the time allotted to the teaching-Learning process as approved by the Senate.
43. “Fiscal Year” shall mean the Ethiopian fiscal year.

44. “Semester” shall mean the academic calendar that lasts sixteen weeks (fourteen weeks of classes and/or practical and two weeks of exam). In continuing education program (CEP), sixteen weeks each the same with the regular program and a Kiremt term of 8-12 weeks. The programs of Health Sciences may employ a system of annual rather than semester course offerings.
45. “Student” shall mean any person admitted and registered at the University in the regular, continuing education or any other program.
46. “Regular Student” shall mean a full time student who is enrolled in a regular program.
47. “International Student” shall mean any person who is not an Ethiopian citizen but who has a resident permit or refugee in Ethiopia and is admitted and registered at the University with the view to pursuing his undergraduate or graduate degrees or improving his language skills or advancing his specialized studies.
48. “Continuing and Distance Education Student” shall mean a student who is enrolled in an evening/weekend, summer, distance education, modern digital and online delivery methods program.
49. “Program” shall mean a set of modules/courses believed to create a professional competence in the undergraduate and graduate study disciplines.
50. “Program Unit” shall mean an academic unit that runs at least one degree granting academic program either at undergraduate or graduate level of cross-disciplinary nature and is housed in a department, school or Center.
51. “Graduate Program (GP)” shall mean an academic unit of the university which may constitute programs that offer courses of study in which a specialized degree may be obtained.
52. “Distance Education” shall mean the delivery of academic programs through distance/virtual modality.
53. “Home Study” shall mean all the activities students are required to perform excluding lecture, tutorial, and laboratory/practice.
54. “Module” shall mean a set of courses with in a program. A set of modules would enable one to finish a program of study and graduate thereof.
55. “Credit Hour(s)” shall mean credit values to an individual course on the basis of time allocated to lecture, tutorial, laboratory works or practices in the conventional system.

56. “Credit point(s)” (CP) shall mean values credited to an individual course on the basis of hours allocated to lecture, tutorial, lab/practice, or home study in the European Credit Accumulation and Transfer System (ECTS).
57. A “credit value” shall mean 50 minutes in lecture or 2 to 3 hours of laboratory/practical or tutorial work guided activity.
58. “Full Teaching Load” shall mean the number of credit hours beyond which an academic staff is not required to teach without compensation (extra pay) for extra lecture equivalent hour of work rendered.
59. “Grade Point (GP)” shall mean the corresponding weight of letter grades.
60. “European Credit Accumulation and Transfer System (ECTS)” shall mean the European course credit and grading scale adopted at national level since 2012.
61. “Full Work Load” shall mean the number of hours that an academic staff is required to work for the institution.
62. “Overload” shall mean a work load in the regular program above the full load.
63. “Exam and Assessment Committee” shall mean a committee composed of course chairs established at academic program level.
64. “Technology Transfer” shall mean the process of sharing or utilizing skills, knowledge, technologies, methods among higher education, technical and vocational and research institutions, and other public and private organizations; and make scientific and technological outputs accessible where the end user further develops or exploits the technology into new products, processes, applications, materials or services.
65. “Hospital” shall mean Woldia University Teaching Hospital entrusted with teaching, research and community services and shall be accountable to the President.

Article 3: Interpretation of the Legislation

1. This Legislation shall be interpreted in good faith in accordance with the ordinary meaning to be given to the terms of this Legislation in their context and in the light of its objective/s and purpose/s.
2. Interpretation of provisions of this Legislation shall be compatible with the provision/s of the Higher Education Proclamation No. 1152/2019 and the object and purpose of this Legislation.

3. The determination of the objective and purpose of this Legislation shall be made taking the following points into account:
   (a) The preamble;
   (b) supplementary means of interpretation, including the preparatory work of Legislation and Minutes of the Committee for Senate Legislation and the deliberations of the Senate on the final draft of this Legislation;
   (c) the President shall be responsible for the appropriate interpretation of this Legislation; and
   (d) where controversies ensue in interpreting the provision of this Legislation, the interpretation proffered by the Senate shall be final and binding, not only for the specific case in relation to which the interpretation was needed but for all subsequent applications of the provision concerned.

Article 4: Gender Reference

Unless the context provides otherwise in this Legislation, provisions stated in the masculine gender shall also apply to the feminine gender.

Article 5: Scope of Application

1. Unless otherwise provided in this Legislation and other laws of the country, all provisions of this Legislation shall apply to academic staff, administrative support staffs and research staffs as well as other academic and research affairs of the University.
2. Unless when provided otherwise in this Legislation or in any other law in force, the provisions of this Legislation shall apply to all undergraduate and graduate regular, continuing and distance education programs and summer programs of the University.
3. Notwithstanding the provisions of sub Sub Article 1 and 2 of this Article, the implementation of some of the provisions of this Legislation may be applied, *mutatis mutandis*, taking into account the unique features of graduate and distance education programs.



PART TWO

THE SENATE AND THE UNIVERSITY ADMINSTRATION

CHAPTER I: THE SENATE

Article 6: Accountability

The Senate shall be accountable to the President of the university.

Article 7: Membership of the Senate

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

1. The President.....Chairperson
2. The Vice-Presidents .....Members
3. The Director for Academic Programs ..... Member
4. Dean of Students' Services .....Members
5. Deans or Directors of Institutes/Colleges.....Member
6. Deans of Solo Schools.....Members
7. The Director for Educational Quality Enhancement.....Member
8. The Director for Research, Publications, and Ethics .....Member
9. The Director for Community Engagement.....Member
10. The Director for University Industry Linkage and Technology Transfer... Member
11. The Head of the University Library ..... Member
12. The Director for Public and International Relations ..... Member
13. The Director for Information and Communication Technology ..... Member
14. The Administrator for Gender and Social Affairs.....Member
15. The Chairperson of WLDU Teachers' Association ..... Member
16. The Female Representative of WLDU Teachers' Association ..... Member
17. The President of WLDU Students' Union .....Member
18. The Female Representative of WLDU Students' Union.....Member

19. Two Senior and Meritorious Academic Staffs one of which are female and to be assigned by the president on the basis of their individual merit and seniority ..... Member
20. One representative of students with disabilities ..... Member
21. The Director of the University Registrar.....Member
22. The Senate up on the recommendation of the President shall decide and include other senate members when needed.

Article 8: Powers and Duties of the Senate

Without prejudice to the provisions of the Proclamation No. 1152/2019 and other appropriate laws/directives, the Senate shall have the responsibilities to:

1. determine the academic calendar of the University;
2. accredit academic programs and their curricula and supervise academic units to ensure the relevance and quality of education and research;
3. legislate and ensure proper implementation of the institution's statutes related to all academic and research matters in accordance with the Proclamation;
4. determine conditions on which degrees are awarded or revoked;
5. determine an institution-wide framework for quality enhancement and student assessment;
6. approve promotions to the rank of assistant and associate professor;
7. recommend to the Board the promotions of academic staff to the rank of professor;
8. determine the type and amount of University service charges other than tuition fees;
9. decide on the type, number, membership, and responsibilities of its specialized committees;
10. recommend the Board the amount of tuition fees to be charged by the University;
11. formulate policies and guidelines for planning and utilization of resources;
12. open, formulate, modify, revise and close the academic units and programs;
13. award honorary degrees and other academic prizes to persons with outstanding achievements meriting recognition upon request by the President;
14. appoint committees, which may include individuals who are not members of the Senate, to carry out any of the functions or exercise any of the powers of the Senate;

15. issue specific directives on the basis of law and policies drawn up by the Board particularly on student administration, academic matters, procedures for selection of academic heads, employment of academic staff, promotion, fringe benefits, discipline and payment of extra work;
16. advise the President, upon request, on appointments of academic office holders;
17. prepare and submit to the Board the University's strategic and development plans through the President;
18. carry out other powers and duties vested in it by the Proclamation and as may be assigned to it by the Board/the President.

Article 9: Senate Meetings

1. The President is the Chairperson of the Senate and shall preside over Senate meetings.
2. In the absence of the President, his delegate shall preside over the meetings of the Senate.
3. The Senate shall have three sessions in one academic year to be held at the beginning of each semester and just before students' graduation day.
4. The presence of more than half of the voting members of the Senate shall constitute a quorum.
5. Decisions of the Senate shall be passed by a simple majority vote (50% +1) of the voting members present, and in case of equal votes, the chairperson shall have a casting vote.
6. A Senate decision may be subject to reconsideration if demand is supported by 2/3 of the senate members.
7. The Senate may hold extraordinary sessions upon the request of the President, the Board or one third of its members. The request from the members of the Senate shall be presented in writing to the President and/or the Board of the University.
8. The Senate at its discretion may invite resource persons or academic staff, who shall not have voting right, it deems necessary to any of its sessions.



Article 10: Communication of Senate Deliberations and Decisions

1. Every senate member shall call meetings of their respective Academic Unit Councils within ten days of every Senate meeting and communicate the businesses transacted and reports delivered.
2. Unless confidential, directives given by the Senate shall be conveyed to the community through the proper channel.

Article 11: The Chairperson and Secretary of the Senate

The University President shall be the chairperson of the senate and has the following powers and duties:

1. calls the regular and extraordinary sessions of the Senate;
2. ensures that senate sessions are well-facilitated and prepared for;
3. leads and supervises the sessions of the Senate;
4. ensures sessions are exhaustive in the discussion of issues;
5. ensures sessions are properly documented and the documentation kept in order;
6. directs and follows up the implementation of Senate decisions;
7. ensures senate decisions are properly communicated and implemented;
8. notifies the agenda of the Senate meetings to the Senate members in time; and
9. The President may assign a non-voting member as a minute recorder. This person records minutes of the Senate meetings and when necessary, arranges for audio-visual records if needed.

Article 12: The Secretariat of the Senate

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

1. follow-up and ensure the implementation of the decisions of the Senate and of the Executive Committee;
2. follow-up the activities of the standing committees;
3. keep the files and documents of the Senate to ensure proper handling, documentation and distribution of the minutes;

4. set agenda for Senate meeting and dispatches written notes to all Senate members in consultation with the chair person;
5. communicate the Senate members information concerning the activities of the Senate, dates of meetings, etc; and
6. undertake any additional tasks given by the Chairperson of the Senate.

Article 13: Rights of the Senate Members

Every member of the Senate has the right to:

1. express his idea freely at the senate meeting;
2. support or oppose ideas or abstain from voting at Senate meetings;
3. present criticisms or self-criticisms on undertaking the activities of the Senate provided that the criticism is substantiated with evidence;
4. generate new ideas and suggest new agenda items at the Senate meetings;
5. enjoy any benefits that the Senate members are entitled for;
6. get a certificate for his contributions as a member of the Senate.

Article 14: Obligation of the Senate Members

Every member of the Senate the obligation to:

1. be punctual and attend all Senate meetings;
2. notify the chairperson in advance through any means available when finding oneself unable to attend a meeting;
3. refrain from disclosing confidential issues discussed on the Senate meetings;
4. be governed by the rule of the majority vote;

CHAPTER II: COMMITTEES OF THE SENATE

Article 15: Committees of the Senate

1. General provisions

(a) The Committees shall serve as the arm of the Senate and function on its behalf in accordance with the mandates in given.

(b) The Committees are accountable to the Senate.

(c) Each committee shall develop its own guidelines with regard to the relevant provisions of the Legislation, with the approval of the Senate.

(d) Committee work is expected of all University academic and/or technical support staff as part of their obligation to the University.

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

(f) Students elected by the student body to serve in the Senate and its committees shall be so notified by the President.

(g) The President shall promptly notify elected members of the Senate committees in writing of their election with attachment of the duties of the committees.

(h) Unless provided otherwise in this Legislation, the chairpersons for committees of the Senate shall be elected by the Senate.

(i) The standing committees shall conduct their first meetings and begin their functions within one week of their establishment, at the latest.

(j) The Senate shall dismiss a committee member whenever his failure to cope with his duties and responsibilities is reported and confirmed.

(k) The Senate shall have Executive, Standing and Ad-hoc Committees.

2. Standing Committees

The Senate functions through standing committees as provided, hereunder, shall be the followings:

1. Policy, Strategic Plan and Development Committee (PSPDC);
2. Graduate, Research, Technology Transfer and Community Engagement Committee (GRTTCEC);
3. Academic Standards and Curriculum Review Committee (ASCRC);
4. Cultural and Social Affairs Committee (CSAC);
5. eLearning Management Committee (eLMC);
6. Library, Information, and Communications Technology Committee (LICTC);
7. Academic Staff Recruitment, Promotions and Scholarship Committee (ASRPSC); and
8. Ethics and Code of Conduct Committee (CECC).

9. Emergency Management Committee (EMC), and
10. Any other committee as may be established by the Senate

3. Ad Hoc Committees

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

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

Article 16: Membership of Standing Committees

1. Each committee shall have a minimum of five members.
2. As far as circumstances warrant, members of the various standing committees of the Senate shall include representatives of the pertinent bodies of the University. It shall also take expertise, individual merit, gender and diversity into account.
3. An academic staff member may not be a member of more than two standing Committees.
4. Notwithstanding the above sub articles of this Article**, t**he President and the Vice Presidents of the University may serve as *ex-officio* members of all Senate committees in their own discretion.
5. The chairpersons of the standing committees of the Senate are encouraged to co-opt into their committees' additional members from among the University staff and representatives of stakeholders where it is deemed helpful.
6. Each standing committee shall determine its own rules and procedures, which shall include disciplinary rules of its members.
7. Standing committees shall report to the Senate through the executive committee.
8. A standing committee may make decision, which shall be referred to as "interim decisions."
9. Interim decisions are made between the meetings of the Senate and shall also refer to a disposition of problems for which there are no provisions in the existing Senate or other University legislation.

Article 17: Decisions of the Committees

1. In the exercise of the powers vested in it by the Senate, a standing committee may take decisions on matters under its competence and may propose decisions to the Senate.
2. The Senate may at its discretion review any decision of a committee.
3. A committee may also make interim decisions in between the meetings of the Senate, which shall be subject to final approval by the Senate.
4. The reasons for passing interim decision could be the weight of the matter under consideration, or the absence of clearly spelt out provisions in this Legislation, other University rules or relevant laws of the country.
5. Whenever an interim decision is taken, the chairperson of the committee taking such action shall forthwith communicate this fact to the President.
6. The President shall subsequently forward the interim decision to the Senate meeting for review and/or approval.

Article 18: Terms of Service

Each elected member of a standing committee shall serve for a period of two years at the end of which he may be re-elected.

Article 19: Regularity of Meetings and Quorum

1. Unless provided otherwise, each standing committee shall meet at least three times a year.
2. Without prejudice to sub-article 1 of this Article, the chairperson shall call a meeting of the committee within two weeks from the time when the majority makes a request for a meeting.
3. A simple majority (50%+1) of any committee shall constitute a quorum.

Article 20: Reports to the Senate

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

Article 21: Deans, Directors and Officers Forum

1. The chairperson of the chair persons of the committees, ARTTCEVP, shall inform deans, directors and officers whenever the agenda of a particular committee includes a matter of direct concern to a particular institute/college/faculty/school/office.

2. Deans and directors shall have the right to appear personally or through a representative to present the position of their institute/college/faculty/school on the matter provided. However, the deans and directors or their representatives shall not have the right to vote unless they are at the same time members of the committee in question.
3. The secretary of the committee shall communicate the minutes of the committee to the dean or director within five days following its rendition.

Article 22: Major Functions of the Committees

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

1. monitoring the implementation of this Legislation, strategic plans, and decisions of the Senate; deliberating on matters under their competence and jurisdictions and decide according to the rules that are provided in this Legislation, guidelines of the Senate and their own working guidelines;
2. reporting the results of their deliberation and the implementation of their mandate to the Senate;
3. initiating and proposing new policy guidelines as well as directives to be deliberated on by the Senate; and
4. submitting recommendations for Senate deliberation and decisions.

Article 23: Secretaries of Senate Standing Committees

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

Article 24: The Executive Committee (EC)

1. **Membership**

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

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

(c) The Vice-President shall preside over the meetings of the Executive Committee in the absence of the President.

2. **Duties and Responsibilities**

The Executive Committee shall:

(a) advise the Chairperson of the Senate on the agenda of meetings of the Senate and on ways in which issues and problems brought before the Senate can be clarified to promote orderly and efficient deliberation;

(b) keep the Senate advised on recommendations and interim decisions of its standing committees by receiving and transmitting, as expeditiously as possible, all reports of standing committees and its own comments thereon to each member of the Senate;

(c) recommend the convening of extraordinary sessions of the Senate whenever a matter within the jurisdiction of the Senate assumes such urgent importance as to warrant the action;

(d) establish procedures for nomination of candidates eligible for honorary degrees and the modalities of review thereon and consider nominations for eventual submission of names of candidates to the Senate;

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

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

(g) determine, whenever the need arises, the limits of jurisdiction of the standing committees and select the appropriate committee to which a matter falling within the general jurisdiction of the Senate shall be referred;

(h) submit nominations of faculties for membership in each Senate Standing Committees;

(i) evaluate the performance of academic units, committees and appraise its own performances; and

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

3. **Meeting and Reporting**

(a) The Executive Committee shall meet at least once before each Senate meeting;

(b) The Chairperson may also convene a meeting of the Executive Committee whenever he deems it appropriate or whenever three of its members make a request for such a meeting; and

(c) The committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 25: Policy, Strategic Plan and Development Committee (PSPDC)

1. Membership

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

(a) The President

(b) The Vice Presidents

(c) The Dean of the School of Law

(d) Finance Administrator

(e) Procurement Administrator

(f) Property Administrator

(g) Strategic Affairs Administrator

(h) Others to be assigned by the Senate

2. General Responsibilities in the Area of Development Planning

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

(a) to provide a framework for decision making and planning to the Senate;

(b) to provide more adequate guidance concerning the fiscal implications debated by the Senate,

(c) to assist the Senate to carry out its various responsibilities, and

(d) to provide the University administration and the Board with considered views of the Senate on developmental policy and thus generally, to contribute to sound development of the University.

3. General Responsibilities in the Area of Fiscal and Budget Planning

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

4. Specific Responsibilities in the area of development planning

The PSPDC shall:

(a) continuously request development plans and objectives from the faculties and other related University institutions, review these plans and coordinate them into an integrated University development plan;

(b) identify land use and physical space requirements, both short term and long term, and submit recommendations concerning these needs to the Senate;

(c) in cooperation with appropriate bodies within the University and government agencies, continuously study and attempt to identify national needs for trained manpower that could be met, at least partially, through University programs of instruction and research;

(d) study the whole problem of college/faculty budgeting for research expenses and lay down general budget guidelines for faculty budgets on research matters;

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

(f) in cooperation with the University Office of strategic issues, the Registrar's Office, and the Dean of Student's Office, study the number of incoming student population to the University for each coming year and, over a longer period, submit recommendations to the Senate concerning the total number of students to be admitted to the regular and other programs of the University, as well as

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recommendations concerning the distribution of students among the faculties of the University;

(g) study progress made in the development of staff and in developing more effective measures to ensure that the University will have a core of high quality permanent staff in its entire major academic sector;

(h) study the fiscal implications of institute/college/faculty and student wellbeing and nationalization of curricular and text material with a view to aiding faculties to realize their objective where it is necessary and possible; and

(i) evaluate and review the performance of past approved budget, and report on the effective utilization of resources to the Senate with a view of ensuring the enhancement of educational objectives of the University.

5. Specific Responsibilities in the areas of fiscal and budget planning

The PSPDC shall:

(a) in consultation with the University Administration, review the annual budget for the forthcoming budget year and submit its reports to the Senate;

(b) review existing practices and wherever necessary develop with the University Administration efficient procedures for preparation and submission of budget by the budget centers of the University;

(c) Review budget hearings; and the expenditure of budgets following proper approval and clearance in accordance with the provisions in sub-article 1 and 2 of this article.

6. Specific Responsibilities in the areas of Policy and Legislation

The PSPDC shall:

(a) identify, examine, draft and recommend the Senate on policies, strategies and new legislation;

(b) initiate the development of policies on issues such as affirmative action, equal opportunity, recruitment and promotion;

(c) initiate and develop policies on academic freedom, academic standards and program expansion, cost sharing, academic conduct and responsibility, academic disruptions, and misconduct;

(d) develop comprehensive policy and strategy to reward merit;

(e) draft new or amend rules and regulations and submit them to the Senate for approval;

(f) receive reports and/ or comments of Senate standing committees;

(g) communicate its proposal for review of legislation to the appropriate legislative authorities;

(h) up-date university rules and regulations with the relevant provisions of newly issued Federal laws and regulations, and developments within the University;

(i) prepare guidelines for the implementation of policies, and

(j) develop indicators for evaluation of policies and of their implementation.

7. Other Responsibilities

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

Article 26: Meeting and Reporting

1. The committee shall meet at least three times a year.
2. The Chairperson may also convene a meeting of the Committee whenever it deems appropriate or whenever one third of its members make a request for such a meeting.
3. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 27: Graduate, Research, Technology Transfer, Industry Linkage, and Community Engagement Committee (GRTTCEC)

1. Membership

The GRTTCESC shall consist of the following members:

(a) The Academic, Research, Technology Transfer, and Community Engagement and Vice President

(b) The Director for Research, Publications, and Ethics

(c) The Director for Community Engagement

(d) The Director for University Industry Linkage and Technology Transfer

(e) The Coordinator for Indigenous Knowledge and Research

(f) College research and community service coordinators and other council members

2. Duties and Responsibilities in the area of Graduate Programs

The GRTTCEC shall:

(a) propose the formulation, revision and amendment of rules and regulations governing graduate programs to the Senate;
(b) examine proposals by the various graduate programs for improvement, revision or adjustment of existing rules and regulations;
(c) promote and co-ordinate interdisciplinary programs for graduate studies and ensure research and teaching programs are well integrated;
(d) recommend the graduate programs submitted for approval by the Senate;
(e) set guidelines for admission of candidates to graduate programs;
(f) propose suggestions on tuition fees and waivers to the Senate;
(g) facilitate collaboration with graduate programs in other universities or with organizations that seek such collaboration;
(h) recommend the award of the appropriate postgraduate diploma, degree or certificate in accordance with University rules and regulations to the Senate
(i) participate in the periodic assessment of the graduate programs of the University;
(j) advise the Senate on all matters regarding Graduate Programs; and Establish its own rules of procedure and set up *ad hoc* Committees as necessary.

3. Duties and Responsibilities in the area of Research, Technology Transfer and Community Engagement

The GRTTCEC shall:

(a) formulate strategies for promoting research, technology transfer and community engagements and dissemination of the research results;
(b) guide the Academic, Research, Technology Transfer, and Community Engagement Vice- President and other units of the University in designing and conducting training workshops on research methods, technology transfer issues and research writing and preparation of teaching materials;
(c) help Academic Research, technology Transfer, and Community Engagement Vice-President Office specify priorities for research and community services and identify research thematic areas the University shall be doing for years to come;

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(d) set guidelines for the approval of research, technology transfer and community engagement proposals;
(e) monitor the activities of the Academic Research, Technology Transfer, and Community Engagement Vice-President in relation to approved research work;
(f) provide procedure for launching of new journals;
(g) determine criteria for establishing the reputability of journals and, reassess the reputability thereof every three years;
(h) determine courses of action in the case of breach of agreement by researchers;
(i) specify the calendar for submission of research, community service and technology transfer proposals and research reports;
(j) examine and endorse the activity reports of Institute/College/Faculty/School GRTTCECs;
(k) advise and assist the Research, Publications, and Ethics; Technology Transfer and Community Engagement and Indigenous Knowledge and Research Directors in securing annual budget from the government and funds from organizations outside the University;
(l) design, facilitate and endorse collaborative activities with local, regional, national and international institutions;
(m) establish award system for recognizing outstanding research, community engagement or technology transfer projects;
(n) assist the Academic Research, Technology Transfer, and Community Engagement Vice President in preparing the code of ethics governing/safeguarding research and intellectual property rights;
(o) issue guidelines pertaining to visiting researchers who wish to be affiliated with various units of the University and present them to the Senate for approval;
(p) promote the publication of outstanding theses and dissertations;
(q) ensure the appropriate academic standard of publications;
(r) set standards for the preparation and review of teaching materials, text books and books; and
(s) Advise the Senate on all matters pertaining to research and publications.

4. Meeting and Reporting

(a) The Committee shall meet at least once before each Senate meeting.

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

(c) The committee shall submit biannual reports to the Senate on the implementation of its duties and responsibilities.

Article 28: Academic Standards and Curriculum Review Committee (ASCRC)

1. Membership

The Committee shall consist of the following members:

(a) The Director for Academic Program;

(b) The Director for Educational Quality Enhancement;

(c) The University Registrar Director;

(d) Dean of Graduate Studies

(e) Two Curriculum Experts from Education Faculty

(f) Three more members to be designated by the Senate.

2. Duties and Responsibilities

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

(a) assess intake capacity against available human and material resources;

(b) examine retention rate and advise the Senate on mechanisms for improvement;

(c) make arrangements to promote diversity in admission;

(d) set clear and transparent criteria for admission;

(e) set and review readmissions and placement guidelines;

(f) examine and review admission criteria set by institutes, colleges, schools and departments;

(g) seek and act upon the advice of the ASCRC on certificates that do not fall into any one of the categories already recognized by the University;

(h) provide expert advice on curriculum design and facilitate review and approval;

(i) formulate guidelines for curricular revision, course changes and exemptions;

(j) where appropriate, ensure the inclusion of pedagogical methods that encourage and reward open and active interaction between faculty and students;

(k) enhance practice-orientated, community and team-approach based system of education through inclusion into the curricula programs of internship, attachments, and the like;

(l) enhance the cultivation of educational environment that fosters the creative and critical capacities of students;

(m) screen proposals for course changes;

(n) review class size policy and practices in the university;

(o) initiate and monitor periodic review of courses;

(p) check the balance among components of programs and courses;

(q) develop procedure regarding phasing in and phasing out courses;

(r) advise faculties on the offering of interdisciplinary courses;

(s) foster interdisciplinary discussion about general education;

(t) set the principles of and criteria for general education courses, and approve courses for inclusion within the general education requirements;

(u) review and regulate semester academic load of students;

(v) periodically review policies and practices of the University relating to academic workload;

(w) formulate an effective evaluation and appraisal system of academic staff and prepare guideline for the preparation of questionnaires used for evaluation;

(x) review the process and procedures used to evaluate the University's undergraduate, graduate and other programs;

(y) review modes of assessing students' academic performance, the frequency thereof, the manner of distributing scores as well as re-grading procedures;

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

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

(ab) initiate training on goal setting, study skills, test-taking skills, tutorial, motivation, time management, stress and the campus environment in general;

(ac) oversee the conduct of academic advising and ensure the preparation of guidelines on student advising;

(ad) oversee that retention data is regularly reported by the University registrar;

(ae) initiate and organize studies for the identification of the causes of attrition, preventive methods and possible interventions and communicate the results of these researches to the Senate;

(af) devise, provide, monitor and implement all possible retention and enhancement strategies and initiatives;

(ag) develop strategies for early identification of students' academic problems; and

(ah) examine disputes regarding course ownership between departments, schools, institutes, faculties, or colleges and propose recommendations for the Senate.

3. Meeting and Reporting

(a) The Committee shall meet at least twice a semester.

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

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

Article 29: Cultural and Social Affairs Committee (CSAC)

1. Membership

The CSAC shall consist of the following members:

(a) The Dean for Student Services

(b) Public and International Relations Manager

(c) Gender and Social Affairs Manager

(d) Director for Cultural Center

(e) Head, Sports Science Department

(f) Head, Department of Cultural Tourism Management

(g) Heads, Department of Sociology

(h) Head, Department of Theatrical Art

(i) Senior academician, and

(j) Student Union President

2. Duties and Responsibilities

The CSAC shall:

(a) promote unity in diversity, tolerance, sense of equality and partnership in the University;

(b) promote excellence and reward initiatives in educational and cultural activities of extracurricular nature;

(c) facilitate the enhancement and sustenance of a vibrant, active and strong academic system suitable to the development of not only an academically competent personality but also responsible citizenry;

(d) advise the Senate on the possible contribution of the University regarding the promotion and preservation of the historical and cultural heritage of peoples of Ethiopia;

(e) formulate and recommend to the Senate policies and strategies that promote educational and cultural activities of an extramural nature;

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

(g) advise the Senate on the organization of cultural units and bodies including voluntary student cultural groups;

(h) advise any unit of the University on matters of cultural and social affairs;

(i) oversee and promote activities that promote scientific and technical outlook;

(j) promote cultural exchanges at local and international levels.

(k) The Committee has a general responsibility for advising the Senate on all matters relating to student affairs described in this legislation

3. Meeting and Reporting

(a) The Committee shall meet at least four times a year.

(b) The Chairperson may also convene a meeting of the Committee whenever he deems appropriate or whenever three of its members make a request for such a meeting.

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

Article 30: e- Learning Management Committee (eLMC);

1. Membership

The eLMC shall consist of the following members:

(a) The Director of eLearning Management Unit shall be the chairperson

(b) A College or Institute or School will have a coordinator

(c) Academic Program Director

(d) Director of Information and Communications Technology

(e) Director of Education Quality Improvement Office, and

(f) Director of the Registrar's office

2. Duties and Responsibilities

The eLearning Management Committee shall:

(a) encourage e-Learning course material developers to secure permission from copyright holders when using copyrighted materials. In case copyright holders ask for compensation, the academic unit shall facilitate the same;

(b) periodically orient e-Learning course material developers with intellectual property and copyright laws (eg. at the beginning of every academic Calendar year.);

(c) support and encourage faculty members to utilize open educational resources (OER);

(d) encourage e-learning resource sharing among faculty members to promote a culture of openness and innovation in e-learning;

(e) verify that all content (text, images, videos, audio, etc.) used in the e-earning course is either original, properly licensed, or falls under fair use; and

(f) ensure that the course content promotes diversity and inclusion, avoiding any discriminatory or offensive materials.

3. Meeting and Reporting

(a) The Committee shall meet at least four times a year.

(b) The Chairperson may also convene a meeting of the Committee whenever he deems appropriate or whenever three of its members make a request for such a meeting.

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

Article 31: Library, Information, Communications and Technology Committee (LICTC)

1. Membership

The LICTC shall consist of the following members:

(a) The Vice President for Academic, Research, Technology Transfer and Community Engagement
(b) The Vice President for Administration and Business and Development;
(c) The Director for Research, Publications, and Ethics;
(d) The Manager for Information and Communication Technology;
(e) The Director of University Registrar;
(f) The Head of the University Library;
(g) Two student representatives in which one from graduate and one undergraduate program.

2. Duties and Responsibilities

The LICTC shall:

(a) formulate library policies and devise strategies in relation to the development of resources for instruction, research and other services;
(b) oversee that the libraries are maintained as a national and international scholarly resource;
(c) formulate policy for the allocation of funds for the libraries;
(d) set mechanisms to enhance the potential of libraries to contribute to maximize the information resources available to researchers, and the facilitation of their access;
(e) formulate rules and regulations on the distribution, utilization, etc of donated books, manuscripts, projects, pieces of arts and other materials including the rights of donors and their families;
(f) formulate regulations on the implementation of the University's library and information service policy;

(g) set regulations on the control, management, and security of the use of the facilities of the University Library Services;
(h) formulate a policy for the acquisition, development, management and disposal of collections in the libraries;
(i) formulate guidelines for the preservation of materials in the University's library collections;
(j) devise strategy and plan for the provision of electronic information resources;
(k) prepare and submit to the Senate a strategy for the development, utilization and maintenance of all types of teaching/learning materials including textbooks, references, manuals, manuscripts, technical equipment, modules, films, etc;
(l) participate actively in the effort to secure suitable teaching materials from external sources;
(m) develop a system for assessing the relevance, appropriateness and other similar qualities of audio-visual teaching materials in cooperation with the relevant units of the university;
(n) Periodically assess the major needs of the various programs of the University for educational materials;
(o) ensure the formulation and continued development of a University wide strategic plan on information and communications technology (ICT) in furtherance of the University's aims and objectives;
(p) facilitate the efficient utilization of ICT in the University;
(q) formulate policy to enhance the University's potential in information and communications technology, and its application in teaching-learning research and administrative services;
(r) facilitate and establish link with user organizations and collect feedback on the quality of the University's graduates at work;
(s) establish contacts with agencies, NGOs and potential donors for the purpose of engaging in collaborative projects;
(t) publicize the University's periodic achievements to the University community, the public and other institutes abroad through various means such as information newsletters;

(u) formulate policy on University related website publication;

(v) set regulations on the control, management and security of the use of the University's ICT facilities; and

(w) Formulate policy, oversight and strategic planning for the University's digital environment. This includes the selection, maintenance and security of the LMS and Student Information Management Systems (SIMS).

3. **Meeting and Reporting**

(a) The Committee shall meet at least four times a year.

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

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

Article 32: Academic Staff Recruitment, Promotions and Scholarship Committee (ASRPSC)

1. Membership

The ASRPSC shall consist of the following members:

(a) Vice President for Academic, Research, Technology Transfer, and Community Engagement;

(b) Vice President for Administration and Business Development (VPABD);

(c) The Director for Academic Programs;

(d) The Director for Educational Quality Enhancement;

(e) The Director for Research, Publications, and Ethics;

(f) Director for Community Engagement and Technology Transfer

(g) The Manager for gender and Social Affairs;

(h) The Manager for Competency and Human Resource; and

(i) Two representatives of the academic staff to be elected by the Senate

2. Duties and Responsibilities

The Staff Recruitment, Promotions and Scholarship Committee shall:

(a) devise policies on human resource development schemes;
(b) formulate guidelines on recruitment and selection, contractual matters, training and development, with equal opportunities for all;
(c) set criteria and procedures for academic promotion, probation and confirmation of promotions, renewal of tenure, resignation and retirement;
(d) examine and recommend promotions in rank and pass it to the Executive Committee;
(e) formulate various mechanisms of rewarding merit and innovation in teaching and research;
(f) formulate policies for retention of academic staff;
(g) set criteria for scholarship and propose candidates;
(h) formulate policies and devise strategies to enhance diversity of staff through affirmative recruitment system for applicants for disadvantaged groups such as women, persons with disabilities and marginalized communities;
(i) receive and consider complaints regarding recruitment and promotion as well as oversee implementation of policies in this regard; and
(j) handle other policy issues related with recruitment, promotion and scholarship.

3. Meeting and Reporting

(a) The Committee shall meet at least 3 times a year.
(b) The Chairperson may also convene a meeting of the Committee whenever he deems appropriate or whenever one-third of its members make a request for such a meeting.
(c) The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

Article 33: Committee for Ethics and Code of Conduct (CECC)

1. Membership

The CECC shall consist of the following members:

(a) The Dean of Student Service
(b) The Dean of the School of Law
(c) University Legal Service Officer

(d) The Gender and Social Affairs officer

(e) The Ethics and Anti-Corruption Officer

(f) One academician from Civics and Ethical Education Specialization

(g) Two representatives of the academic staff, and

(h) Two representatives of the student union, each from the undergraduate and graduate programs

2. Duties and Responsibilities

The Committee on Ethics and Code of University Conduct shall:

(a) produce a full-fledged Code of University Conduct for the academic community and make amendments thereon;

(b) formulate guidelines, rules and procedures for determination of causes related to ethics and violation of code of university conduct;

(c) initiate appropriate training on ethical issues for the University community and particularly for officers with specific responsibility relating to ethical issues.

3. Meeting and Reporting

(a) The Committee shall meet at least three times a year.

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

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

Article 34: Emergency Management Committee

A special Emergency Management Committee shall be constituted as an organ of the Senate in time of urgency.

1. Membership

This Committee shall be composed of:

(a) The President (Chairperson)

(b) ARTTCEVP

(c) ABDVP

(d) Dean of Students Service

(e) University Legal Service Manager

(f) Academic Staff Association President

(g) Students' Union President

(h) Senior academic staff preferably female

2. Duties and Responsibilities

The Committee shall have the authority to:

(a) advise the President on the course of action to be followed by the University when it is faced with declared crisis;

(b) discuss and communicate with students, faculties, the Board of Governors and appropriate government organs, and authorize and release prompt communications on behalf of the University;

(c) undertake any other business for which prompt and effective action is required; and

(d) The Emergency Management Committee shall consult to the fullest extent possible and practicable with the Senate and the Student Affairs Committee during declared crisis.

(e) It shall inform as soon as possible, preferably within 48 hours, the Senate of any action it has taken.

CHAPTER III: GENERAL PROVISIONS ON UNIVERSITY ACADAMIC STAFF

Article 35: Policy premises on university staff

1. The satisfactory fulfillment of the vision of the University and the effective realization of its mission and objectives set out in the preamble of this Legislation is premised on the professional competence and quality as well as intellectual and moral discipline of its staff.
2. The University relies on its staff to achieve its primary goals: producing skilled professionals and generating knowledge that addresses national needs. By fostering a community dedicated to teaching, research, and public service, the institution upholds the global traditions of academic excellence.

3. The Staff must attain professional competence and prioritize ongoing learning to ensure their expertise reflects the latest changes and advancements in their fields.
4. On its part, the University shall strive to create conducive environment that nurtures excellence and assists the staff in the endeavor to develop itself and discharge its responsibility with efficacy.
5. The University shall also clearly define what is required of its academic staff in the areas of teaching, research and community engagement.
6. The University shall develop policies with respect to salary scales, academic ranks and promotion which enable members of the academic staff to enjoy a standard of living compatible with the responsibility, dignity and competence which the University might demand from them.
7. The University is also duty bound to work out rules and regulations governing the academic rights, freedoms and responsibilities of its faculty.
8. The rules and regulations under sub-article 7 above shall have the purpose of regulating opportunities for regular, research or sabbatical leaves to enable faculty members to complete research projects, to pursue courses of study at other universities or to engage in activities related to their University duties and areas of specialization which will advance their capacities as teachers and scholars.
9. The University shall develop policies with respect to benefits, academic ranks and promotion which enable members of the academic staff to enjoy a standard of living compatible with the responsibility, dignity and competence which the University might demand of them.
10. The University is also duty bound to work out detailed rules and regulations governing the academic rights, freedom and responsibilities of its staff.

Article 36: Contents of Contract of Employment, Periodic Renewal and Status of this Legislation in the University Contracts

1. A contract of employment which the University concludes with full-time academic and research staffs shall generally be uniform in contents and prepared in a template 9 form. Such contract template shall be prepared by the Office of Competency and Human Resource and approved by the Senate. It shall, among others, include:

(a) rank of the academic staff;

(b) specific duties of the academic staff which may be accompanied by terms of references;

(c) specific rights of the academic staff;

(d) duration of the employment; and

(e) provisions related to termination of the employment contract.

2. The concerned units of the University shall see to it that the employment contracts of full-time academic and research staffs are renewed every two years in a timely manner.
3. An academic staff who served the university for 10 years and above or with an academic rank of associate professor and above shall be a permanent staff of the university.
4. This Legislation shall form an integral part of the employment contracts for full-time academic and research staff unless it or a part thereof is expressly waived by the parties.

Article 37: Rights of Academic Staff

The academic staff shall:

1. have the right to exercise academic freedom, which includes the right to fulfill their functions of teaching, doing research, writing, learning, exchanging and disseminating information, and providing services without fear of interference or repression;
2. be entitled to teach freely without any interference, subject to the generally accepted principles, standards, and methods of teaching; and carry out research without interference, subject to the universal principles and methods of scientific enquiry;
3. not be, as researchers, denied information or permission to do, or hindered in any way from doing, research on any ground except for reasons of public health, morality, ethics or, in circumstances of clear, present, and imminent danger to the nation and its independence;
4. Enjoy freedom of association, including the right to form and to join independent and autonomous trade unions. The right of association includes the right to peaceful assembly and formation of groups, clubs, associations, and such other bodies to further the academic and professional interests of the members of the academic community;
5. Have the right to write, print and publish their own newspapers or any other form of media, including wall literature, posters and pamphlets. The exercise of this right shall have due regard to secularity of education, the obligation of the members of the academic community not to interfere with the right of others' privacy and in any

manner or form to unreasonably arouse segregation, religious, ethnic, national, or gender hatred;

6. be entitled to disseminate their research findings within or outside the University through any media and demand the establishment of media for the dissemination of their findings, where such appropriate media do not exist, subject to availability of resources; dissemination of research findings may not, however, be exercised in the name of the University;
7. have the right to conduct research and render consultancy services in accordance with internal regulations of the University; and take sabbatical and research leaves to conduct research and studies beneficial to the University and the country in accordance with the pertinent provisions of this Legislation;
8. enjoy transparent, fair and equitable administration and system of remuneration and benefits that shall be instituted by the government as the economic condition of the country may permit;
9. participate, as feasible, in the formulation of the University`s plans, rules and regulations and in curricula development and make comments on the quality and appropriateness of the teaching-learning process; and be informed on the plan, development, direction, condition and performance of the institution;
10. be entitled to be informed about their performance results and of any records kept in their personal file without their prior knowledge as well as enjoy confidential maintenance of information in their personal file except when the official business of the University or the provisions of pertinent laws require otherwise;
11. enjoy campus security for themselves and for their personal property while rendering the proper services;
12. receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions;
13. Be entitled to further education and training for professional development in accordance with the relevant provisions of this legislation and polices of the University;
14. get their salaries elevenized and/or annualized in case they are engaged on their academic duty on July and August. However, academic staffs who hold academic

administration posts involved in academic duty during July and August shall also be elevenized and/or annualized (paid by the course credit hours); and

15. have the right to be promoted and assume new academic rank on the basis of merit in accordance with the pertinent provisions of this Legislation and in accordance with national norms and standards the Ministry may issue as necessary.

Article 38: Duties of Academic Staff

1. Academic staff of the University is required to be a scholar with full devotion to the advancement of the frontiers of knowledge in accordance with the best traditions developed by great scholarly circles. It shall be his primary duty to carry out his functions in the best interest of the University and that of the Nation having due regard to the rules of his profession;
2. Without limitation to the generality of the provisions of sub-article 1 of this Article, a member of the academic staff shall undertake to:
    (a) give course lectures and other forms of instruction to students related to the contents of the course in line with the policies and general guidelines set forth by his department/faculty/college/institute;
    (b) conduct research work for the advancement of knowledge in his area of specialization having regard to the development and democratization needs of the country;
    (c) participate in community engagement activities;
    (d) participate, to the best of his ability, in the affairs of the University;
    (e) organize, direct and develop the activities of his department/faculty/college/institute where such is required by the University;
    (f) render his services to the University as a full-time business;
    (g) conduct classes regularly;
    (h) make himself available for consultation and student advisement;
    (i) accept teaching assignments in continuing and distance education programs;
    (j) submit exams, including mid-semester, marked examination papers and grades on time to his department or a responsible organ established by the University;

(k) demonstrate utmost diligence in the discharge of his functions and save where circumstances require otherwise, personally carry out the tasks entrusted to him;

(l) take good care of all University properties under his possession;

(m) accept instructions that are not contrary to the law, morality and/or the terms and conditions of his contract of employment with the University;

(n) demonstrate willingness to work with his colleagues and students in a spirit of mutual respect.

(o) accept additional teaching assignments, with due compensation, when compelling circumstances arise in his department and/or faculty;

(p) submit periodic reports to his department, faculty and/or institute on the matters encountered in conducting the course he is assigned to teach and/or the research work he pursues;

(q) show concern and demonstrate a sense of belongingness to the University to the best of his ability;

(r) must participate in research conferences, seminars, workshop and other meetings.

(s) carry out such other tasks as assigned to him by the head of his department, his dean/director or any other senior official of the University, as long as it is related to his regular duties; and

(t) Every academic staff shall endeavor to stay abreast of the latest thinking in his area of specialization and shall periodically update his teaching material, within the resources available.

Article 39: Rights and Dduties of Academic Staff Whose Retirement Age Has Been Extended and Terms of Retention after Formal Retirement

1. The rights and duties of academic staff provided in Articles 37 and 38 of this Legislation shall, *mutatis mutandis,* apply to academic staff whose retirement age has been extended by the University pursuant to Article 33 (3) of the Proclamation number 1152/2019 and other relevant laws.
2. An academic unit may, based on a contract renewable every two years, employ full time academic staff after his formal retirement from the University considering his

academic and research competence and health conditions in accordance with relevant federal civil service rules and regulations.

Article 40: Rights and Duties of Non-full Time Academic Staff

The rights and duties of academic staff provided in Articles 37 and 38 of this Legislation shall, *mutatis mutandis*, apply to the rights and duties of non-full-time academic staff of the University. In particular, such provisions shall apply to academic staff in adjunct, collegiate and visiting professorship rank series. The relevant University body shall formulate policies and enact rules and regulations pertaining specifically to such non-full-time academic staff of the University following international good practice.

Article 41: Academic Ranks for Academic Staff

1. **Teaching Staff**
   (a) Graduate Assistant I
   (b) Graduate Assistant II
   (c) Assistant Lecturer
   (d) Lecturer
   (e) Assistant Professor;
   (f) Associate Professor; and
   (g) Professor
2. **Professional Librarian**

The University uses the following academic rank hierarchy for the Professional Librarian (in an ascending order)

(a) Assistant Librarian V
(b) Assistant Librarian IV
(c) Assistant Librarian III
(d) Assistant Librarian II
(e) Assistant Librarian I
(f) Associate Librarian
(g) Librarian

3. Academic Technical Support Staff

(a) Academic Technical Assistant I

(b) Academic Technical Assistant II

(c) Academic Technical Assistant III

(d) Senior Academic Technical Assistant I

(e) Senior Academic Technical Assistant II

(f) Senior Academic Technical Assistant III

(g) Chief Academic Technical Assistant I

(h) Chief Academic Technical Assistant II

(i) Chief Academic Technical Assistant III

4. The rank of Research staff shall be as in sub-Article 1 (a-g) of this Article. Adjunct staff and honorary staff may be considered as academic staff. Adjunct/honorary academic ranks may be assigned to qualified instructors employed on the basis of joint appointment, part-time, or other arrangements in accordance with the general University policy.
5. Adjunct academic ranks may be assigned to qualified professionals on the basis of the general University staff appointment and promotion policy.
6. An instructor joining the University for the first time shall be subjected to a probationary period during his first year with the University in which the University may, on one semester's notice, inform the instructor that he will be re-employed the following year provided he fulfills the conditions of probation.

Article 42: Salary Scale

1. While the University shall adopt the general government policy framework for salary scale and increments for University academic staff, the Senate may decide on the benefits and incentives for academic staff.
2. Without prejudice to the provisions of the Proclamation and other laws in force, the University works towards meeting the needs of its staff.
3. The University may also take the following factors into account in fixing the salary of an instructor:

(a) Instructor's recognized professional ability and reputation;

(b) Previous job experience in so far as it specially reflects unusual professional competence;

(c) Previous salary (at the time when first employed by the University);

(d) Expenses, if any, in moving himself and his family to the site of his work;

(e) Any other circumstance, which may justify compensation beyond the maximum fixed by the University salary scheme;

4. Salary Increments

   In accordance with laws that may be issued by the Ministry or other organs of government from time to time, the University shall strive to allocate salary increments based on performance.

Article 43: Salary and Benefits

1. It shall be the policy of the University to propose to the Government salary increments based on performance.
2. The University shall, within the limits of its fiscal resources, put in place incentive mechanisms for its academic staff. Such incentive schemes shall be based on meritorious performance. The University shall also periodically revise and propose its incentive schemes to adjust costs of living.

Article 44: Extra-work Load Payment

Without prejudice of the Proclamation and other directives or standards that may be issued thereof the University shall make payments to the Academic Staff for services rendered in teaching/research/community service beyond the full load expected of them. Such payments shall follow the rates proposed by the Ministry for regular program.

Article 45: Housing and Other Benefits

1. The University shall provide housing allowances to academic staff allocated.
2. Depending on the availability of houses it administers, the University may provide houses, in lieu of housing allowances, to academic staff on competitive basis. However, the costs of the houses shall be rated according to their size and other standards.
3. University tuition fees shall be waived for spouses and children of academic staff. The family of retired or deceased academic staff will also enjoy this privilege provided that the staff had served the University continuously for a minimum of 10 years. Detail rules and guidelines shall be developed and implemented upon approval by the Senate.
4. Medical fees shall be waived for the academic staff and his spouse and children for medical treatment at University-run hospitals. Detail rules and guidelines shall be developed and implemented upon approval by the Senate.

5. Spouses and children of full-time academic staff who has served the University for a period of at least three years shall have the privilege of being placed at the University`s undergraduate program of their choice provided they meet the placement and admission requirements of the program concerned. Such full-time academic staff shall also have the privilege to transfer their spouses and children placed in another public university to the University provided they fulfill the placement and admission criteria of the undergraduate program they apply to be admitted into.
6. Spouses and children of fulltime academic staff may also be given placement priority in graduate programs provided they meet the admission requirements of the University. Such spouses and children may in addition be entitled to make tuition fee payment on monthly installment basis provided they enroll in self-sponsored graduate programs of the University and fulfill the admission requirements. Where they are granted to pay tuition fee on installment basis in graduate programs, they may not receive their degrees without fully settling tuition fees.
7. Privileges indicated in sub-Articles 1 through 6 of this Article shall also be extended to a spouse or children of a full-time academic staff who died or retired or whose contract of employment is willfully terminated after having served for at least ten years.

Article 46: Promotion of University Staff

Academic staff promotion shall be administered based on the "Revised Standard for Higher Education Academic Staff Promotion" of August 2025.

CHAPTER IV: LEAVES AND OTHER ADMINISTRATIVE MATTERS

Article 47: Study Leave

1. Any academic staff who is awarded fellowship through the University or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a recognized university leading to a higher degree in his field of specialization and who is not more than forty-five years old may be granted a study leave provided that it is in line with the staff development scheme worked out by his academic unit.

2. A study leave that entails the departure of an academic staff abroad may be taken only after such academic staff has served for a minimum of two years following his employment or one year following his reinstatement after a study leave if the academic

unit confirms that the course of training sought is in line with its approved staff development plan.

3. The academic staff may however be granted study leave abroad without fulfilling the one or two years of service requirement only if the relevant academic unit confirms that the course of training sought is in line with its approved staff development plan and that the staff agrees to forfeit all the benefits and entitlements including salary arising out of study leave.

4. There shall be no year of service requirement for local study leave if the relevant academic unit confirms that the course of training sought is in line with its approved staff development plan.

5. For an academic staff member who takes a study leave, the University shall cover round trip transportation cost and per diem for local and foreign scholarship grantee if the scholarship doesn't cover transportation costs. Payment of salaries to a staff member on study leave shall be governed by the applicable government policy during the tenure of the leave or any other rules that may be issued by the University.

6. An academic staff who is on a study leave shall keep the University informed of his progress by means of biannual reports starting from the end of the first six months into his leave. These regular reports shall in all cases be endorsed by the academic unit head or academic advisor or the principal supervisor of the member of staff in the University or college he has joined as a student. Failure to submit such reports may result in the suspension of his salary that may be due or other appropriate actions.

7. An academic staff who, for acceptable reasons, cannot complete his studies within the originally granted a study leave has to formally request the University for an extension of the leave. Such an extension shall be limited to a maximum period of one year for those pursuing masters' degrees and a maximum of two years for those pursuing a Ph.D. or its equivalent. While extension due to enrolment into a higher degree is not normally desired, extension may be granted upon the recommendation of the SC/DC and the approval of ATTCEVP.

8. An academic staff who is on study leave abroad has a grace period of six months after completion of study to organize his return to the University and a maximum period of two years, including the six months grace period, for one who proves to the University

that he has been offered academic training opportunities or postdoctoral fellowships. However, staff on study leave shall seek University approval for any extension of stay beyond the completion of the study, excluding the first six months.

9. The grace period for local scholarships shall be one month after completion of study to organize his return to the University and a maximum period of two years, including the one month grace period, for one who proves to the University that he has been offered postdoctoral fellowship opportunity.

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

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

12. A staff who does not complete his study shall not be given any leadership position in the university, except under special circumstances where there is a serious problem of human resource shortage or other cases.

13. An academic staff shall be regarded as a full-fledged staff when he produces evidence showing the completion of his study. A staff who does not produce evidence cannot claim any promotion or other academic benefits provided to those who are on-duty.

14. An academic staff who returns from a study leave shall report directly to his dean or director and submit all the necessary credentials for approval by ARTTCEVP. The ARTTCEVP shall communicate to Competency and Human Resource Administration in writing and, up on acceptance, will reinstate the academic staff.

15. An academic staff who fails to produce a complete trustworthy evidence shall not be accepted by the University.

16. An academic staff who completed his study but, for reasons beyond his capacity, cannot produce the academic credentials shall be granted a maximum of a one year grace period to process and submit the credentials. If he fails to produce the same, he shall leave the university permanently and pay back all the expenses as stated in sub-Article 10 of this Article. During the grace period, the staff may serve in the University in his previous academic rank.

17. An academic staff may be granted study leave for a second graduate degree in the same field with different specialization and at the same level only under the following conditions: the academic unit concerned endorses the justification that the staff member presents for seeking the training, making sure, above all, that the justification is valid on academic grounds and does not adversely affect existing staff development plan, and the staff member agrees to forfeit all the benefits and entitlements while on study leave, including payment of salary.

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

Article 48: Research Leave

1. A full-time academic staff who has served in the University for a minimum of three consecutive years may be entitled to a research leave for a maximum period of six months provided he has not taken any other academic leave during the three years preceding the anticipated starting date of the leave sought and provided he intends, in good faith, to continue his association with the University for an indefinite period after his semester research leave.
2. An academic staff requesting research leave under this Article shall present to the head of his academic unit a program of study or research that will enable him to improve his capacities as a scholar.
3. Research leaves provided in this Article shall be granted with full pay and all benefits available for academic staff.
4. Application for research leave shall be submitted by the staff to the head of the relevant academic unit four months in advance of the start of the leave. The college dean concerned, in consultation with the AC, shall grant the leave and communicate to the ARTTCEVP unless it is determined that the teaching needs of the academic unit cannot

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be met if the leave is granted for the period sought, in which event the leave is to be granted within a period of one year during the following academic year without the need to file an application for this purpose afresh. The leave may under no circumstance be postponed for more than one academic year. The time lost as a result of postponement of research leave upon the request of the head of the concerned academic unit shall be taken into account in reckoning the staff`s future leaves.

5. Research leave may be extended without pay for a period not exceeding six months on the condition that:
   (a) The academic unit concerned confirms that such extension will not seriously impede its academic or research programs;
   (b) The academic staff concerned produces satisfactory evidence that the leave is necessary to complete the on-going piece of research the output of which is expected to enhance knowledge and also improve the teaching and research skills of the individual staff; and
   (c) There is adequate funding for research and maintenance during the period for which the leave is sought.

Article 49: Sabbatical Leave

1. A full-time academic staff holding faculty rank within the meaning of Article 30 of this Legislation who has served the University continuously for a period of seven years and intends in good faith to continue his association with the University for at least two years is entitled to a sabbatical leave, as of right and with full pay, for a period of one year provided that the service has not been interrupted for more than 4 months within the six years.
2. Sabbatical leaves shall be applied for and granted as follows:
   (a) The application for a sabbatical leave including its plan shall be submitted to the head of the academic unit six months before the staff anticipates leaving on a sabbatical.
   (b) The college dean concerned, in consultation with the AC, shall grant the leave and forward to the ARTTCEVP, unless it is determined that the normal function of teaching and research will be adversely affected by the departure of the staff in question.

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(c) Where it is determined that the normal teaching and/or research needs of his academic unit will be adversely affected if the leave is granted, the sabbatical leave shall be granted for a later semester, at least within a period of one year falling within the next academic year without the need to file an application for this purpose afresh. The leave may under no circumstance be postponed for more than one academic year. The time lost as a result of postponement of sabbatical leave upon the request of the head of the academic unit concerned shall be taken into account in reckoning the staff`s future leaves.

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

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

(f) Any beneficiary of a sabbatical leave shall upon completion of his leave, submit a report on his experiences or accomplishments or professional development acquired to his department. The University may provide to the beneficiary of sabbatical leave such additional support as deemed necessary provided he has submitted a definite research or professional development plan approved by his AC at the time of taking the leave.

(g) In exceptional cases, an academic staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to his sabbatical leave if he can demonstrate to the satisfaction of his academic unit and the University that returning to full time duty would seriously prejudice the completion of work on which he had spent the full length of his sabbatical. This additional leave of absence can be granted only if the academic unit determines that teaching activities in such unit would not be compromised and the right of other staff for leave would not be jeopardized by the granting of the leave. Such a determination shall be effected when endorsed by the AC concerned.

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

(i) such staff has rendered at least four continuous years of service to the University;

(ii) the previous institution is an accredited institution of learning whose system of academic leaves includes sabbatical leave; and

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

3. The service year of an academic staff who is in a study leave and has also assumed additional official responsibilities (starting from the course chair) assigned by the university or the respective academic unit shall be considered (starting from the time his official assignment) while calculating the year of service required for sabbatical leave.

Article 50: Other Leaves

1. An academic staff who has served the University for more than one year shall be granted sick leave with full pay where he is unable to work due to sickness. The duration of such sick leave, to be reckoned from the first day of his sickness, shall not exceed eight months in a year or a total of sixteen months in four years. The leave shall be granted only where the staff produces proof that such a leave is medically required or advisable.
2. A University-employed spouse of an academic staff who is on a study leave for at least two years may be granted leave of absence without pay for a maximum period of one year to be in the company of the latter, provided that the University unit for which the spouse works confirms that the granting of such a leave would not cause a serious disruption of its normal functioning.
3. Occasional private leave such as leave to attend seminars, workshops, symposia, short courses, etc. may be granted with full pay for a period not exceeding thirty calendar days continuously in one academic year; if such a leave is required for longer than one month in a semester, the following conditions must be met:

(a) The teaching assignment of the Academic Staff can be covered by another staff;

(b) The training is relevant to the professional development of the Academic Staff and the capacity building plan of the University;

(c) The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;

(d) The maximum duration of such a leave should not be more than 3 months in one academic year and cannot be granted in consecutive years.

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

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

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

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

(c) The staff applying for the unpaid leave of absence had not benefited from a study, a research or a sabbatical leave during the three years prior to applying for such a leave; the three years period requirement may be reduced by not more than half where the secondment or the appointment is established to have importance to the academic unit concerned and is approved by the higher ARTTCEVP.

(d) There is a determination, by the academic unit of which the petitioner for such a leave is a member, that the granting of the leave will not seriously disrupt the normal functioning of the academic activities in the department.

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

(f) A staff member eligible for such a leave must have effectively served the University for a minimum of five years altogether.

5. An academic staff who is assigned to and serves at an administrative position at the University level or in its any academic unit is entitled to a-one-month leave per service year.
6. Other leaves like maternal and occasional leave shall be granted to academic staff in accordance with the Federal Civil Service Proclamation No. 1353/2025.

Article 51: Accumulating Leaves

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

Article 52: Tenure

1. Tenure is a privilege granted in recognition of a continuous meritorious service and outstanding scholarly teaching and/or research or institutional leadership achievements with the view of encouraging the academic staff of the University to continue to excel in their respective disciplines. As such tenure constitutes expression of the University's confidence that the staff will justify the award in his continued professional career. The University shall work actively to put in place an active tenure system.
2. Professors or associate professors who meet the requirements of sub-Article 1 of this Article may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus.
3. The retirement age of an academic staff of the university may be extended by the Ministry, for two consecutive sets of terms of three years each, where:
   (a) the staff holds a Master's Degree or above, remains in good health and has a meritorious continuous service;
   (b) the institution reasonably justified, on the basis of actual and projected demand, the need to extend the retirement age;

(c) the retirement age of an academic staff of the University holding a rank of associate professor may be extended for three consecutive sets of terms of three years each provided that the staff has freely consented to extension of the retirement age.

(d) the retirement age of an academic staff of the University holding a rank of full professor may be extended for four consecutive sets of terms of three years each provided that the staff has freely consented to extension of the retirement age.

Article 53: Criteria for Awarding Tenure

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

1. holds the rank of Associate Professor or above and serve the university for a total of 10 years or assistant professor with 10 years services after holding such status;
2. demonstrates a desire to continue to serve the University as a staff member for an indefinite period; and
3. has demonstrated throughout his professional career:
   (a) scholarly ability through teaching, research, publications or other contributions to the advancement of the respective academic field; and
   (b) service of merit to the University, through contributions to University committees or its constituents or in connection with other tasks which may have been assigned.

Article 54: Procedure for Awarding Tenure

1. The head of an academic unit or another academic staff may initiate an application or nomination for tenure of a staff.
2. The academic unit concerned shall decide on requests for tenure within two months as of the date of application, with the oversight of the ASRPSC and the ARTTCEVP.
3. The University may offer tenure appointments on request of the applicant, endorsement of the AC and Approval of the Senate up on the recommendation of ARTTCEVP.

Article 55: Right of Tenured Staff

An academic staff who is awarded tenure is guaranteed continued employment by the University at his present rank, or any rank to which he may be promoted, and at his present salary scale or any other salary scale to which he may be elevated, so long as he does not commit a serious

breach of discipline as stipulated in this Legislation justifying the termination of his status as an academic staff of the University.

Article 56: Academic Freedom

1. Through contact with students for teaching purposes, an Academic Staff member has the right to promote and permit an atmosphere of free, rational and dispassionate inquiry with respect to issues relevant to the subject matter of the course including, where appropriate, discussions on controversial points and the presentation of particular views therein without forcing the assumption that these issues are settled in advance or the assumption that there is one right view of the issue to the exclusion of open and intellectually disciplined discussion of any other relevant views.
2. However, the academic freedom recognized under sub-article 1 of this Article may not be exercised as a vehicle for the purposeful propagation of the view of any political organization or religious group; or as an excuse for defamation.
3. An Academic Staff member has the right to conduct research and disseminate findings within or outside the University through appropriate channels. Dissemination of research findings may not, however, be exercised in the name of the University without scrutiny of the AC and approval of the Director for Research, Publication and Ethics (RPED).

Article 57: Designation of Emeritus/Emeriti

1. Principle

(a) University faculty members have perceived themselves less as employees of the University than as partners with their colleagues and with the administration in a joint academic venture. A natural corollary of the lifetime commitment of an academic staff to the University is the expectation that he will be a welcome and contributing member of the University community, even after formal retirement has occurred. The University's treatment of retired academic staff should be consistent with this expectation. It is appropriate to assume that a person who was a creative scholar or scientist will continue his creativity afterwards. The University should, therefore, devise regulations which are sensitive to these facts and which maximize the opportunities for continuous contributions that can be made by retired faculty.

(b) The designation of Emeritus/Emeriti is offered in a University setting to individuals who have left the employment of the University and who have earned by service the

privilege of such an honorific title since the honour is provided in recognition of distinguished service to the University. The major criterion for nomination and approval should be the associative benefit to the University in continuing a formal relationship with a previous faculty member who has maintained a distinguished record of scholarly and/or rendered meritorious and continuous leadership service to the University.

Article 58: Mode of Appointment professor Emeritus

1. Designation for the title of Emeritus/Emeriti may be initiated by the department in which the scholar has rendered his services, by another academic staff of the department concerned or any other unit of the University;
2. The proposal, along with the recommendation of the department and the candidates' curriculum vitae, shall be submitted to the relevant AC.
3. The recommendation of the relevant academic unit shall be submitted to the Office of the ARTTCEVP who shall present it for eventual consideration by the Senate;
4. An academic staff who fulfills the following criteria is eligible for the title of Emeritus/Emeriti. The academic staff who:
   (a) served the University for a minimum of 10 years continuously till his retirement;
   (b) is retired at the time of application from the University;
   (c) has a rank of associate professor or professor; and
   (d) is a distinguished scholar with notable publications or a significant body of work and/or continuous meritorious institutional leadership achievements.

Article 59: Privileges of Emeritus Professor

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

1. hold a University identification card which allows him to make full use of libraries, sport facilities, e-mail and any other system privilege enjoyed by the regular academic staff, provided, however, that direct cost items such as travel, office space, photocopying and clerical support may not be construed as consisting automatic system privileges. The University shall however create a

conducive environment so that the Emeritus/Emeriti get access to University facilities that entail direct cost;

2. attend campus events open to other staff;
3. participate in public ceremonies, commencements, processions and convocations;
4. participate in campus seminars, colloquia, lectures, ad-hoc committees and other scholarly pursuits as and where appropriate;
5. be listed in the University catalogue and appropriate publications with other academic staff; and
6. be invited to serve as a member of a Senate Committee or other bodies of the University; and
7. There are no formal duties and remuneration associated with the title of Emeritus/Emeriti.

Article 60: Adjunct Professorship

1. Principle

(a) Institutions of higher education are empowered to establish adjunct employment and academic positions and offer appointments in these positions to selected and willing academicians and professionals so that they can formally participate in the teaching and research activities of the University and in curriculum development as well as supervision of theses/dissertations and facilitate University-Industry partnership and student practicum in industries. Accordingly, the University may confer the following title and promotion for adjunct academic staff:

(i) Adjunct Assistant professor
(ii) Adjunct Associate professor
(iii) Adjunct professor and
(iv) University-Industry Professor

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

(i) the academic unit seeking the conferment of an academic rank in an adjunct series shall establish that such conferment is an efficacious solution for the

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unit's challenge to ensure the relevance and quality of instruction or to research or to meet its demand of academic staff;

(ii) the candidate must hold a Master`s degree or above and possess high degree of relevant expertise from industry, business, research establishments and other organizations;

(iii) at the time of appointment, the appropriate academic rank in the adjunct series shall be conferred as per the appropriate provisions of this Legislation that govern the appointment and promotion of academic staff; and

(iv) promotion in the adjunct series shall follow the current practice of promotion of academic staff of the University. The ASRPSC shall formulate detailed guidelines.

Article 61: Conditions of Appointment Adjunct Professorship

1. A staff on whom the University has conferred an appropriate rank in the adjunct series shall be entitled to the privileges normally given to the academic staff of the University of similar rank, participating in departmental meetings (when possible), attending seminars, etc.
2. Contract termination for unsatisfactory performance shall occur only after appropriate review.
3. For termination of contract because of misconduct, the University Code of Conduct for academic staff applies.
4. Policies, guidelines and regulations of the University pertaining to intellectual property rights, patents and copyright with regard to persons using research facilities of the University shall also apply to appointees in the adjunct series.
5. All rules and regulations of the University and laws of the country are, m*utatis mutandis*, applicable to adjunct academic staff.

Article 62: Terms of Service Adjunct Professorship

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

2. All appointments in the adjunct series shall be made for a period not exceeding two years, subject to renewal by mutual agreement of the University and the other employer, as well as the employee.
3. Renewal of contract shall be subject to appropriate institutional review by the University based on performance evaluation.

Article 63: Joint Appointment

1. Joint appointment of academic staff shall apply in circumstances when it shall prove an efficacious solution for an institution's challenge to ensure the relevance and quality of education as well as to meet demand of academic staff; and it shall be restricted in application to an institution's professionals with Master's degree and above and to professionals with high degree of relevant expertise from industry, business, research establishments and other organizations.
2. Without prejudice to other provisions of this Legislation and other applicable laws, an academic staff or a government employee, may be employed, with his consent and the consent of his institution or capability to do so.
3. Issues of importance to the joint appointee and the concerned employers such as status, duration of appointment, remuneration and other benefits, the tasks to be achieved and the apportionment of working time shall be negotiated and agreed by the parties within the framework of rules and procedures enacted by the concerned Senate.
4. The provisions of this Article shall not be construed to entitle an academic staff of a public institution or a government employee to be jointly appointed in a private institution.
5. Appointment and promotion pertaining to joint appointment shall be governed by guidelines that would be formulated by ASRPSC of the University.

Article 64: Other Non-full Time Academic Ranks

1. The University may appoint distinguished, research and collegiate professors in the adjunct academic rank series.
2. The provisions of Articles 60 and 61 of this Legislation concerning adjunct academic staff shall, *mutatis mutandis*, apply to the employment, promotion and termination of distinguished, research and collegiate professors in the adjunct academic rank series. Guidelines regarding these ranks shall be put in place**.**



Article 65: Property Clearance

1. University property clearance shall be required of all members of the academic staff upon termination of their contracts or upon being granted long term study/research leaves.
2. The University shall have a duty to provide clearance within a week.
3. Subject to applicable laws of agency, a staff member on a leave may authorize another person to complete the clearance process on his behalf.

Article 66: Duty to Inform upon Arrest or Conviction

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

Article 67: Use of University Property for Personal Purposes

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

Article 68: Working for other Institutions or for Private Interest

1. During the official working hours, an academic staff shall give full energy and attention, to the best of his ability, to the job to which he is assigned unless agreed upon by other contractual obligations, or the University unit, the ARTTCEVP, in consultation with the head of the responsible Center, to assign him to perform duties for other institutions.
2. No academic staff shall undertake any outside activity which may impair his usefulness to the University or conflict with his duties.
3. No Academic Staff member shall take up or accept any activities outside prearranged University duties for remuneration which may impede upon University time and without written prior permission of the head of the academic units.
4. The provisions of this Article shall, however, not be deemed to constitute a bar on an academic staff from participating in social organizations, civil societies, professional associations or consultancy services.



5. Community/Consulting service shall be governed by the University consultancy policy of this Legislation.

CHAPTER V: ACADEMIC STAFF DISCIPLINE

Article 69: Acts Constituting Breach of Duty and/or Violation of Disciplinary Regulations

The following acts and/or forbearances shall constitute serious breach of duty and/or violation of disciplinary regulations by an academic staff:

1. Repeated and wilful failure, despite warning from the dean and/or the department head specifying the conduct disapproved of, to perform anyone or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties and responsibilities specified under the provisions of Higher Education Proclamation No. 1152/2019;
2. Repeated and wilful refusal, despite warning from the dean and/or the department head specifying the conduct disapproved of, to perform assigned teaching and/or research function, university or faculty committee assignments;
3. Continuation of a wilful course of conduct, such as missing of 4 or more classes in a semester without justifiable reasons, failure to academically advise students which would affect their normal academic progress due to negligence to observe prerequisite courses and calculations of grade, despite warning from the dean and/or the department head specifying the conduct disapproved of, that demonstrate open disloyalty to and disrespect of the university or causes unjustified embarrassment to the university and harm to its programs;
4. Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty, or failure to inform conviction or arrests by court of law;
5. Continuation of a wilful course of conduct, despite warning from the dean and/or the department head specifying the conduct disapproved of, that demonstrate neglect of duties, habitual drunkenness, irresponsibility in executing ones duties, failure to be a good model to the university students in one's personality (like dressing, hair style, ways of expressing ideas), or other forms of addictions that visibly affect the personal

functioning of the staff, or similar breaches of social decorum that produce serious embarrassment to the University;

6. Abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession, such as grading students based on nepotism, favouritism, sexual relationships, allowing students to cheat or failure to control them during examination, or other means, of the staff concerned;
7. Intentional acts of cheating the University to gain personal advantages such us signing agreements like course overload credits; selling of modules, test papers, and other relevant instruction materials, submission of false medical certificates or other evidences to cover up one's failure to execute a responsibility, or similar acts;
8. Discrimination and physical, psychological or sexual harassment on any ground such as membership of a social and political group, political opinion, race, ethnicity, religion, sex, disability, health conditions or other unreasonable status.
9. Failure to submit grades and assessment outcomes at the required time; and
10. Digital misconduct, cheating, plagiarism and unauthorized access related to the LMS and online assessments.

Article 70: Degree of Disciplinary Breaches

The following lists of degrees of disciplinary breaches are organized on the basis of particular items which encompass disciplinary breaches on teaching and learning, on student-staff relationships, on personality and behavior, on property utilization, on leadership and guidance, on obedience and discharge of duty with their categorizations as major or minor, respectively.

1. On teaching and learning

(a) Minor categories of disciplinary breach may include the following:

(i) missing classes without reasonable justifications;

(ii) unauthorized or non-consented extra classes or skipping of course content with an intention of early finish;

(iii) denial of access to instructions and course outlines for students;

(iv) failure to use available appropriate teaching materials;

(v) failure to use appropriate teaching method when feasible;

(vi) unauthorized or non-informed alteration of examination schedules;

(vii) delay in preparing or submitting questions for exam;

(viii) failure to submit grades and assessment outcomes at the required time; and

(ix) not paying due attention to students with any disability.

(b) Major categories of disciplinary breach may include the following:

(i) significant intrusion of unrelated content to a given course;

(ii) evaluation of students' work by criteria not directly related to performance;

(iii) leaking of exam questions before delivery;

(iv) negligence to report cheating of exams by student;

(v) denial of explanation on students' results and grades when requested by responsible body;

(vi) speaking irritating words to some group of students reflecting religion, ethnicity, gender;

(vii) insulting student/s in a classroom;

(viii) intimidating student / group of students while teaching or in the university premises or elsewhere;

(ix) fighting or physically attacking a student in a classroom;

(x) harassing or mistreating student/s while teaching;

(xi) participating in deliberate disruption, interference or intimidation in a classroom;

(xii) discriminating student participation during teaching;

(xiii) insulting a disabled student; and

(xiv) display/exposure of items or words offensive to certain group of students.

2. On Student/Staff Relationship

(a) Minor categories of disciplinary breach may include the following:

(i) disrespecting seniors and other department members' intellectual comments and opinion;

(ii) verbally abusing, insulting or harassing a staff member in a workplace; and

(iii) Disrespect for opinions from staff members.

(b) Major categories of disciplinary breach may include the following:

(i) discrimination among students on the basis of sex, religious beliefs, ethnicity, political stance or any other status;

(ii) incitement of others to participate in disruption, interference or intimidation in a classroom; and

(iii) Evaluating competence of department member by unrelated criteria or non-reflective to performance.

3. On personality and Behavior

(a) Minor categories of disciplinary breach may include the following:

(i) presence under the influence of alcohol or any other intoxicating substance;

(ii) attending class with post-effects and or smell of alcohol;

(iii) unhygienic or unacceptable personality appearances during teaching;

(iv) sexually provoking style of dressing; and

(v) hearing of music or religious songs which may be sensitive to others in a working place or university premises without earphone.

(b) Major categories of disciplinary breach may include the following:

(i) drinking alcohol, smoking or chewing chat in classroom;

(ii) drinking alcohol, smoking or chewing chat during working hours;

(iii) drinking alcohol, smoking or chewing chat in the university premises or in the office;

(iv) gambling in a work place or University premises;

(v) disseminating discord among staff members through baseless gossip;

(vi) lying for personal benefit or intentional harm;

(vii) disturbing the work and the workplace; and

(viii) aggressiveness and violent behavior at the workplace.

4. On Property Utilization

(a) Minor categories of disciplinary breach may include the following:

(i) use of office computers for playing games, religious or political displays and songs; and

(ii) Abuse of office supplies and stationery.

(b) Major categories of disciplinary breach may include the following:

(i) Unauthorized use of university resources or facility for personal, commercial, political or religious purpose (including computers, supplies, stationery, vehicles…);

(ii) improper or irresponsible use of teaching or office property leading to damage or loss

(iii) use of university resources for personal benefit at commercial scale;

(iv) unauthorized use of university facility to recruit or gather students or staff for political or religious groups;

(v) abuse of research funds; and

(vi) False use of research money.

6. On Leadership and guidance

(a) Major categories of disciplinary breach may include the following:

(i) abuse of power;

(ii) use of position or powers to cause harm for personal reason;

(iii) use of position or powers to for sexual, religious, ethnic or political relations;

(iv) use of power or position to deny one's right and privileges; and

(v) Unequal distribution of workload among staff members.

6. On Obedience and discharge of duty

(a) Minor categories of disciplinary breach may include the following:

(i) unjustifiable, systemic refusal to accept assignments;

(ii) intentional delaying of tasks;

(iii) failure/Negligence to discharge or perform assigned duties;

(iv) failure to execute assignment given by the department head;

(v) significant delay in attending classes and department activities;

(vi) unauthorized or non-notified leave or absence from duty;

(vii) unjustified and repeated absence from work place;

(viii) wasting time during tea breaks;

(ix) non respect for punctuality of office/work hours, and

(x) refusing to show up on calls by department head or other officials

(b) Major categories of disciplinary breach may include the following:

(i) absence from duty;

(ii) significant failure to adhere, without legitimate reason, to the rules of the University; and

(iii) Undue and unexcused delay in evaluating students.

7. On Other Breaches

(a) Minor categories of disciplinary breach may include the following:

(i) failure to declare any conflict of interest in advance while he/she has sufficient knowledge of the matter ;

(ii) mistreating patients or other customers while giving service; and

(iii) unauthorized representation of the university or department;

(b) Major categories of disciplinary breach may include the following:

(i) sexually harassing students;

(ii) acts of theft, deceit, and deliberate misappropriation of University property;

(iii) taking bribes or any other advances in return for doing or not doing a particular assignment;

(iv) violation of university policy;

(v) incitement of others to disobey university rules;

(vi) any act of discrimination based on religious, ethnic, gender, political and other basis;

(vii) disrespect for patients' right and autonomy;

(viii) falsifying research results;

(ix) locking oneself in the office, class or demonstration room for romantic affairs;

(x) failing to report any serious incident;

(xi) imposing religious, political or cultural beliefs on others

(xii) video or audio taping or photographing students, staff or patients for display without permission;

(xiii) preparing and distributing sensitive materials relating to politics, ethnicity, religion or culture;

(xiv) revealing confidential department/university matters

(xv) forging a document;

(xvi) deliberate withholding of vital information or message;

(xvii) committing or attempt to commit rape; and

(xviii) intimidating or attempting to kill or killing someone

Article 71: Type and Classification of Disciplinary measures

Depending on the gravity of the offense, one of the following penalties may be imposed on an academic staff for breach of discipline.

1. Measures to be taken for Minor disciplinary breaches:

(a) Oral warning

(b) Written warning

(c) Fine up to one month salary

2. Measures to be taken for serious/Major disciplinary breaches

(a) Final written warning

(b) Fine up to one month salary

(c) Fine up to three months salary

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

(e) Dismissal

Article 72: Disciplinary Action by a Dean, Directors or Department Chairperson

1. A dean, or a department head, upon the recommendation by a disciplinary committee, may take anyone of the following sanctions or, when the circumstances justify, a combination of them against a staff found to be responsible for breaches of duty and/or violation of disciplinary regulations.

   (a) Reprimand

   (b) Warning, or

   (c) Fine not exceeding one months' salary

2. Any sanctions beyond these shall be referred to ARTTCEVP. An academic staff dissatisfied with the action taken by the head of the academic unit can appeal to the ARTTCEVP, whereas appeal against ARTTCEVP's decision shall be submitted to the President, within two weeks' time.

3. Each college, school, institute shall have a disciplinary committee of five members.

Article 73: Disciplinary Actions by the ARTTCEVP

Upon the recommendation of the ad hoc discipline committee and endorsement of the same by the AC of the relevant academic unit, the ARTTCEVP, may take anyone of the following sanctions against a staff found to be responsible for serious breaches of duty and/or violations of

disciplinary regulations:

(a) Postponement of salary increment for a period not exceeding two years;
(b) Postponement of promotion for a period not exceeding two years;
(c) Denying scholarship opportunities for a period not exceeding two years
(d) A fine not exceeding three months' salary, or
(e) Dismissal

Article 74: The ad hoc Discipline Committee

1. Each faculty of the University shall have Academic Staff Disciplinary Committee (ASDC) which is accountable to the respective Dean.
2. When there are cross-cutting disciplinary that cannot be seen by the college level ASDC/AC, or in events that the ARTTCEVP finds it necessary to scrutinize the findings of ASDC/AC, the ARTTCEVP shall set up an *ad-hoc* disciplinary committee. The composition of the committee is at the discretion of the ARTTCEVP. However, there shall, at least, be a member from the academic unit of the staff member, whose case is under scrutiny.
3. The ASDC shall be chaired by senior Academic Staff member to be elected by the academic staff of the college and shall have no less than two and no more than four other members to be elected by the general staff meeting of the college for a period of two years.
4. The ASDC shall be responsible for the hearing and investigation of any disciplinary breach or violation by an academic staff member.
5. The university shall establish rules of procedures for ASDC in line with the Law of the Land, this Legislation and accepted norms of fairness and equity.
6. A complaint for initiation of disciplinary proceeding shall be made in writing including the name of the accused, particulars of the offense, the time and place of the offense, list of the evidences and contravened provisions of the law and shall be checked by the person complaining.
7. Proceedings before the ad hoc discipline committee may be initiated by:
   (a) The dean or the director and/or the department chair where an academic staff is said to have committed a serious breach of duty or violation of disciplinary regulations;

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

(c) The findings of fact of the discipline committee and the recommendations of the sanctions to be applied thereon shall be submitted to the respective AC for its appropriate action.

8. In its findings and recommendations, the ad hoc discipline committee may:
   (a) Absolve the staff member of any responsibility for the action complained of, or
   (b) Endorse the sanction taken by the Dean; or
   (c) Recommend a measure lighter than the one taken by the Dean; or
   (d) Recommend any other measure which is specified under this Legislation.
9. An academic staff dissatisfied with the findings and recommendations of the staff discipline committee on the basis of which a disciplinary action is taken by the head of the academic unit concerned may appeal for reconsideration of the case by the ARTTCEVP.
10. An academic staff dissatisfied with the sanction taken by the ARTTCEVP may appeal for reconsideration of the case by the President. The decision of the president shall be final.

Article 75: Inter-faculty/College/School Disciplinary Proceedings

1. Breaches of duty or violations of disciplinary regulations that are inter-faculty in nature shall be heard or investigated by an ad-hoc committee of at least three academic staff to be established for this purpose by the Vice-President for Academic, Research, Technology Transfer and Community Engagement;
2. The provisions of this Legislation that pertain to the modalities of initiation of disciplinary proceedings, hearings, examinations and the recommendations to be made thereon shall apply *mutatis mutandis* on a case being considered by such an ad-hoc committee.
3. On the basis of the recommendation to be made by the ad-hoc committee, the ARTTCEVP may take any one of the sanctions specified under the provisions of Articles 72 and 73 of this Legislation on a staff responsible for breaches of duty or violations of disciplinary regulations.

4. Where the exigency of the case as well as the magnitude and gravity of the breach so justify, the ARTTCEVP may take any one of the sanctions specified under the provisions of Articles 72 and 73 of this Legislation against a staff whose case is submitted to such a committee.

CHAPTER VI: TEACHING, RESEARCH AND COMMUNITY ENGAGEMENT LOAD

Article 76: Teaching Load and Student-Teacher Ratio

1. Measurement Unit for Teaching Load

The teaching load of an academic staff shall be expressed in terms of Lecture Equivalent Hours (LEHs). A Lecture Equivalent Hour is normally 1 credit hour or 1.68 European Credit Transfer System (ECTS), and a credit hour requires 3 hours of workload. The Credit Point in ECTS shall be equivalent to conventional credit hours or lecture contact hours. For this purpose, the following calculations can be used accordingly for module/course credits, laboratory/practical/tutorial sessions to express in terms of LEHs:

(a) A course having only lecture hours in ECTS curriculum structure is in a straight line identical to conventional credit hour system by rejecting home study hours billed in ECTS.

(b) A course that has lecture and tutorial hours in ECTS equals to conventional credit hours system, multiplying tutorial hours by two-third and adding the dividend hours of tutorial to lecture hours of ECTS. Therefore, for such courses:

Credit hours (Cr. Hr.) in conventional system = a + (b *2/3)

Where a = lecture hours in ECTS, **b =** tutorial hours in ECTS

(c) A course that has lecture, tutorial and laboratory/skill lab hours in ECTS equals to in conventional credit hours system,

Credit Hours (Cr. Hr.) in conventional system = a + [(b*2/3) + (c*2/3]

Where c = laboratory/skill lab hours in ECTS system

NB: One-third of laboratory/skill lab hours workload shall be considered for Academic Technical Assistants

(d) A course that has lecture, tutorial and Clinical Practice/attachment/Community Attachment/home visit hours in ECTS equals to in conventional credit hours system,

Credit Hours (Cr. Hr.) in conventional system = a+[(b*2/3)+(d*2/3)]

Where d = Clinical Practice/Attachment/Community Attachment/Home visit/Industrial internship hours in ECTS

(e) For the purpose of computing staff load, course credits, lab/tutorials, senior projects/essays or thesis advising etc are expressed in terms of LEHs according to the following category:

(i) One undergraduate senior Project/essay advising..... = 0.50 LEH per semester

(ii) Undergraduate senior Project/essay group advising .....= 0.70 LEH per semester

(iii) One hour lab/practical/ or tutorial session.....= 0.67 LEH

(iv) One undergraduate course credit.....= 1 LEH

(v) One graduate (Master) course credit ..... = 1.5 LEH

(vi) One graduate (PhD) course credit ..... = 2.0 LEH

(vii) One PhD student dissertation advising.....=2.0 LEH per semester

(viii) One PhD student Dissertation Co-advising.....=1.5 LEH per semester

(ix) One Master's Thesis advising ..... =1.5 LEH per semester

(x) Co-advisory for one Master's Thesis ..... =1.0 LEH per semester

(xi) Advising one Medicine/Veterinary Medicine student research/ project ..... = 0.6 LEH per semester

(xii) One undergraduate student Practical attachment/internship supervision and evaluation.....= 0.15 LEH

(xiii) One Hour Professional Development Training (e.g. HDP, ELIC) Trainer .....= 1.5 LEH

(f) PBL (Problem Based Learning) case preparation: 3 lecture Credit Hour for participants per case.

NB: one PBL case shall be prepared by three academic staffs from three major wings of the curriculum

(g) PBL tutor: 4 hours per week

(h) Checklist preparation: The course/module/procedure/home visit instructor is responsible to develop as part of regular teaching and learning process.

(i) Guideline preparation: As per the Ministry of Education guideline

(j) Manual preparation: As per the Ministry of Education guideline

(k) OSPE/OSCE and Standard Oral Exam: hours (which shall be set at AC level as a standard based on the nature and type of exam) spent on examination

(l)Morning session: equivalent to 1 lecture hour per morning for each academic staff who are involved to the morning session.

(m) For each clinical service (non- teaching clinical service): Direct hours load added/calculated for those who deliver the clinical service.

(n) Synchronous instruction: One (1) hour of synchronous online instruction shall be credited as equivalent to one (1) hour of face-to-face (F2F) instruction.

(o) Asynchronous instruction: A minimum of two (2) hours of asynchronous online instruction shall be credited as equivalent to one (1) hour of F2F instruction.

(p) Blended courses: The teaching load for a blended course shall be computed as the sum of:

(i) the actual hours of F2F instruction delivered, credited at the standard rate applicable to traditional courses;

(ii) the online instruction component, computed per sub-Articles (n) and (o) of Article 76 (1) above, according to whether the online component is synchronous or asynchronous.

2. Supervision

(a) Within Woldia

(i) For resident supervisor: one Credit hour supervising professional practice shall be multiplied by 1/3 and added to his semester academic load.

(ii) For senior supervisors: one day supervising professional practice shall be equivalent to 0.5 credits and added to his semester academic load.

(b) Outside Woldia

(i) Payment for senior supervisors shall be based on the civil service Per diem scale and additional payment shall be paid by considering one day supervising professional practice is equivalent to 0.5 Lecture hours.

(ii) Payment for resident supervisors shall be based on the civil service Per diem scale and additionally 15 days duty/month shall be paid.

(iii) Industry attachment/practice/internship other than professional practice/internship Outside Woldia: payment for academic staffs who will be assigned shall be based on the civil service Per diem scale and additionally 15 days duty/month shall be paid.

Article 77: Class Sizes per Section

The minimum and/or maximum class size for courses shall be as follows:

1. Lecture for undergraduate classes except for Language Courses …….. up to 60 students;
2. Language Courses for undergraduate program.....up to 40 students
3. For master/specialty program .....5 - 25 students
4. For PhD program ..... up to 15 students
5. Laboratory/Field session.....25-30 students
6. For professional/clinical practice/internship..... 10-15 students
7. For community attachment..... … 20-30 students per site
8. Clinical attachment/internship for operation theaters practice, NICU, ICU and for anesthesia one group comprises 2-3 students: laboratory attachment 5-8 students
9. For online or blended courses involving hands-on practical training or laboratory work..... .. 20-25 students per section
10. For lecture-based online or blended courses .....…. 40-50 students per section

Article 78: Workload

1. An academic staff shall be expected to work for 39 hours per week; and in accordance with the weekly measurement of teaching load, 12 LEHs shall be equivalent to 36 hours of work per week. Every academic staff is required to advise students for up to 3 hours per week.

2. The director for Community Engagement shall formulate guidelines that articulate and specify the manner in which community engagement may be budgeted, mainstreamed, cascaded to college/institute/school level and be made part of academic load. Such guidelines shall in particular make community engagement the responsibility of each academic unit which shall identify its own niche, develop a concrete annual plan, and assign relevant academic staff to execute the plan. Accordingly, every academic staff is required to engage in an approved and registered community engagement that counts to at least 3 credit hours per year or 12.5% of the workload.

Article 79: Full Teaching Load

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

1. Academic staff in academic departments ..... 12 LEHs;
2. Academic staff coordinating approved project/research, Vice department heads, course/stream chair..... 9 LEHs;
3. Research Staffs ..... 3 LEHs;
4. Academic staff appointed to administrative posts such as associate deans, vice deans, department/school/center chairs/heads, coordinators/equivalent..... 6 LEHs;
5. Deans, Directors, Coordinators at university level/equivalent ..... 5 LEHs;
6. Scientific/Executive Directors/Campus Heads/equivalent ..... 4 LEHs;
7. Academic staff on local study leave ..... 3 LEHs;
8. Vice Presidents ..... 3 LEHs;
9. President ..... 0 LEHs;
10. The teaching staff of the University is expected to engage in research and community Engagement activities. However, not to take a big share of the teaching time, teaching staff is not expected to be engaged in a research work and community engagement for more than 25% and 12.5% of their time, respectively.
11. Except in exceptional situations, Deans, Directors, Department Heads, Units Heads are not allowed to carry loads beyond the above-mentioned articles.

12. Except in extra ordinary situations, an academic staff member is not expected to handle more than three different courses per semester in the regular program.
13. In cases where academic units have serious shortage of staff and it can be demonstrated that there are no other alternatives, an additional LEHs for each category of staff may be approved by the dean/Director/ his designate.

Article 80: Overload in Teaching Assignments

1. An overload in teaching assignments refers to teaching load in all the programs above the full teaching load specified in this Article 79 of this Legislation.
2. An academic staff who is assigned to teaching duties in excess of the full load may be compensated through remunerative compensation at the prevailing rate for part-time employment, or proportional reduction in teaching load in the succeeding semester.

Article 81: Reporting Teaching Load

1. Teaching loads for both fulltime and part-time academic staff engaged in teaching shall be reported each semester by heads of the academic unit concerned to the relevant University office on forms prepared for this purpose before the end of the fourth week after the commencement of classes.
2. Justifications shall be provided in writing in instances where the teaching load of a fulltime academic staff is below the average (50%) or above the maximum.
3. Clinical services - The manner in which clinical services rendered may be considered as part of the workload of an academic staff as well as extra-load payment associated with it shall be governed by guidelines to be issued by the University body concerned.

Article 82: Research Load

The following are the components of research activities to staff of the University:

1. project formulation and preparation;
2. conducting full time research, research administration and coordination of research activities:

   (a) research management by each project leader;



(b) data management by each project participant;

(c) reporting by each project participant;

(d) preparation of publications by each researcher or research group;

(e) seminars/workshops/training programs organized and conducted by specified staff; and

(f) others to be determined by the appropriate University authority.

3. The time allocation for research and teaching shall be governed by the contract entered into by the employee as a research staff and the University as well as laws and regulations of the University.
4. The amount of time available to research staff in the University to carry out any combination of the above components of research is about 32/39 hours per week.
5. The tasks in which a research staff will be engaged in any given semester may vary from semester to semester. The breakdown or distribution of the total weekly hours for undertaking any of the tasks enumerated above may, therefore, vary for a particular staff member.
6. The Deans/Heads/Research Coordinators of the relevant unit shall prepare the research load of staff in terms of the number of hours per week spent on the various components of research activity by the staff.
7. Without prejudice to the generality of the foregoing provision, it is a requirement that a staff member shall undertake research activities either personally or in collaboration with others in the institute, college/school or organizations outside the University.

Article 83: Community Engagement Load

1. An academic staff member is required to engage in community engagement. A full-time teaching staff member who carries out a community engagement project approved by his respective Academic Council (AC) and/or Vice President concerned for Research and Community Service will get a reduced teaching load up to 2 LEH from his weekly LEHs for the duration specified for the specific community engagement project.
2. The duration of every community service project shall be determined by his respective AC and/or the Office of Technology Transfer and Community Engagement.

3. When more than one academic staff members are involved in a community Engagement project, the LEHs shall be shared among the community Engagement provides based on the guideline of the office.
4. Detailed implementation of the community service load shall be carried out by a separate guideline.

PART THREE

ACADAMIC RULES AND REGULATIONS

CHAPTER VII: ACADEMIC CALENDAR

Article 84: Academic Calendar

1. Without prejudice to the College of Health Sciences that use annual course offering system, the university uses modular system in its programs.
2. The University shall have:
   (a) a calendar of regular program consisting two-semesters of sixteen weeks (fourteen weeks of classes and/or practical work, and two additional weeks of registration and exam each, running from September to June. School of Medicine and DVM students, as well as other Health Science Students, follow a different calendar released from the MoE after endorsement by University Senate.
   (b) a calendar of evening/weekend education program consists of two semesters, (eighteen weeks each) and one summer/kiremt semester, including registration and exam weeks, which commence in September and ends in August;
   (c) a calendar of in-service Kiremt program consists of 8-12 intensive weeks which equals 16 weeks of semester which runs between July and September, and an additional Bega distance program, which runs between September and June;
   (d) distance education programs, as set out by the Distance Program Office and Registrar; and
   (e) special packages, as set out by the Registrar and respective offices.
3. In summer semesters of CEP, students shall only carry two-third (2/3) of their 'Bega' semester load.
4. The duration of modular course offerings shall depend upon the ECTS/credit assigned to every modular course.
5. The duration of semesters for special in-service programs shall be determined according to the needs of every such program.

6. The Calendar for each year shall be prepared by the University Registrar in consultation with the ARTTCEVP and approved by the Senate.
7. The Calendar, among other things, shall provide the following:
   (a) the meeting dates of the Senate;
   (b) a minimum of one week inter-semester break.
   (c) inter-collegiate sports which shall take place during the inter-semester break;
   (d) dates of special programs, such as the in-service teachers' education; and important dates of University academic work, such as registration, readmission, add and drop, examination periods, graduate entrance examinations and annual reviews, apprenticeship, externship, TTP and Exit Exam;
   (e) The dates for University Day and major Seminars.
8. Academic staff members may not be obliged to work during summer, be it in continuing or distance education program, except those working in the CHS.
9. The calendar may only be amended by the Senate as and when the need arises.

CHAPTER VIII: ADMISSION AND RELATED MATTERS

Article 85: General Provisions on Admission to Undergraduate Programs

1. Admissions and/or placements to all regular undergraduate programs are processed through the Ministry until the Ministry grants the mandate to decide on student admissions and/or placements to the University under Article 40 of the Proclamation no. 1152/2019.
2. Admissions to undergraduate programs shall be based on completion of the Ethiopian Secondary School Education and obtaining the necessary pass marks in the Ethiopian Secondary School Leaving Certificate Examination (ESSLSE).
3. Admissions may also be granted to students completing their secondary education in foreign countries on the basis of equivalent academic achievements that shall be determined by the Ministry.
4. Admissions and enrolments of students are processed by the University Registrar in consultation with the academic units concerned.
5. Admissions to all undergraduate continuing education programs shall be processed through Registrars of the concerned institute/college/faculty/school taking into account

the criteria to be developed and recommended, in consultation with the University Registrar and the office of CEP.

6. Admissions to all undergraduate continuing education programs shall be processed through the Academic units, in consultation with the University Registrar and the office of CEP, according to policies set for such admissions.
7. The University in certain circumstances may admit students jointly with other affiliated universities or institutes. Such admission may be processed at any time of the academic calendar as deemed appropriate.
8. Students may be admitted to more than one program at the same time. However, criteria for such special admissions to individual programs shall be developed and recommended by SC/DC and approved by the Senate.
9. Without prejudice to other provisions of this Article and this Legislation and other applicable laws, every institution shall admit:
10. For undergraduate studies, technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry;

Article 86: Admission Requirements for Full-time Degree Programs

1. Regular Admission: As per the criteria set by ministry of education
2. Special Admission to Full-time Degree Programs

(a) Special admission to some programs may be granted to potentially resourceful candidates who have completed secondary education on the basis of detailed guidelines to be issued by the AEC.

(b) The applicants shall have records of continuous employment for a minimum of 5 years, their work shall be related to the field of training to which they seek admission, and have proof of demonstrable achievement in their careers;

(c) They shall successfully pass the entrance examination to be administered by the relevant academic unit;

(d) A student who has successfully finished a set of particular modules which entitles him to a degree may also peruse other related modules and earn another degree continuously. Detailed guidelines shall be worked out by the Academic Standard and Quality Assurance Committee (ASQAC).

(e) The student admitted on advanced standing basis shall stay for a minimum of one-half of the duration of the program, taking the required full load in such period, to which he has been admitted in order for a degree to be granted. The AEC shall work out detailed requirements regarding advanced standing admission in graduate programs and see the Senate approval thereof.

(f) Under no circumstances, private admissions to regular programs **shall** not exceed 5% of the total students admitted in such a program.

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

(h) In order to attract potentially resourceful candidates, special admission criteria are employed by some programs as specified hereunder.

3. Doctor of Medicine applicants must:

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

(b) Successfully pass the entrance examination administered by the CHS;

(c) Produce evidence of at least two years' service relevant to the field of health; and

(d) Pass interview by the Selection Committee of the CHS.

4. Doctor of Veterinary Medicine Applicants must:

(a) Have a B.Sc. degree in animal science, animal health science, veterinary laboratory technology, Biology and chemistry;

(b) Have at least two years of relevant service; and

(c) Successfully pass an entrance exam to be set by the faculty of veterinary medicine.

5. Engineering Applicants must:

(a) be graduates of recognized technical schools;

(b) meet other admission criteria to be set by the institute of Technology;

(c) special admission to some programs may be granted to potentially resourceful candidates who have completed secondary education on the basis of detailed guidelines to be issued by the Admission and Enrolment Committee (AEC);

(d) the applicants shall have records of continuous employment for a minimum of 5 years, their work shall be related to the field of training to which they seek admission, and have proof of demonstrable achievement in their careers;

(e) They shall successfully pass the entrance examination to be administered by the relevant academic unit;

(f) A student who has successfully finished a set of particular modules which entitles him to a degree may also peruse other related modules and earn another degree continuously. Detailed guidelines shall be worked out by Academic Standard and Quality Assurance Committee (ASQAC).

(g) The student admitted on advanced standing basis shall stay for a minimum of one-half of the duration of the program, taking the required full load in such period, to which he has been admitted in order for a degree to be granted. The AEC shall work out detailed requirements regarding advanced standing admission in graduate programs and see the Senate approval thereof.

(h) Under no circumstances, private admissions to regular programs shall not exceed 5% of the total students admitted in such a program;

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

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

Article 87: Admission Requirements for Continuing Education Programs

1. Admission to CEP are processed by the academic unit, in consultation with the University Registrar office and CEP office, as per the rules and regulations proposed by AC and approved by the University Senate.
2. Applicants who qualify under the following criteria may be admitted to continuing education programs:

(a) Candidates must have completed high school or must be in possession of its equivalent qualification;

(b) Must pass entrance examination to be administered by the University where applicable; and

(c) Must fulfill the requirements set by the Ministry of Education.

Article 88: Readmission after Dismissal

1. A student who has been dismissed for good due to academic deficiencies may not seek readmission into the program from which he has been dismissed.
2. Notwithstanding the provisions of sub-Article 1 of this Article, a dismissed student may apply for admission to a different program in the continuing and distance education program.
3. A student whose academic status is 'dismissal' 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.
4. A student may be allowed to raise his grade point to the required level provided he can remove such academic deficiencies in not more than one year and the maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining courses of study.
5. A first-year student dismissed at the end of the first semester with a SGPA of not less than 1.00 shall be readmitted.
6. A first-year student dismissed at the end of the second semester with a CGPA of not less than 1.75 shall be readmitted.
7. A second year and above student dismissed at any semester with a CGPA of not less than 1.75 shall be readmitted.
8. Any readmitted student may be allowed to repeat courses in which the student scored "1 (D)" or "0 (F)" in both ECTS and conventional system grades with the approval of the student's academic advisor/Head of academic unit.

Article 89: Choice of Programs of Study

1. Students shall be admitted into the programs of their choice on a competitive basis using their grade as a measure. However, special provisions shall be made for female students, physically challenged students, and other socially disadvantaged groups that require affirmative action.
2. Academic Units may submit specific entrance requirements such as passes in certain subjects or additional test results and may state if, and what, kinds of physical

disabilities prevent students from pursuing studies in their respective disciplines. These requirements should be developed by the relevant academic units and approved by the ASCRC of the Senate.

3. Students shall fill out application forms indicating their choices of discipline, grade and other particulars for review by the ASCRC.
4. In cases where there are more applicants than places in a program, those applicants who fail to get their first choice will compete for their second choice and if they fail to get their second choice, they do the same for their third, fourth choice, etc.
5. Regular students sponsored by governmental institutions to fill specific vacancies shall be placed in the program that offers the desired study provided that they meet the minimum entrance requirement for the program and they provide letters from the heads of regional government offices justifying the need for admission into the desired program. However, such admission depends on the availability of place in the particular program.
6. When there are more applicants with the same grade indicating the same level of preference to a program than places therein, applicants with better grades in the specific entrance requirements shall be given priority.
7. The Academic Program Office shall notify the relevant heads/director about placement results and if departments or students have complaints on the results, these should be attended to within one week following the announcement.
8. An applicant who believes that there was an error in the placement may report the case to the freshman office, academic program office and university Registrar for review.
9. The Academic Program Office, through the University Registrar, shall report to the Senate all admissions and placement made in the University.

Article 90: Major and Minor Fields of Study

1. When circumstances require, the University may design major and minor area of concentration.
2. Major-minor combinations shall be worked out in ways that enable students to acquire acceptable degrees of specialization in both disciplines.
3. The proportion of major, minor and supportive courses shall be decided by the guidelines to be developed by ASCRC.

Article 91: Transfer of Students

1. Inter-University Transfer

(a) Principles of Inter-University Transfer

(i) Admission based on inter-university transfer shall be granted in a transparent manner.

(ii) Applications for transfer shall be considered exceptionally and based on availability of space facilities and if the student has obtained the grade that would normally be required of students for enrolment in the department concerned.

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

(iv) Once transfer is permitted, the student shall be responsible to all consequences.

(b) Eligibility for Transfer

(i) A student applying for inter-university transfer shall be one who has passed the ESSLCE and has been enrolled in one of the public universities in Ethiopia.

(ii) A student dismissed from his previous institution shall not be eligible for transfer.

(c) Grounds for Transfer

A student eligible for transfer may be granted admission where:

(i) His health and social condition necessitate he should live in Woldia and the surroundings; and

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

(d) Evidence

Where a student invokes any of the above grounds for transfer, he shall have the obligation of providing authentic and relevant evidence, which can prove his case to the satisfaction of the Office of Academic Programs Director.

(e) Involvement of Institution of Origin

(i) Woldia University shall decide on transfer applications submitted to it upon receipt of an approval of transfer requests by the institution of origin.

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

(f) Procedures for Transfer

(i) The Office of Academic Programs Director shall, after a request from appropriate organ of institution of origin, request the concerned faculty for the available space in all years of study for accommodating students to be transferred and intake capacity of every department.

(ii) A student wishing to transfer will be required to fill a 'Standard Transfer Application Form' which will be available at the Office of the University Registrar/the Office of Academic Programs Director and which he can collect upon payment of appropriate fee.

(iii) The Office of Academic Program Director shall finish the transfer process at least at the week of registration for the semester into which enrolment is required.

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

(v) Upon receipt of the application, the Academic Program Director will present it to the University Registrar, which will make its decision in line with the provisions of this Article.

(vi) The University Registrar shall communicate such decision to the student requesting transfer and to the faculty to which the transfer is requested. A copy thereof shall be delivered to Academic Program Director, the Office of the ARTTCEVP and the relevant Office of Dean and head.

(vii) A student who has succeeded in his application for transfer will be expected to report and register by the **end of the first week** of the semester at the latest.

(viii) A student whose application for transfer has been rejected shall have the right to appeal to the ARTTCEVP whose decision shall be final.

(g) Transfer of Credits

(i) The AC of the relevant institute/college/faculty/school shall determine the transferable credits earned in other public institutions of higher education.

(ii) The AC shall base its decisions on the recommendations of the receiving department with regard to credit transfer or course exemption.

2. Inter-College/Faculty/School and Intra-College/Faculty/School Transfer

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

(a) Inter-faculty and intra-college/faculty/school transfers shall be done when there is a common agreement between the receiving and releasing colleges/faculties/schools or departments.

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

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

(d) A student dismissed from his previous department shall not be eligible for transfer into another college/faculty/school or department of the University.

(e) Inter-college/faculty/school and Intra-college/faculty/school transfer application forms shall be available at each college/faculty/school and department of the University to be collected by applicants for transfer upon payment of appropriate fees.

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

(g) Granting or denying transfer shall be made by a dean of the receiving college/faculty/school upon the recommendation of the receiving department in case of inter-college/faculty/school transfer and by the head of the receiving department in case of intra-college/faculty/school transfer which shall then be

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approved by the Dean of the receiving college/faculty/school. Accepted transfer requests shall be communicated to the Registrar, Academic Program Directorate, and other relevant offices.

(h) Receiving college/faculties/school shall set criteria for selecting students who apply for transfer.

(i) The process of transfer shall be completed two weeks ahead of the commencement of classes.

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

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

3. Transfer in Continuing Education Programs

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

1. The transfer of continuing education students from college/faculty/school to college/faculty/school or from department to department shall be governed by the provisions of this chapter set for regular students.
2. Applicants must have accumulated 75% of the total credits required for graduation while in the continuing education program, and they must attend at least 25% of the total credits required for graduation in the regular program by covering the amount of tuition fee for the respective field of study.
3. Outstanding students with a minimum Cumulative Average Number Grade (CANG) of 3.75 and/or students who would complete their studies within one academic year can apply for transfer and selection will be made on a competitive basis. However, such students may not exceed 5% of the total student enrolled in the batch of the program of study.
4. Applicants who meet the requirements stated above should fill in forms prepared for this purpose by the Registrar and submit them to the academic unit.
5. Transfer may take place within the same department or programs only.

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

CHAPTER IX: COURSES OFFERED BY THE UNIVERSITY

Article 92: General Provision on Modules/Courses

1. The University education system must meet the needs of national development and provide well planned teaching and learning programs and contribute to the advancement of all forms of knowledge. The University encourages new learning and teaching strategies and modifies traditional models of discipline-based and sequential courses. The learning programs shall be outcome-based education and training. The model of modularization shall fit into the objectives and requirements of 'Qualification Framework'.
2. Unless otherwise provided for in this Legislation or by a directive to be issued by the Senate, all courses shall be semester, block term or modular courses.
3. Module duration (width) is the time duration over which a module of a specific size or weight is offered. A set of modules or more than one module can be offered in a semester. A single module may not however be stretched to the next semester provided a module may run for two consecutive semesters within the same academic year if the nature of a given discipline or module requires so and if it is recommended by the AC concerned and approved by the Academic Standards and Curriculum Review Committee (ASCRC);
4. All modules/courses offered in the University shall be organized and managed along the development of independent learning, reflective thinking, critical reading and writing abilities.
5. Modules shall be offered in contact teaching or in block teaching or in combination of the two.
6. Modules/courses shall be valued in terms of the European Credit Transfer System (ECTS). The University shall use the Credit Accumulation and Transfer Scheme (CATS) in order to enable students to accumulate credit and to facilitate the transfer of that credit within and beyond the University. Within the CATS scheme, 1 credit

(credit point) shall be equivalent to 27 hours of learning effort or notional learning time, used as a measure of volume.

7. Unless specified in the curriculum, a module can comprise any credit value in the range of 5 to 25 ECTS. For a graduate program, one project/thesis module may comprise up to 30 ECTS.
8. The validity and quality of modules/courses in the University system shall be as determined in accordance with the provisions of this Chapter.
9. All modules/courses offered by the University shall be numbered and the system of numbering shall be provided by the ASCRC based on national modular curricula harmonization guideline.
10. A combination and arrangement of modules/courses that provide individual students with a balanced, progressive and coherent learning experience satisfying competency requirements shall be designed and offered.

Article 93: Core Area Modules/Courses

Each student enrolled for a particular program shall complete the core area modules/courses in such program as a precondition to earn a degree.

Article 94: General Education Modules/Courses

1. The decision to offer General Education modules/course may be made at programs level for undergraduate programs and the courses may be offered after their inclusion in the curriculum has been approved.
2. General Education modules/courses shall be designed to enable students acquire the necessary communication and analytical skills, culture of inquisitiveness, critical thinking, innovation and creativity, democratic values and knowledge, skills of new technologies and awareness.
3. The number of general modular category courses should depend on the extent of coverage of such courses in the curricula of secondary schools or in their foreign equivalents and the minimum requirements approved in the curricula of each program.



Article 95: Elective Modules/Courses

Each academic unit should provide its students with opportunities to take a certain number of elective modules/courses. The proportion of elective and mandatory modules/courses shall be recommended by the DC and approved by ASCRC.

Article 96: Phased-out Modules/Courses

1. Students who have taken and passed phased-out courses in the University system are not required to take replacement courses upon readmission.
2. Students who have scored 'F's in phased-out courses deemed essential for a program of study shall be required to remove their 'F's by taking equivalent courses as determined by the AC of the college/faculty/school in which they are enrolled and shall be awarded with the new grade as they score.
3. Providing the equivalent course in time shall be the responsibility of the respective DC and AC.
4. When a course replaces two other courses with varying credits and an 'F' grade is earned in each of such courses, the grade earned in the substitute course shall replace the 'F' in both the previous courses; or
5. When an 'F' grade is earned in only one of the two courses, both grades go into his transcript but only the grade earned for the substitute course goes into the computation of his CGPA.
6. For those phased-out courses that the student has taken and registered pass marks and for which equivalent courses are found, the results of those phased-out courses shall be taken in to consideration while calculating the students' CGPA.

Article 97: Online Courses

1. Synchronous online instruction means real-time, guided instruction delivered via live lecture, video conferencing, webinar, or virtual classroom, in which the instructor and students interact simultaneously.
2. Asynchronous online instruction means instruction in which learners access materials, complete tasks, or interact with content and peers at their own pace, without requiring simultaneous participation by the instructor.

3. Blended/Hybrid course means a course in which no less than thirty per cent (30%) and no more than seventy-nine per cent (79%) of the total course content is delivered online, with the remainder delivered face-to-face.
4. Fully online course means a course in which eighty per cent (80%) or more of the total course content is delivered online.

Article 98: Semester Load for Full-time Students

1. Except College of Health Science students, the minimum load required for a full-time student shall be 25 ECTS (15 credit hours) per semester and the maximum shall not exceed 37 ECTS/22 credit hours. However, female and special need students may drop one course per semester from their batch to be approved by Academic Commission (AC).
2. A student with CGPA of 2.75 or above and wishing to deviate from this requirement shall obtain a special permission from the head of the department in which he is doing his major work, or from the dean of his college, and approved by the AC. The maximum load with special permission shall not, however, exceed 40 ECTS/24 credit hours.
3. Notwithstanding the provisions of sub-article 1 of this Article, a graduating student with CGPA of 2.00 and above may be granted special permission to take up to 40 ECTS/24 credit hours.

Article 99: Semester Load for Continuing and Distance Education

1. The normal load in the evening programs shall be 14-18 ECTS/8-12 credit hours per semester.
2. A student in the evening programs may be allowed to take a load of up to 23 ECTS/15 credit hours, provided that the student has completed a course work of at least one academic year/40 ECTS/24 credit hours and has a CGPA of 2.50 or above and the student is at graduation year after passing all modules/courses taken up to date.
3. Evening program students may take up to 10-15 ECTS/6-9 credit hours during the summer term.

4. The normal semester load of students placed in summer in-service programs shall be 20-25 ECTS/12-15 credit hours. A student in the summer in-service programs may be allowed to take a load of up to 30 ECTS/18 credit hours when approved by Academic Council (AC).
5. The normal load for evening and weekend students in a Kiremt semester shall be 10 to 15 ECTS or 6 to 9 credit hours.
6. The normal load of one distance semester in kiremt in-service programs shall be 10 to15 ECTS or 6 to 9 Cr. Hrs. except for curricula coming from the MoE.
7. The normal load (credit hours) of a distance student shall be 14-16 credit hours (23 -26 ECTS).
8. A minimum ECTS or credit hours for distance students shall be 20 or 12 per semester, respectively. The maximum load shall not be exceeding 30 ECTS or 18 credit hours. However, a student may be allowed to take up to 35 ECTS or 22 credit hours when:
    a. the student secures a CGPA of 2.5 and above upon completion of an equivalent course work corresponding to one academic year;
    b. the student is at graduation year after passing all courses taken up to date.
9. For students who have taken holistic and internship, the semester load shall be 32 ECTS or 20 Cr. Hrs.
10. For the purpose of determining academic status of distance students, one distance session is counted as one distance semester.
11. The academic status of summer students will be determined at the end of every summer semester.
12. The academic status of evening students will be determined at the end of every semester. However, for courses that are taken in the kiremt semester, the status shall be calculated together with the subsequent semester.

Article 100. Duration of Study and Validity of Modular Courses

1. The duration of study for undergraduate degrees in regular programs shall be four to seven years.

2. The duration of study for undergraduate degree in evening, continuing and distance programs shall be four to eight years.
3. The maximum length of time students may stay in such programs may not exceed twice the normal duration of study depending on the program
4. A student who fails to complete any studies within the maximum length of time permitted under sub-article 1 and 3 of this Article, shall be canceled from that program. However, the student will be certified for the modules or courses successfully finished.
5. 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.

Article 101: Credit Requirements for Graduation

1. The minimum total credits for three years bachelor program shall be 180 ECTS/109 credit hours while the maximum shall be 192 ECTS/114 credit hours.
2. The minimum total credits for four years bachelor program shall be 240 ECTS/145 credit hours, while the maximum shall be 280 ECTS/168 credit hours except Health Science students which may be up to 310 ECTS/185 credit hours.
3. The minimum total credits for five years bachelor program shall be 300 ECTS/182 credit hours while the maximum shall be 310 ECTS/188 credit hours except Health Science students which may be up to 400 ECTS/240 credit hours.
4. The minimum total credits for six years bachelor program shall be 360 ECTS/218 credit hours while the maximum shall be 510 ECTS/305 credit hours.
5. Any college or institute or school or department/center wishing to deviate from the above stated maximum and minimum total credits shall obtain the approval of the ASCRC.
6. The proportion of time (lectures, laboratory/practical works, tutorials, home study, etc.) allotted for a particular course/module shall be determined by an academic unit offering that course/module and follows the approval of the ASCRC.

7. Academic Units shall determine courses that require additional tutorials and the proportion of time thereof which shall be in effect after approval by the ASCRC.

Article 102: Earning Credits on the Basis of Examination

1. In some circumstances, students may earn credits on the basis of examinations alone in certain modular subjects if the students produce evidence that they have a prior knowledge of such subject matter.

2. In such cases the following conditions should be taken into account:

(a) If an academic unit offers courses for which it accepts the earning of credit through examinations alone, it shall submit a list of such courses to the Registrar Office to be approved by the ASCRC.

(b) In cases where an academic unit does not have such provisions or is not included in the aforementioned list but a student feels that he is competent to sit for an examination of a course without attending a class, the student shall apply for such consideration and get the approval of the ASCRC.

(c) Any student that can present sufficient and convincing evidence to the head of the academic unit showing the acquisition of knowledge, insight or skills taught in any of the courses listed as per sub-Articles (a) and (b) of Article 102 (2), shall register during the regular registration periods to obtain credits through examinations only.

(d) Of the total number of credit points required by the academic unit for graduation, not more than 20% shall be taken through earning credits on the basis of examination.

(e) Registration to earn credits on the basis of examinations shall be approved by the concerned AC and APD.

(f) Students who have registered for course(s) for which they seek to earn credits on the basis of examinations shall take the examinations when they are offered to students who have attended the module/course including all assessments.

Article 103: Class Attendance

1. Unless provided otherwise in this Legislation or in a directive to be issued by the Senate or except for modules that are approved in advance and in which earning of credits through examination alone is acceptable, a student is required to attend all lecture, laboratory and practical sessions as well as field work.
2. In a situation where reasons beyond his control, a minimum of 85% attendance is tolerated for the lecture/tutorial sessions; some programs may demand 100% attendance where such full attendance is academically indispensable.
3. All course/module instructors are responsible to take attendances and shall submit to their respective academic unit before the mid and the final exam (twice per semester).
4. A student who has missed more than 15% attendance shall not sit on the final exam and as a result be given an NG due to incomplete attendance. Where a student's incomplete attendance was due to reasons that were not valid, the NG grade shall be changed to an "F" at the end of the two week of his next enrolment in the program.
5. If a student's incomplete attendance is proven to have been for valid reasons, his previous registration for the course shall be canceled and permitted to retake the course afresh
6. In case of valid reason(s), even if a student is underload, he shall be registered for the semester.
7. If a student fails to sit for final exam or have results for term paper and a project not completed, the instructor shall record 'NG' for No Grade. All NG's shall be changed to one of the following within two weeks after the beginning of the next semester:

    a. To an "I" (incomplete) by the AC for a student who fulfills the minimum required attendance and

        (i) who has formally withdrawn from the program OR

        (ii) who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/course

(b) to an "F" by the AC when there is no valid reason or not formally withdrawn from the university

(c) "Cancelled" by the AC for a student who doesn't fulfill the minimum required attendance and

(i) who has formally withdrawn from the program

(ii) who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/course

8. An "I" grade means that a student can take a makeup exam for that course.
9. A "Cancelled" course means that the student can take that course as new.
10. "I" shall not play any part in the computation of the semester average number grade.
11. Status will be determined for a student who has less than or equal to two "I"'s in a semester.
12. If the number of I's in a semester is more than two, the student shall be forced to withdraw and his status will not be determined.
13. For a student in the distance program, if the number of I's in a semester is more than two, status will be determined after taking make up exams for the I's.
14. The total CP of the two "I"s shall not exceed 15 CP. If the CP for the two "I" courses is greater than 15, the student shall be forced to withdraw.
15. If a student repeats a course, the initial credit hour and grade shall appear on the transcript as canceled to indicate that the exam has been repeated, but be ignored in calculating the semester grade point average (SGPA). Whether or not there is a change in the grade, only the new grade and credit hour will be considered in determining the status.

CHAPTER X: ACADEMIC ADVISING

Article 104: Academic advising

1. Objectives of Academic Advising

The objectives of academic advising shall be to:

(a) establish one-to-one contact between academic staff and a small group of students by assigning an academic advisor to each student;

(b) help understand and recognize individual student's learning needs and goals;

(c) promote and facilitate a learning process of a selected group of students;

(d) provide an additional source of help, guidance and support in the academic pursuits of students requiring such support in addition to those provided by the normal channels; and

(e) ensure that students are properly progressing in their academic achievements.

2. Selection of Advisors

(a) Academic staff shall be assigned to the responsibility of academic advising based on the following criteria:

(i) Appropriate academic specialization in the respective broad area of study of the students assigned to them;

(ii) Received a short orientation and training in academic advising to initiate effective advising for students of the age group concerned and area of specialization.

(b) Each academic staff shall be assigned a group of students from within the program of studies under the academic unit. Students assigned to each instructor shall be limited to a reasonable number, such that the objective of the academic advising are achieved. Such number shall in no case exceed 20 students.

(c) Each academic unit shall be responsible for engaging its senior academic staff with less workload to take part in academic advising to instill fundamental concepts and principles of discipline in freshman students. The academic unit shall play a proactive role in coordinating such efforts and seeing to it that one credit hour is attached to such advisory undertaking.

(d) Whenever there is change of advisors there should be proper handover of students' record.

3. Role of Academic Advisors

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

(a) interact with their assigned students on a regular basis according to mutually agreed frequency and duration;

(b) understand the strengths and weaknesses of their group through continuous and regular monitoring of their academic performance;

(c) help students develop personal academic goals or learning plans and facilitate their progress towards their goals;

(d) advise those students who express a desire or need for individual attention and shall help them in their learning process. This may be initiated either by the students or by the Academic Advisors;

(e) act as learning consultants to their assigned group; in this role, they shall help students develop strategies for learning, studying, improving academic standards and developing competence in their selected programs of study;

(f) wherever necessary, advisors shall establish network with other academic staff members and help students use all available resources to meet their learning and developmental needs. This may include resources inside and outside the University as well as strategies for learning;

(g) help students choose minors, electives, and specializations in their areas of study;

(h) maintain academic and other records required for advising their assigned group of students;

(i) provide advice to students with academic difficulties.

4. Role of Students

Students, as adult learners, shall have the roles and responsibilities to:

(a) understand clearly the requirements of the program;

(b) develop their own personal learning and achievement plans in their course of studies;

(c) develop mutually satisfactory and productive relationship with developmental plans;

(d) keep personal records of targets, plans and specific goals and the outcomes of their meetings with their advisors; and

(e) interact with their assigned advisor on a regular basis according to mutually agreed frequency and duration.

5. Graduate Student Advisement

(a) The DGC/SDGC shall allocate an academic advisor for each graduate student in consultation with each student and in accordance with sub-Article 2 of this Article.

(b) The academic advisor of the graduate student provides advice to the student both on general academic matters such as course enrolment and choice of specialization

and on the organization and supervision of the student's research and writing and/or preparation for a comprehensive/qualifying exam.

(c) For a Ph.D. student, the DGC may appoint one or more associate professors or above as an advisor in consultation with the student. The appointment will be made when the student registered for course work.

6. Roles of Deans and Chairs/Heads of Departments/Centers/Schools in Academic Advising

(a) Chairs/Heads shall initiate and finalize plans for assigning all the students to appropriate academic members selected as advisors.

(b) Chairs/Heads shall obtain progress reports and action plans regarding the process of academic advising twice in each semester from academic advisors. The plan shall be evaluated for its effectiveness and perceived deficiency in consultation with academic staff members and department heads at the end of each semester. Based on such evaluation, changes and modifications may be made as improvement on the earlier process. The decision for improvement shall be recorded.

(c) Deans and heads of departments shall also organize and plan orientation sessions for students and academic advisors at the beginning of each semester. The objectives of the orientation sessions shall be to:

(i) create an awareness about the need for academic advising;

(ii) clarify the mutual roles and responsibilities of students and staff members; and

(iii) provide all relevant records to the advisors concerned and other bodies of the academic unit concerned. Such records include: admission details; grades secured in qualifying examinations; scores in continuous assessment tests, assignments, quizzes, and seminars; attendance records; and evaluation and improvements of the academic advising system.

7. Evaluation of Academic Advising

The usefulness of the academic advising system is evaluated as follows:

(a) analysis of students' performance;

(b) feedback from the advisees about the effectiveness of the advisor and the academic advising program, and suggestions for improvement;

(c) feedback from the teaching academic staff about progress in performance of students in class work and examinations; and

(d) comments from heads of departments, deans and directors concerned.

8. Improvements in academic advising

(a) The results of the analysis conducted are used to the effective improvement in the academic advising program.

(b) The areas of improvement are identified by the dean and discussed in the appropriate committees or subcommittees formed for the specific purpose.

(c) The improvements in the scheme are measured primarily through the performance of students, and establishing relationship between the academic advice and results.

(d) Heads of departments and Academic Advisors shall also suggest specific plans for modifications in the program for the purpose of improving its effectiveness.

9. Guidelines on student advising

(a) College Registrar Offices should provide student records to respective advisors at least three working days before the date of registration.

(b) An advisor should examine the status of his students well ahead of time.

(c) An advisor shall identify students with academic problems and recommend tutorial sessions, courses to be repeated, added/dropped, exempted; recommend waiver requests etc.; department/center/school heads should arrange tutorial sessions for courses based on the nature of the courses and previous performance of students.

(d) An advisor shall start with a group of students, follow their progress and take them all through to their graduation as far as possible.

10. Guidelines on waiver request

(a) Waiver request shall be initiated at the department level. Academic Advisors should identify students with academic problems for whom waiver of some rules is required and recommend the same to the DC.

(b) The Dean's office of a College shall systematize, screen and sort out requests from departments, recommend possibilities and present the recommendation to the AC of the academic unit concerned for discussion.

(c) Waiver requests related to status determination (academic dismissal or continuation with probation) should be decided before readmission and registration

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deadlines; other waiver requests should be entertained with respect to other relevant deadlines (e.g. Add/Drop dates, graduation, etc.)

(d) Waiver may not at all be allowed for major area course(s).

Article 105: Student Guidance and Counseling Office

1. A student guidance and counseling office shall be established under the Dean of Students.
2. The Office shall provide personal counseling services for all enrolled students in need of such service.
3. The office shall be staffed with counselors including mental health professionals and other professionals employed either on full-time or on part-time basis that support needy students and assist the work of college level counselors' team.
4. Each college running undergraduate program(s) shall establish academic counselors team composed from the staffs at the college level for students immediately upon their placement in the College.
5. The confidential nature of counseling sessions is highly respected. Thus, a student's permission is required before any information is released, except in very unusual circumstances.
6. Anonymity of individuals shall be strictly respected in using confidential counseling records for any scientific investigation by authorized bodies of the University.

Article 106: Guidance and Counseling Officer

There shall be Guidance and Counseling Officer who is accountable to the Vice Dean of Students' Character Building and who oversees the services embedded in this Legislation. The office in particular shall have the following powers and responsibilities:

1. Provide advice for the duration of the student's career as undergraduate student. The counselor engages in advisement of students in providing general orientation, concerns and worries of students in regard to course work.
2. Submit recommendations to the offices of the Academic Dean, the Dean of Students, and to other concerned authorities as required and accepted by the Guidance and Counseling Offices;

3. Keep the records of clients confidentially unless requested to disclose by parties which the office accepts as eligible;
4. Arrange programs and seminars useful to students in improving their academic competence;
5. Provide follow-up, research, evaluation and information services;
6. Establish a strong Guidance and Counseling center staffed with professionals and backed by fully pertinent information (psychological tests, study skill center, vocational and career counseling about their profession);
7. Establish cooperation with other University units so as to run the teaching-learning process, community and student services smoothly and efficiently; and
8. Perform any other duties with respect to Guidance and Counseling as assigned to it by the Dean of Students.

Article 107: Foreign Students

1. The purpose of having foreign students is to promote cultural exchange and experience sharing between them and Ethiopian counterparts.
2. There shall be a Foreign Students' Office under the Office of the Dean of Students.
3. The Foreign Students' Office shall be headed by a foreign students' advisor, who shall be a mature, sympathetic and experienced Ethiopian.
4. The Foreign Students Office shall:
   (a) be responsible for the overall administration, supervision and guidance of foreign Students and to help in all ways possible with their personal, financial and other difficulties;
   (b) be responsible for the initiation, organization, and administration of special orientation programs;
   (c) prepare, in cooperation with relevant units, a "Handbook for Foreign Students";
   (d) organize and welcome foreign students upon arrival;
   (e) find ways and means to introduce foreign students to the Ethiopian society;
   (f) study and report on any problem affecting foreign students; and
   (g) Perform any other duty with respect to foreign students assigned to it by the Dean of Students.

CHAPTER XI: GRADING SYSTEM, ACADEMIC ACHIEVEMENTS AND STATUS FOR UNDERGRADUATE PROGRAMS

Article 108: Grading Rules for Undergraduate Programs

1. A student shall be said to have done a module/course upon completion of such module/course and when he is graded according to the grading scale and letter grade system indicated in the following table.

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-		
[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	

2. A student may not graduate with a CGPA of less than 2.0 He shall thus score at least a "C" grade in each of the modules/courses he is required to take under the program.
3. A student who has scored a "C-" grade in all the modules/courses taken may be promoted to the next semester where he is a first semester first year student. This minimum grade required to be promoted to the next semester may be raised for second year and above students.

4. A student in good standing may graduate if he scores a “C-” grade in any course under a module. Where the “C-” grade is for a module or for a course as a module, he shall however sit for a re-examination with the view to removing such “C-” grade.
5. A student who has scored “D” grades in all courses under a module or in regard to all modules may not be promoted to the next semester.
6. A good standing student is entitled to be promoted to the next semester as well as graduate even if he scores a “D” grade in any course under a module. Where the “D” grade relates to a module or a course treated as a module, such student shall take re-examination and remove the ‘D’ grade.
7. A student who has scored a “D” or a “C-” or an “F” grade in a course under a module or in a module or a course taken as a module may be allowed to repeat the same twice. However, a maximum of a “C” grade may be taken into consideration in determining his academic status. The academic unit concerned shall properly announce the possibilities envisaged here in due course.
8. Details in regard to sub-articles 1-7 of this Article shall be worked by the Senate.
9. Notwithstanding the grading system indicated in the table under sub-article 1 of this Article, the CHS may follow its own grading system that shall be endorsed by AC of CHS and approved by the University Senate.
10. Academic achievement in all the undergraduate programs of the University, with the exception of modules/courses and programs for which the Senate provides special dispensation, shall be graded on the letter system based on the scale that is in the manner provided in sub-article 1 of this Article.
11. For any module having lecture, laboratory/practice and tutorial components, raw mark evaluation should be treated independently from 100%. The final number grade obtained for a module shall be the sum of the percentage raw mark with its weight.
12. Unless otherwise provided for by this Legislation or other directives issued by the Senate, grade point averages are determined by dividing grade points earned in a semester or a term by the number of credit hours/ECTS taken in that semester.
13. Semester Grade Point Average is determined by dividing grade points earned in a semester by the number of credit points in that semester.

14. The final number grade of a module is obtained based on the sum of the number grades of independent work module with its weight given for each in that module.
15. In case a student does not have full examination records, the instructor shall record "NG" for No Grade. All NG's shall be changed to one or another of the following before the academic status is determined:
    (a) to an "I" (incomplete) by the AC in consultation with the instructor concerned for a student who, because of illness or of other reasons beyond his control, fails to complete the course; or
    (b) to a "W" (withdrawn) by the department/center chair/school head for a student who has formally withdrawn from the program within two weeks after the beginning of the semester; or
    (c) to a "DO" (dropout) by the dean for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the University and the time limit specified in the provisions of sub-Articles (b) of Article 108 (15), or has not produced evidence justifying his failure to sit for the examination(s);
    (d) neither "W", "DO" nor "I" shall play any part in the computation of the semester grade point average. A student who obtains a "DO" for a module/course or courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by the University to the appropriate academic commission within two weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic "F" grade;
    (e) the modalities of converting "I" grades to other grade forms shall be as per the procedures set forth under this Legislation;
    (f) all required non-credit work shall be recorded a grade "P" (Pass) and "F" (Fail), but neither shall be included in the computation of the grade point average; and
    (g) a double asterisk (**) shall be entered in place of a letter grade in those rare cases where a module/course is in progress and no work has been completed to give the instructor a basis for giving a letter grade. This would apply only to such modules/courses as projects/thesis/dissertation or seminars with research components running beyond one semester and shall not be applicable to one-semester modules/courses.

Article 109: Semester Academic Achievements

1. A student who earns a "2.00" (C grade) or above in all modules/courses of a semester shall be in good standing.

2. A student shall be warned or placed in probation by the academic unit under the following conditions:

(a) A student who fails to achieve a semester GPA of 1.75 or a CGPA of 2.00.

(b) 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;

(c) Any newly admitted student who, at the end of the first semester, earns a semester GPA of 1.50 to 1.74;

(d) Any newly admitted student, who at the end of the first year, earns a CGPA of 1.75 to 1.99.

3. Discretionary probation

(a) The function of discretionary probation, which can only be granted by the respective Academic Unit, is to allow students who fall below the required academic standards to continue their studies. The decision to permit a student to continue his studies on discretionary probation is based on individual consideration of his case and a conclusion that, in view of all the relevant circumstances, there prevails a reason to believe that the student can raise himself academically to the required level of achievement.

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

(c) Valid reasons exist to explain their low academic performance;

(d) Those causes for their academic deficiencies can be removed;

(e) The students can attain the required academic standard during the same semester in which they have been put on probation.

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(f) An SC/DC of particular academic unit may attach certain conditions to grant a probation, which must be met if the students are to remain enrolled.

(g) When students are placed on probation, their head of the academic unit will notify of their status, what is expected of them in their academic performances and what will be the consequences of the failure to meet the requirements in the future.

(h) Irrespective of the provision of sub-Articles (d) of Article 109 (3), a student shall be dismissed after being placed on warning for one semester and on probation for another consecutive semester if he doesn't remove himself from probation by attaining a CGPA of 2.00.

4. Academic Dismissal

(a) Any consecutive warning leads to academic dismissal.

(b) 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 shall be dismissed.

(c) Any student whose semester GPA falls below 1.75 or who fails to maintain a CGPA of 2.00 shall be dismissed.

(d) 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.

(e) 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.

(f) 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.

Article 110: Academic Achievements for Graduation

1. 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.
2. 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.
3. No ''F'' grade in any module/course taken.

4. Students who fail to graduate due to achieving a less than the CGPA 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’’.

Article 111: Graduation with Distinction, Great Distinction and Very Great Distinction

The following shall constitute the requirements for academic distinction upon graduation of undergraduate degree programs:

1. A student with a CGPA of 3.75 or above shall graduate with ‘‘Very Great Distinction’’;
2. A student with a CGPA of 3.5 to 3.74 shall graduate with ‘‘Great Distinction’’;
3. A student with a CGPA of 3.25 to 3.49 shall graduate with ‘‘Distinction’’.

Article 112: The Woldia University Medal

1. The University Medal is a prize awarded at commencement to an outstanding student selected competitively from a program or programs in the University.
2. The award is made based on academic excellence, character and contribution to the public and participation in extra-curricular activities. The AC of each institute/college/faculty/school shall, each year, recommend to the Senate its outstanding student and grant the medal upon the approval of the latter.
3. The University Medal shall be awarded based on the following criteria. The criteria should be considered step by step as ordered below;
   (a) a student with disciplinary record cannot be considered;
   (b) eligible students for the award shall be evaluated based on academic excellence (40%), gender and disability (40% for female students, students with disabilities, or both), and extracurricular activities (20%); and
   (c) to assess academic excellence, the criteria shall include the number of A+ grades (30%), regardless of the program duration (four, five, or six years), and the exit exam score (10%). The number of A+ grades will be calculated relative to the total courses delivered in the program, and the exit exam component will be based on the student's score out of 100.

(d) After all the above procedures, still exists a case of a tie:

(i) a female candidate shall be given priority;

(ii) a regular student shall be awarded rather than an advanced standing student;

(iii) a student who completed his program in regular time shall get the award rather than the one who has taken repeated make-up examinations; and

(iv) only regular program students shall be considered for the University's Special Medal (Award).

CHAPTER XII: ASSESSMENTS AND EXAMINATIONS

Article 113: General Provisions on Examinations

1. Student learning shall be assessed on a variety of ways: continuous assessment in the form of tests, assignments, presentations, etc. to determine the final grade earned. This shall account for 50% of the total module/course grade. The remaining 50% shall be allotted for a final exam conducted at the end of module/course delivery. Instructors shall monitor the student's academic performance by keeping track of records.
2. Examinations may be oral, written or practical, depending on the nature of the module/course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be kept by the instructor.
3. The number, type and schedule of examinations or tests in a module/course shall be determined by the instructor and stated on the module/course outline to be issued to students at the beginning of the module/course.
4. A module/course outline, as a matter of routine, shall include information on components of continuous assessment providing the distribution of grade points with a performance assessment criterion among various types of exams and other works in percentage terms. A copy of the module/course outline shall be submitted to the academic unit concerned at the beginning of each course and shall be distributed to students upon approval by the department.
5. Copies of all examinations which go into the determination of a student's final grade in a module/course shall be deposited with the academic unit concerned immediately following the administration of the exams, tests or quizzes.

6. In those cases, where a module/course is taught by the same instructor to more than one section of students in the same program, examinations shall be of the same form and content. The same scheme of grading shall also be employed.
7. A common examination paper shall be prepared in cases where more than one instructor teaches a module/course with the same title and credit values to one or more sections. This shall be facilitated by the academic unit and instructors concerned.
8. Where common examination(s) have to be given for module(s)/course(s) taught by more than one instructor, the academic unit that offers the module (s)/course(s) shall ensure that all instructors involved in the teaching of the module/course have reached an agreement on the content of the exam(s). The academic unit that offers such courses shall work out procedures by which reviews of exam questions for such modules/courses will be carried out by a full panel of instructors involved in the teaching of the module/courses. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such modules/courses.
9. Where common examinations are given or where a course is taught by more than one instructor, a marking scheme shall be worked out by a panel of instructors and a copy shall be submitted to the academic unit concerned before the beginning of marking.
10. Examination papers prepared by an instructor or a panel of instructors shall be submitted to the DC/examination review committee of the academic unit concerned for review and endorsement.
11. Final grades for all modules/courses shall be reviewed and endorsed by the DC/examination review committee and the chair/head of the academic unit concerned as per the report format developed for the purpose.
12. Final grades shall be submitted by an instructor via the appropriate system/Student Information Management System (SIMS).
13. A copy of grade report sheets for all courses shall be kept at the academic unit concerned.
14. An official grade entry form shall be filled out only by the instructor(s) who has taught the module/course, has set the assessment weight or has participated in the setting of the exam questions and who has marked the exam papers.

15. When, for reasons beyond control, the provisions of sub-article 14 of this Article cannot be met, entering grade, setting of assessment weights and the marking of exam papers shall be carried out by a qualified staff designated by the head of the academic unit concerned.
16. In those cases, where the chair/head has to designate someone other than the instructor who has taught the module/course to either set or mark the examination, he shall forthwith present the case to the DC of the academic unit concerned for endorsement.
17. All marked final examination papers, along with marking schemes, shall be submitted to the academic unit concerned and shall be kept for a period of at least one year.
18. For all modules/courses for which correct and complete answers can be worked out, such a list of answers shall be officially posted after the end of the examination.
19. Official standard grade report forms shall be prepared by the University Registrar in which students are enrolled and shall carry all the names of students who have been on the official class list for the module/course.
20. Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
21. Grades shall officially be announced to students by the academic unit concerned, and this may be done by posting the tear-off section of the grade report forms on official notice boards.
22. Academic unit must make sure that instructors requesting a leave have submitted the grades of students in their hand before departure.
23. Students shall have the right to check their corrected exam papers immediately after the last day of the exam period. Heads of departments and deans of faculties/head of the exam center shall ensure this right is respected.

Article 114: Administration of Mid and Final Examinations

1. Mid and final exam schedules for semester-based courses have to be indicated in the academic calendar of the University.
2. Vice-dean of each college has to prepare exam schedule before a month and submit to the dean and to Office of the Executive Director for Academic Affairs.

3. A list of candidates sitting in an examination shall be prepared in advance of the examination by course chairs to which the students belong and such a list shall be handed over to the invigilators for purposes of checking attendance in the examination.
4. No student shall not enter an examination hall 30 minutes after the beginning of the examination.
5. No student may be allowed to leave an examination hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.
6. In the event that a student is forced to leave an examination hall for health reasons, and in so far as the student is in a conscious and sound state of mind, the invigilator in attendance shall inform him of the fact that certification from a medical doctor has to be obtained expeditiously to substantiate the claim of sickness or illness.
7. Upon conclusion of an examination, the invigilator shall submit a report on the conduct of the examination by completing a form prepared for that purpose. The report shall be submitted to the Academic Unit that offers the course.
8. Staff assigned as invigilators shall avail to the exam hall or room before 30 minutes. Failure to do so would be equated with breaching academic responsibilities.

Article 115: Periodic and Exit Examination

1. Without prejudice to the requirement of continuous assessment, students shall sit for periodic/holistic and/or exit exams to be administered by the respective relevant academic units of the University.
2. Students shall be registered for exit exams upon successful completion of all the modules/courses required by the program.
3. Exit exams, if any, shall be identified with module/course title and code.
4. The grade point of an exit exam should not be included in the computation of either semester or cumulative status of a student.
5. The exit exam result shall be rated as Pass (P) or Fail (F) status. The pass mark at the exit exam shall be determined by the respective program/concerned body to qualify for graduation.
6. An exit exam, if any, shall be given once in a year for graduating students, and the period shall be indicated in the academic calendar.

7. A student who failed in the exit exam can take the exam repeatedly till he scores a passing mark but no special re-examination schedule shall be arranged for failing students.
8. Detailed guidelines regarding exit exams shall be set by ASCRC.

Article 116: Violation of Examination Regulations

1. Any one of the following shall be interpreted as an act of violation of examination regulations in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and on the determination of the academic status of students:
   (a) Copying from pieces of paper or any other source of information brought into an examination hall where such material is not specifically permitted;
   (b) Working on or being found in possession of examination papers other than one's own;
   (c) Exchanging information in the examination hall in oral, symbolic, written or any other means, such as mobile phones where these are not specifically permitted;
   (d) Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own;
   (e) Sitting for an examination in a module/course for which one has not been registered;
   (f) Taking an examination by proxy, i.e. through another party;
   (g) Submitting a work or works for which it can clearly be established that the work or part thereof is not produced by the student claiming authorship or production;
   (h) Disorderly conduct in an examination hall, including refusal to accept and abide by instructions given by the invigilator;
   (i) Being caught in the act of avoiding to sign attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall;
   (j) Digital misconduct, cheating, plagiarism, and unauthorized access related to the LMS and online assessments. and

(k) Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.

2. An invigilator who apprehends a student in the act of cheating in an examination or exercise shall forthwith inform the student concerned of the fact that his behaviour will be reported. The invigilator shall also make as detailed and complete a note of the incident(s) as possible in a form designed for the purpose. He shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors).
3. Where the act of cheating has been committed in an examination hall, the decision of allowing or not allowing the perpetrator to continue working on the examination shall be made by the instructor of the course, if the instructor is also on supervision duty, or by the chief invigilator. The instructor or the invigilator shall, after making a determination of the matter, prepare a short report describing the grounds for his decision.
4. Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the examination, but shall be told that his behaviour will be reported. The invigilator shall collect all evidences on intent to cheat in preparation for his reporting.
5. All evidence on cheating or attempted cheating and reports in justification of decisions made by the chief invigilator on the spot shall forthwith be submitted to the head of the department in which the student is enrolled.
6. The head of the department shall present the case to the DC which shall determine if there had indeed been a clear case of cheating or of intended cheating. The DC has the authority to seek additional evidence to reach a decision, including one of requiring the accused in the act of violation to testify.
7. The head of the department shall pass the report and the evidence of cheating or attempted cheating to the dean of the college immediately upon receipt of such material from the supervisor**.**
8. In the event that the DC finds a clear case of cheating, it shall recommend to the instructor of the module/course that the student obtains zero points for that

examination or work and such other disciplinary measures as provided by the University code of conduct.

9. Without prejudice to disciplinary actions that may be taken on the student, cheating cases, including those of plagiarism, shall have consequences only on the grade points the student would have earned from the examination or exercise on which cheating had occurred and not on the overall grade he would earn for the course when the cheating happened on quizzes or tests. However, the DC shall make decision on the case (that the student be given 'F' grade in the course) and report the measure to the dean when the cheating happened at a final exam. In doing so, the DC shall look in to previous disciplinary records of the student and if the student is found to have committed similar violations in the past, the case shall be referred to the dean.
10. The decisions of the DC on cheating cases, accompanied by the minutes of its deliberations, shall be submitted to the dean of the college.
11. Subject to the provisions of sub-Article 9 of this Article, where the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the head of the academic unit concerned shall warn the student in writing.
12. A student who has been reported for cheating for the second time shall be suspended for at least one academic year and he who commits such an offence for the third time while enrolled in a program shall be dismissed from the program. Dismissal shall be decided by the AC of the college on the recommendation of the dean.
13. Where an incident of cheating in examination involves more than one student, the following procedure shall be followed:
    (a) If all the students happen to have been enrolled in the course in which the incident has occurred, the penalty to be applied on them shall be equal and the same.
    (b) If any one of the students of the University happens not to have been enrolled for the course, the case shall be referred directly to the dean of the college in which he is a student and the provisions of this Article shall apply.

Article 117: Re-marking of Examinations

1. **Petition for Re-marking**

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

(a) Any petition for re-marking shall be initiated after the grades are officially released from the department/Center/school or the Office of the Registrar.

(b) A petition for re-marking of first semester grades shall be submitted within two weeks after the grade is officially released from the department/Center/school or the Office of the Registrar.

(c) A petition for re-marking of second semester grades shall be submitted within a week after the registration date of the next academic year.

(d) Any student petitioning for re-marking shall fill and submit the standard application form to be delivered by the academic unit concerned.

2. Manner of Entertaining Petition for Re-marking

(a) Each academic unit shall be in possession of the standard application forms to be filled out by students who petition for remarking. Such forms shall require of the student to specify the reasons for disputing the grade he has earned.

(b) The office of the registrar shall develop remarking application forms.

(c) Upon receipt of the petition for remarking, the head of the academic unit concerned shall inform the instructor of the course and shall:

  (i) obtain the grade distribution scale employed by the instructor; and

  (ii) obtain the answer sheets or/and sample papers written by other students in the section to which the petitioning student belongs.

(d) The head of the department/Center/school shall then assign two academic staff, who can make the re-marking impartially. They shall do the remarking separately and report separately to him with a recommended grade.

(e) The chair/head of the department/Center/school shall then approve an average of the two grades submitted to him.

(f) If the remark result is a grade lower than the one previously obtained, the previous grade shall stand. However, the head of the department shall write a warning letter for the student who claimed remarking with false allegation.

(g) The chair/head of the department/Center/school shall:

  (i) sign and send the original to the Office of the Registrar; and

  (ii) keep one copy on the department`s/center's/school`s file.

(h) If, at the end of the remarking process, there is a conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately intent on harming the student academically, the head of the department/center/school shall take up the matter through proper channels for disciplinary action against the member of staff in question.

(i) If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor could have unfairly marked his papers, and if, upon the completion of remarking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the head of the concerned academic unit exonerating him of the allegations.

Article 118: Make-up Examinations

1. A student unable to sit for a final examination for reasons beyond his control, such as hospitalization, psychological problems or other accidents, and therefore has an "I" (incomplete) grade in a module/course may be allowed to sit for a make-up examination in the module/course.
2. Any such student, or a person representing the student, shall submit application for make-up examination in writing with valid and documented reasons for not having sat for the final examination to the head of his academic department/center/school within two weeks after the start of the subsequent semester.
3. Where the DC finds that the student did not have valid reasons for not sitting for a final examination, the "I" grade on the student's record shall be automatically changed to "F". GPA shall be calculated and the status of the student shall be determined accordingly.
4. The head of the academic unit shall decide the examination date in consultation with the student(s). Such date may range from six weeks to a year from the date a decision by DC was made. The chair/head of the academic unit offering the module/course shall immediately inform the instructor concerned of the DC's decisions on applications for make-up examination in writing so that the instructor may set a different set of examination questions for the student if he feels that there has been change in the content, in the mode of delivery or in module/course activity after the semester in which the student has attended the module/ course.

5. A student allowed to sit for a make-up examination shall register for the examination at least one month (the dates to be announced by the Office of the Registrar) before the final examination in the module/course is scheduled to be administered.
6. A student who has three or more "I" grades in a semester and would therefore sit for a make-up examination shall, irrespective of his academic status, withdraw from the University for academic reasons and apply for make-up examination as in No GPA shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are announced.
7. A student who has less than three (one or two) "I" grades in a semester and who is allowed to take a make-up examination may continue his studies in subsequent semester if he is in good academic standing (Semester GPA greater than 1.75 and CGPA greater than 2.00). For such a student, GPA shall be calculated and his academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered. Such a student shall also apply and sit for a make-up examination in incomplete courses as in sub-Article 4 of this Article.
8. A student who has less than three "I" grades but is not in a good academic standing is subject to withdrawal and may apply for readmission and/or be treated as in sub-Article 5 of this Article.
9. A graduating student with “I” grade (s) (if it is because of final exam day absence in the final year last semester) shall take an immediate make–up examination. However, if such a student is in the first semester of the final year, he shall be allowed to sit for make-up examinations in a maximum of two courses within three weeks of the following semester
10. In the distance program, make up exam shall not be allowed to students who fail to take more than 50% of the CP for the semester courses.
11. Unless otherwise decided by the ARTTCEVP, any “I” grade not removed within a year as per the provisions of this Article shall be converted to an “F” grade.
12. The provisions of sub-Articles 3 through 6 of this Article shall not apply for clinical courses in the School of Medicine.

Article 119: Re-examination

1. A student shall be allowed to sit for a re-examination in any year provided he cannot repeat a module/course due to discontinuity of an academic program and/or his status as a graduating student.
2. Re-examination shall be granted to the student for the modules/courses that the student has taken during the foregoing semesters of the program.
3. A graduating class student may be allowed for re-examination of a maximum of two modules/courses. A student may sit for a re-examination of four modules/courses for which the possibility of repeating is non-existent due to program discontinuity.
4. A graduating class student who meets all the requirements of graduation but scores an "F" grade in a course/module may be permitted to repeat the same twice. Where he scores an "F" grade during the first repetition, he shall be given the chance to take an equivalent course/module to be determined by the pertinent academic unit.
5. Re-examination may be allowed for a student whose CGPA shall be a minimum of 2.00 or "C" on the module/course which is enables him to qualify for graduation or promotion. However, a maximum of a "C" grade shall be taken into consideration in determining his academic status.
6. Re-examinations shall be administered any time within three weeks after the commencement of the subsequent semester. If the time of examination extends into the next period of class, a student shall be allowed to undertake a temporary registration. Depending on the results, the registration may be cancelled or retained as soon as his status is determined.
7. A student who scored an 'F' grade for any prerequisite course for the third time shall be dismissed for good.
8. A grade of a student for repeated exam shall be accepted as it is. The previous "F" grade shall be shown as cancelled on transcript to indicate that the exam has been repeated and the new grade shall be included in computation of the SGPA in the reporting period. The new grade earned by repeating a course should not exceed "C".

CHAPTER XIII: ACADEMIC RULES AND REGULATIONS FOR GRADUATE PROGRAMS

Article 120: General Provisions on Graduate Program

1. Each academic unit may offer programs of study and research leading to the Master of Arts (M.A.), the Master of Education (M.Ed.), the Master of Science (M.Sc.), Masters of Business Administration (MBA), Master of Law (LLM), Master of Public Health (MPH), Master of Technology (MT), Master of Medical Doctor (MMD), other Medical Specialty Programs, and similarly other graduate degrees. The academic unit can also, as conditions permit, offer such programs of study and research leading to PhD degrees and graduate diplomas.
2. The provisions of sub-article 1 of this Article shall also apply to graduate continuing and distance education programs.
3. The academic unit shall function through Department Graduate Committees (DGC).
4. Graduate programs in the regular, continuing and distance shall have equal value as such programs are the same as regular graduate programs in all respects except in the form of delivery, duration of study and scheduling. Accordingly, graduate students in continuing and distance education program shall receive quality instruction, advising and administrative services comparable to regular graduate students.
5. Academic unit may run joint graduate programs in collaboration with other universities until it develops the necessary capacity to run programs on its own and/or complement each other for better competency of the graduates. In such cases there must be a common consent with the collaborating institution.
6. Full-time academic staff shall accept teaching assignments in continuing and distance programs whenever circumstances warrant. Similarly, supporting staff, whether fulltime or part-time, shall accept assignments in such programs beyond their regular hours of work in accordance with the principles and rules of civil service.
7. A minimum academic rank of staff members offering courses in the graduate program should be assistant and associate professor (with PhD) for masters and doctorate degrees respectively. However, in cases of staff shortage, the Department Graduate Committee (DGC) shall propose (merit based) staff with lecturer rank to offer courses for master's

program and academic staff member with a PhD for PhD program; furthermore, the case shall be presented and get approval by the Dean of Graduate Studies after consulting with the ARTTCEVP.

Article 121: Multidisciplinary Graduate Programs involving several Academic Units

1. Multidisciplinary graduate programs involving two or more academic units shall be based on the principle of participatory governance. In particular, chairpersonship of the graduate committee set up for this purpose shall rotate between the hosting and the participating academic units.
2. Details about the governance of multidisciplinary graduate programs run by several academic units shall be prescribed by the Senate.

Article 122: Conditions of Student Scholarship Award

1. 1The University may grant scholarship to graduate students who meet admission requirements. Such scholarship scheme shall be based on academic merit and need. Scholarship shall be granted in a competitive and transparent manner.
2. The University may deploy its scholarship scheme to promote equity without however compromising academic merit. It may also use its scholarship scheme to attract academically meritorious students to certain disciplines.
3. The University concerned body shall propose uniform scholarship fund raising and administration mechanisms and secure the approval and oversee the implementation thereof.

Article 123: Application Announcement

An Academic Unit which runs graduate program(s) shall send request for announcement for registration and admission to the School of Graduate Studies two months before the planned registration time (three times a year: before the first semester, the second semester and the summer program). After assessing and organizing the request of colleges/schools/faculties, the office for graduate studies (OGS) sends the request to the registrar's admission office for announcement with a copy to the ARTTCEVP.

Article 124: Requirements for Admission in the Graduate Program

The general requirements for enrollment in a Master's Degree program at Woldia University are the following:

1. A Bachelor Degree (or equivalent) in a field of study relevant to the selected program (relevant as mentioned in the curriculum approved by the senate) from a public university or any other accredited institution of higher learning.
2. A cumulative Grade Point Average (CGPA) of at least 2.00.
3. Passing the graduate admission test
4. Letter of recommendation: the applicant must provide at least two letters of recommendation from his undergraduate instructors, employers or professional associates who are familiar with his academic performance.
5. Letter of sponsorship: the applicant must provide evidence of financial support to pursue his graduate studies at Woldia University. Applicants without sponsorship should pay the appropriate fee to Woldia University.
6. Evidence of English Language Proficiency: foreign applicants from countries in which the undergraduate medium of instruction is not English are required to submit official evidence of English language proficiency.

Article 125: Specific Admission Provision of Graduate Program

1. Eligibility to admission shall consider the academic potential, interest and financial capacity of the applicant or availability of fund or resources for the program.
2. Office of Registrar receives and compiles the application and sends files of the students to the academic units to which students have applied.
3. In line with the national/regional priorities, the OGS with the academic units sets the procedures for the testing if it is required.
4. Academic units send the list of recommended students for admission to the OGS.
5. Admission of the candidates of Ministry of Education (MoE) shall be jointly planned, negotiated and decided between Woldia University and the MoE.
6. MoE applicants may compete among each other in case there are few places than the number of applicants.
7. All candidates applying to join Woldia University in the Graduate Program should take the entrance examination prepared for the purpose.

8. The selection of applicants should be made based on the following selection criteria:

S/N	SELECTION CRITERIA	PERCENT
1	CGPA	30
2	Entrance Examination	55
3	**Relevance of the previous training to the selected field**	
	3.1. Major field of specialization	8
	3.2. Short term training in the field (duration > 3 months)	5
4	Recommendations	2
	Total	100
5	Gender	+3

Table 2: Selection Criteria for PG program

9. An applicant shall get a minimum of 50% points of the requirements in order to get admission into the graduate program. Whereas, the DGC with the approval of the DC and the recognition of ARTTCEVP may determine cut off points in special circumstances.
10. Academic units screen the candidates on the basis of admission criteria as depicted in the sub-article 8 of Article 125 of this Legislation and grant admission to qualified candidates.
11. Admission will pay attention to equity and diversity.

Article 126: Priority Admission

1. In line with the national (MoE) and regional priorities, the university shall plan and carry out the admission of students into most of its programs.
2. The ARTTCEVP may communicate data on intake capacity of the university in each field to the MoE and other government offices six months before the time of enrollment.
3. MoE/other government offices shall submit the list of recommended candidates to the university at least three months ahead of enrollment.
4. MoE applicants shall be given priority for admission. Applicants from the University shall be considered in the second place while applicants from governmental and non-governmental offices shall be considered at third place, and finally private applicants shall be considered.

Article 127: Admission Requirement for Medical and Veterinarian Specialty Program

1. Academic requirements: the candidate must have successfully completed his M.D and D.V.M training. The M.D and D.V.M or equivalent degrees holders from other countries must have completed an accredited or equivalent internship.
2. Recommendations: the candidate must be supported by two credential letters of recommendation.
3. Entrance examination (theoretical, practical and interview): the candidate must intellectually satisfy the interviewers who are composed of three staff members of the respective clinical departments/units. The candidate must pass the entrance examination prepared for candidate selection scoring above 70%. Whereas, the DGC with the approval of the DC and the recognition of ARTTCEVP may determine cut off points in special cases.
4. Enrollment and Registration: An M.D and D.V.M may be accepted as a candidate for the specialty certificate in clinical medicine in accordance with the postgraduate program. Every M.D and D.V.M under training in the clinical departments must register once a year at the beginning of each academic year in order to keep his program active.

Article128: Provisional Admissions

1. Students admitted to a program from a field of specialization other than the intended area of specialization shall be required to take undergraduate courses which shall be determined by the SGC/DGC.
2. A student given provisional admission has to complete the prescribed courses before being formally accepted as an eligible graduate student. The performance of the student in the prescribed undergraduate courses shall not be considered for SGPA and/or CGPA calculation but shall appear on the transcript.
3. The duration of the student's stay in the University as a provisionally admitted student shall be determined by the academic units concerned, but shall not exceed one academic year.
4. A provisionally admitted student who has satisfactorily completed the prescribed undergraduate courses shall be granted formal graduate student status.
5. Such a student must obtain a grade of at least “C” in the undergraduate courses.

6. A provisionally admitted student may, upon permission of the DGC, register for and take graduate level courses as qualified.

Article 129: Graduate Students' Placement Procedure

1. Academic units of the university report their intake capacity to OGS four months prior to the date of admission.
2. OGS organizes the intake capacity of all academic units shall report to MOE via ARTTCEVP before three months.
3. The ARTTCEVP shall forward the placement of students, which may be received from MoE, based on the report of the intake capacity, to OGS for action.
4. The OGS shall forward the list of assigned graduate students to the registrar and all concerned academic units for their information and further action.
5. The academic units shall send the selected candidates to the OGS for endorsement.
6. OGS shall give/sent letter of acceptance to legible candidates for registration.
7. Candidates who are legible for admission shall transfer their official transcript to the University Registrar from the universities where they did their required previous degree(s) before their actual registration.
8. The academic units shall provide status report of graduate students to OGS every semester. The report must be compiled in each student file in the college/school/faculty level Graduate Program Coordinating Offices.
9. Simultaneous enrollment in more than one graduate program in the same admission classification shall not be allowed.
10. No college/faculty/school can make the selection and admission of graduate students without the knowledge and permission of OGS and registrar unless otherwise justified.
11. This placement procedure shall be equally applicable to CEP, if any.

Article 130: Enrollment and Registration at Graduate Programs

1. Application for admission into the graduate program shall be processed before the beginning of each semester.
2. Every student of the graduate program shall be registered at the beginning of each semester in order to keep enrollment active. A student who fails to maintain continuous registration without officially withdrawing from the graduate program shall be dismissed. However, if the student provides convincing evidences that he failed to do so with a force

majeure to the satisfaction of DGC, the DGC may consider his reinstatement. The program for readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.

3. The Academic units may provisionally register candidates, but such cases shall be presented within six weeks for approval by the DGC followed by official registration if the admission is approved.
4. A student must complete and register promoted status of the program before registering for thesis work.
5. A candidate may be admitted to a PhD program at any time in the year, but shall normally enroll for his formal studies at the beginning of the semester following his admission.

Article 131: Transfer of Graduate Students

1. **Transfer of Graduate Students between Institutions**

(a) Qualified person may apply for transfer which is determined by the concerned DGC if applicants:

(i) I have successfully completed a minimum of one semester of study in a similar graduate program in another institution;

(ii) II have promoted status with removed (if any) NG, I, F, D, C- or any other grade below pass mark; and

(iii) III meet the special requirements of the program they are applying to.

(b) Upon transfer of such a student, the DGC shall determine the courses from which the student is to be exempted.

2. Inter-program Transfer of Graduate Students within the University

A graduate student registered in one graduate program may be allowed to transfer to another program in the University provided that the following requirements are fulfilled:

(a) The candidate shall present valid reason(s) for the transfer.

(b) The candidate shall present a letter in support of the desired transfer from a sponsor where applicable.

(c) The candidate must have completed not more than one fourth of the originally joined program (50% of the course work).

(d) The candidate must satisfy the academic requirements of admission into the program to which he sought to transfer.

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(e) Dismissed students shall not be allowed to transfer.

(f) The approval of both DGCs (the receiver and sender academic units) must be obtained, with the knowledge of the OGS.

3. Transfer of credits shall be determined by the DGC of academic units receiving the candidate.

Article 132: Program of Study for Graduate Programs

1. All Master's programs shall be based on thesis/project and course-work or course-work alone under special conditions.
2. Departments/schools/centers may administer comprehensive examinations for non-thesis programs as partial fulfillment for graduation.
3. PhD programs may have 'coursework and research' or 'research only' options.
4. The Graduate, Research, Technology Transfer, and Community Engagement Committee (GRTTCEC) in consultation with the concerned department accords credits for all coursework and thesis.
5. The DGC shall present its program of graduate studies to the DC/AC, which, after careful consideration, shall present it to the ASCRC for endorsement and shall be approved by the Senate before implementation.
6. A PhD candidate shall have a supervisor assigned by the DGC. The supervisor shall have a rank of associate professor or above. However, in case of staff shortage, the DGC may propose that assistant professor holding PhD degree with merit to supervise a PhD student. The primary responsibility of the supervisor is to assist the student to complete the research area within an agreed time-frame. In particular, it is the responsibility of such supervisor to follow up the progress of the candidate and advise him on areas of specialization and research and provide adequate and timely feedbacks and evaluation of his progress. Where the DGC finds it feasible, it may set up a PhD advisory committee in consultation with the student concerned consisting of three members to be chaired by a principal advisor (associate professor or full professor). The advisory committee shall prepare and conduct a comprehensive qualifying examination within two months after the pre-candidate has completed the course requirements. Where the setting up of a PhD advisory

committee is deemed feasible, a scholar from outside the University may be appointed by the DGC as a member of the advisory committee.

7. In programs where credit hour system is retained, one credit hour shall be one lecture hour or two to three laboratory hours per week in a semester. Book reviews, laboratory reports, term papers, etc. (with/without presentation) shall normally be required for each graduate course. Or
8. The DGC determines credits for all coursework and thesis, which is to be approved by the AC/DC/SC. One credit of course work is equivalent to one and a half (1.5) lecture hour; whereas, one credit lab/practical shall be equivalent to two-third of two to three hours (2/3 * 2 to 3) per week for a semester. Literature reviews, laboratory reports, term papers, etc. (with/without presentation) shall normally be required for each graduate course.

Article 133: Credit Requirement and Course Load at the GP

1. A total of 12 to 15 credit hours per semester shall normally be regarded as typical full load for a full-time master's candidate for programs required thesis work. Whereas, the minimum and maximum cr. hrs for non-thesis programs has to be 15 and 18 respectively.
2. A total of 7 to 10 credit hours per semester shall be regarded as a full load for extension Master's program students. The credit hours they may take in the summer semester, if they have any, shall not exceed 6 credit hours for the extension program.
3. A total of 9 to 12 credit hours per summer semesters shall be regarded as a full load for summer Master's program. However, credit hours they register for distance courses during one winter (Bega) semester, if they have any, shall not be more than 6 credit.
4. A total of 9 to 12 credit hours per semester shall normally be regarded as a full load for full time PhD candidate. A PhD program shall never be handled in CEP modalities.
5. A total of 6 credit hours shall be allotted to master's thesis and 12 credit hour for PhD dissertation



6. The maximum total credit hours required for a Master's program shall be between 36 and 42 credit hours for programs requiring thesis work and from 54 to 60 credit hours for non-thesis programs.
7. The total credit hours for a PhD program shall not exceed 36 including thesis/dissertation.

Article 134: Program Division and Duration

1. Program Division of the Graduate Programs

The graduate programs at Woldia University have the following divisions:

(a) Regular program
(b) Extension/weekend program
(c) Kiremt/Summer program
(d) Special program

2. Study Duration at the Graduate programs

(a) The master's regular program shall normally take two academic years for completion in all academic units.
(b) The duration of study in Master's degree in the regular program shall be 2-3 years, and 2 - 4 years in the evening/weekend and kiremt/summer in-service program. A student who withdraws for valid reasons shall be granted readmission within 2 and 4 years after the date of withdrawal for regular and evening/kiremt, respectively. If not, he shall be dismissed from the program.
(c) No Master's candidate may anticipate finishing a program in less than one and a half academic year.
(d) A Master's candidate may be allowed to continue for up to a maximum of four years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC and SC/DC. Such extension of time shall be recommended by the DGC and approved by the SC/DC every semester.
(e) A Master candidate taking more than the normal two-year duration for completion of a program shall fulfill the special conditions set forth by the SC/DC.
(f) The duration of sub-specialty certificates shall be between two and three years.
(g) The PhD programs shall normally take three to four academic years for completion in all academic units.

(h) No PhD candidate may anticipate finishing a program in less than two academic years.

(i) A PhD candidate may be allowed to continue for up to a maximum of six years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC and SC/DC. Such extension of time shall be recommended by the DGC and approved by the SC/DC every semester.

Table 3: Study duration of various programs

Program	**Minimum**	**Maximum**
Master's Regular	2 Years	3 Years
Master's Extension	2 Years (including summer semesters)	4 Years
Master's Summer	3 Summers (including distance semesters)	4 Summers
Sub-specialty Certificate	2 Years	5 Years
PhD. Programs	4 Years	6 Years

3. Extension of the duration stated in the table above may be allowed if the requested extension is caused by unavoidable circumstances and if it is recommended by the DGC and approved by AC of the respective Institute/College/Faculty/School with the knowledge of the Office of Graduate Studies.
4. Residency requirements for special graduate programs shall be set by guidelines to be issued by ASCRC.

Article 135: Course Offerings

1. Semester course list and syllabus for all program divisions shall be given to the candidates on time.
2. For Master's program, assignment of instructor for course delivery will be in accordance with relevant field of specialization and academic rank as per this legislation.

Article 136: Offering Bridge and Elective Courses

1. Bridge Courses

(a) The DGC along with the department head is responsible for every action (identifying, selecting courses, deciding, and administering) related with offering bridge courses.

(b) Bridge courses must be completed and results of the candidates must be submitted to the Registrar and Office of Graduate Studies at least a week before the normal program begins.

(c) Candidates who have not completed the bridge courses with satisfactory grades shall not start graduate program courses.

2. Elective Courses

(a) No more than two elective courses shall be given in any graduate program.

(b) Only one elective course has to be given at a semester for a graduate program. In other words, students at the same graduate program cannot take two or more different elective courses at the same semester.

(c) DGC will decide/choose the elective course which shall be given for the program based on resource and students' preference or using some other convenient criteria of its own.

Article 137: Course Delivery Methods

In graduate programs, curricula may be conventional or modular; and active learning methods should be employed. "Online Learning" and "Blended/Hybrid Learning" are the official course delivery methods, alongside traditional face-to-face instruction.

Article 138: Assessment and Evaluation

Assessment and evaluation methods shall be also based on the nature of the course and both continuous (including term papers; chapter/book reviews; Lab activities, field work; seminars/presentations and project work, etc.) and summative assessment shall be employed.

Article 139: Grading System of the Graduate Program

1. Examinations are graded in the following letter grading system with corresponding points.

Raw Mark	Letter Grade	Grade Point
[95-100]	A+	4.00
[85-95)	A	4.00
[80-85)	A-	3.75
[75-80)	B+	3.50
[70-75)	B	3.00
[65-70)	B-	2.75
[60-65)	C+	2.50
[50-60)	C	2.00
< 50	F	0.00

Grading scale of graduate program

2. To complete courses in a program and graduate, a candidate needs to obtain a minimum CGPA of 3.00 and a maximum of one "C" grade or two "C^{+}" in all courses for Master's and no "C" or "C^{+}" grade for PhD candidate. However, one C and C^{+} do not allow the candidate to graduate in any masters programs.
3. Thesis shall be rated as provided under this legislation**.**

Article 140: Academic Status of Graduate Students

1. The status of regular Master's Students shall be determined at the end of every semester.
2. The academic status of summer students shall be determined at the end of every summer semester.
3. The academic status of evening students shall be determined at the end of every semester. However, for courses that are taken in the kiremt semester, the status shall be calculated together with the subsequent semester.
4. A student in a graduate program must obtain a minimum grade point of 3.00 in each semester to promote or graduate.
5. Probation is a discretionary decision to allow candidates who failed to score below the required standards of the University to continue their studies. But, since the purpose of probation is to facilitate the academic rehabilitation of such students, the decision is made based on the validity of the reasons and considering other relevant

circumstances which are convincing that the student can academically raise himself to the required level of academic achievement.

6. At the end of each semester, the DGC shall examine the situation of each candidate who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the candidate failed, and whether there is a reason to believe the candidate will meet the required academic standards in the future. A candidate may be placed on discretionary probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and justify that academic failure can be removed and the candidate can achieve the required academic standards at the time of graduation.
7. To the extent that an inquiry into the cases of probation indicates, the DGC may attach certain conditions to the granting of probation, which must then be met if the candidate is to remain enrolled. These conditions may be restrictions designed to remove in whole or in part the cause of academic failure.
8. When a candidate is placed on probation, he shall be notified his status by the department head and what is expected of him by way of academic performance in the future, the restrictions or requirements stipulated by the probation and the consequence of failure to meet these conditions.
9. A probation is given if a student's semester GPA (SGPA) or cumulative GPA (CGPA) falls below 3.00.
10. A first year graduate student is subject to dismissal without first being put on probation if his academic performance falls below 2.50 in the first semester.
11. Any first year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by the DGC and any such student who had been placed on probation shall be subject to dismissal if the student fails to achieve a semester GPA of 3.00 in the next semester.
12. If a student (in sub-article 11 of this Article above) who had been placed on probation for the first time in non-thesis programs, achieves a SGPA of 3.00 or above but still retains a CGPA below 3.00, the DGC may place the student on final probation in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.

13. For research-based thesis programs, if a student who had been placed on probation for the first time achieves a SGPA of 3.00 or above during the next semester, but the CGPA still falls below 3.00, the DGC may recommend such a student to repeat courses.
14. A student who had been placed twice on probation shall be dismissed for good for failing to achieve a CGPA of 3.00 in the next semester.
15. Consecutive probation are given for a maximum of two times.
16. No candidate subject to dismissal may expect discretionary probation as a matter of right
17. After probation, if a student is dismissed, credit transfer cannot be claimed.

Article 141: Repeating Courses at the Graduate Program

1. Courses with "C+" grades or lower may be repeated when the CGPA of the student is less than 3.00 and if the student has more than one “C” or two "C+" grades in Master’s programs. For a PhD student, all courses with “C+” grades or lower shall be repeated.
2. The DAC, with the recommendation of the course instructor and the DGC, may allow a student (in sub-article 1 of this Article) with a grade of "C+” or lower to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.
3. A student may not repeat or take re-exam for a course more than twice unless it is required for graduation.
4. The final grade for repeated courses or a course in which re-exam has been taken shall be recorded and used for computation of CGPA.

Article 142: Withdrawal from and Readmission to the Graduate Program

1. Withdrawal

(a) A student who wishes to withdraw from the GP must consult and explain any reasons to their academic advisor. Any student who withdraws from GP must be informed that the student must have reasonable grounds for withdrawal to be granted readmission.

(b) Unless there are compelling reasons, official withdrawal forms shall be completed by the student or a person representing the student within 30 days of

discontinuation of classes. A candidate who fails to comply with this requirement shall not be eligible for readmission.

(c) When withdrawal is effected with the approval of the concerned DGC, a copy of the official withdrawal form accompanied by the minutes of the meeting of the DGC in which permission for withdrawal is granted shall be submitted to the admission Officer.

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:

(i) if the candidate cannot attend the program for medical reasons in which case the health status shall be ascertained by a physician;

(ii) if the University is unable to carry out the relevant program and advises the candidate accordingly;

(iii) if the candidate is unable to continue due to force majeure other than those outlined in sub -article (2) (A) and (2) (B) of Article of this Article

(d) A candidate who wishes to withdraw for justifiable reasons (as mentioned under sub-article (2) (C) of this Article 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:

(i) if the student, at the end of the first semester, had obtained a SGPA of not less than 2.5; and

(ii) if the student, at the end of second or third semester, had obtained a CGPA of not less than 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 candidate who withdraws from the GP without the approval of the concerned DGC as in sub-article (2) (D) of this article shall not be eligible for readmission.

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

Article 143: The Graduate Thesis/Project

1. General Requirements

(a) A thesis/project shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying sound methodology.

(b) A thesis/project shall constitute a partial fulfillment of the requirement for the Graduate Degree, except in a program where it is not required.

(c) A PhD dissertation is a requirement for Ph.D. degree.

(d) In addition to his dissertation, a PhD candidate shall produce and publish at least two articles in a reputable journal which he shall present during his PhD dissertation defense.

2. Selection and Approval of Thesis/Dissertation Topic

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

(b) The topic of the thesis/project/dissertation of each candidate shall be approved by the DGC/SGC as early as possible, but not later than the time of the candidate's enrollment into the second half of the program.

3. Submission of thesis/dissertation

(a) No candidate may be permitted to submit a thesis/project in less than one academic year from the date of initial registration except with a special permission of the DGC.

(b) A Master's candidate may submit the thesis at any time during or after the last semester of course work and no later than the end of the fourth semester after the initial registration with the exception of candidates allowed for extended residency. A PhD candidate may submit the thesis

no later than the end of the sixth to eighth semester with the exception of candidates allowed for extended residency.

4. Format of Thesis/Dissertation

The thesis/dissertation format shall be in accordance with the guidelines set by the ASCRC.

Article 144: Administration of Thesis and Open Defense

1. Advisorship

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

(a) a full-time academic unit member with the academic rank of Assistant Professor and above for Master's program and Associate Professor with PhD and above for PhD;

(b) a person(s) outside of the University in the required area of specialization with a PhD degree or MD with specialty who will be able to submit a letter of commitment in advising the student and who will be in the country at least for a year or more. In such cases, it will be mandatory to have a co-advisor(s) from the University;

(c) for a master's degree and PhD student up to two and three advisors, respectively, may be assigned;

(d) the advisor(s) will assist the student in planning the research work, monitor it regularly, advises the student on how to publish, critically evaluate the draft and final manuscripts;

(e) the optimum number of students that an instructor can advise in a program shall not be more than five (5); however, it may be determined by the DGC taking into consideration the workload of the instructor, the number of students in the academic unit, and other prevailing conditions;

(f) the optimum number of students that an instructor can serve as a co-advisor shall not be more than three (3) in a program; and

(g) any conflict between the student and the advisor shall be resolved by the concerned academic body.

2. Procedures for examination and submission of thesis/dissertation/project

(a) Thesis/Dissertation submission and defense sessions shall be included in the academic calendar of the University.

(b) Thesis/Dissertation/Project presentation period should be three times per academic year (from mid of September to mid of October; from mid of January to mid of February; from mid of May to mid of June).

(c) When a candidate, after conferring with the advisor, gives notice of readiness to submit a thesis, the DGC shall appoint an examining Board and select an external examiner.

(d) The external examiner shall obtain a copy of the thesis of the candidate at least four (4) weeks before the date set for the defense.

(e) The Board of Examiners shall have a minimum of three and a maximum of five members consisting of at least one other member of the University.

(f) An external member of the examining Board shall be the external examiner of the candidate whose decision shall play a major role in determining the result of the thesis/project defense.

(g) Internal members of the examining Boards shall be drawn from the advisory committee where this is already established.

(h) All members of the examining Board will comment on all aspects of the thesis/project.

(i) If there is any complaint on the decisions based on rational grounds, the examiners board, in consultation with the external examiner, will make final decisions.

(j) In case of resubmission and defense, the thesis/dissertation/project shall be approved upon the satisfaction of at least the internal examiner in communication with the external examiner.

3. **Copies of Thesis/Dissertation Required**

(a) The number of hard copies of the thesis/dissertation to be submitted for defense to the office of the department head including copies to be distributed to each member of the examining board shall be four. The candidate shall submit soft copy of the Thesis/Dissertation to the department head.

(b) The candidate shall correct the thesis in accordance with the decision of the Board of Examiners and submit it to the Chairperson of the DGC. The DGC shall delegate the internal examiner and the advisor to deliberate on the thesis, who then shall submit their recommendations to the department head.

(c) An original copy accompanied by sheets of approval signed by all members of the examining board and four hard copies of the original along with a soft copy shall be submitted to the department within the time limit set by the examining board and it will be verified by the DGC.

(d) All the copies shall remain property of the University.

4. **Purpose of External and Internal Examiner**

The purpose of having external examiners is to ensure that degrees awarded in similar subjects at the University are comparable in standard with those awarded by other universities, though their content does, of course, vary; and secondly, that the assessment system is fair.

5. Functions of External and Internal Examiner

(a) Serves as a member of the Board of Examiners, and has a determining role in examining and deciding the result of the thesis/dissertation.

(b) Shall comment and give advice on the content, balance and structure of the thesis/dissertation.

6. Selection and Appointment

(a) Normally, one external examiner is required for each Master's and PhD student/Thesis, except in situations where the nature of the Thesis work requires more than one external examiner.

(b) The DGC selects external examiners and recommends to the DAC which consults the case with the OGS.

(c) Appointment is made by the head of the academic unit after the approval of the DAC.

(d) The DGC seeking the appointment for an external examiner should submit the biographical data including academic achievements, publications, and experience of the nominee as external examiner to the DAC.

(e) In approving the nomination of an external examiner, the DAC shall ascertain the following:

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

(ii) an external examiner in general must be external to the University; and

(iii) former staff members can be invited to become external examiners unless the termination of service was due to disciplinary problem.

(f) One external examiner should not be assigned per program for more than three Theses/Dissertations at one time. The same is true for the internal examiner.

(g) The same external examiner may not be appointed for more than three consecutive years. An external examiner may be re-invited only after a lapse of two years if he was appointed for three consecutive years.

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

7. Participation in Assessment Procedure

(a) An external examiner, as a full member of the specific Board of Examiners, shall be present at all examiners' meetings at which significant decisions are to be made with regard to the specializations which are relevant to the examiner.

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

(c) The signature of the members of the Board of Examiners shall be required as evidence of their decision on the student's thesis/dissertation work.

8. Discussion with External Examiner/s

(a) External examiners are encouraged to comment on the assessment process and the schemes for marking.

(b) Academic Units shall use the opportunities created by the visits of external examiners to discuss the structure and content of the course and of the graduate program and the assessment procedures.

(c) Any comments or suggestions made by the external examiners shall be discussed by the academic unit and decisions shall be made whether or not to accept the comments.

9. Reports

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

(b) The head shall instruct the DGC to take action with respect to the comments.

(c) The head has the responsibility to see to it that the recommendations are considered and the proper measures are taken.

10. Conflict of Interest

(a) If conflict of interest occurs during the process of the thesis/dissertation work, the respective department and the DGC have the responsibility to resolve the problem by taking an appropriate measure.

(b) The Department Head and the DGC can consult the OGS and the dean of the concerned school/institution/faculty/college if the need arises.

Article 145: Thesis/Dissertation Presentation and Defense

1. The head of the department shall announce the thesis/dissertation topic, venue and time of the defense at least a week before the date of defense. The process of thesis/dissertation presentation and defense shall, unless otherwise required by justifiable circumstances, be open and public.

2. After the defense, the examining board decides either to accept or reject the thesis/dissertation.

Article 146: Thesis/Dissertation Evaluation and Rating

1. Evaluation

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

(a) **Thesis/Dissertation Accepted**: The thesis/dissertation may or may not require typographical and/or minor editorial corrections to be made to the satisfaction of the advisor(s).

(b) **Accepted with minor modification**: The thesis/dissertation may require typographical and/or major editorial corrections to be made to the satisfaction of the advisor(s).

(c) **Accepted with major modification**: The thesis/dissertation requires minor changes in substance and major editorial changes, which are to be made to the satisfaction of members of the Board of Examiners or to a committee designated by the board. The examining board's report must include a brief outline of the nature of the changes required and must indicate the time by which the changes are to be completed.

(d) **Thesis/Dissertation Pending**: If the Board of Examiners is not prepared to reach a decision concerning the thesis/dissertation at the time of the thesis/dissertation defense, it is the responsibility of the chairperson to determine and obtain what additional information is required by the board to reach a decision and to call another meeting of the board as soon as the required information is received. However, duration of pending shall be a maximum six (6) weeks. Candidates should not normally be required to present themselves to the Board of Examiners at the second meeting and the decision of the board shall reach him through the chairperson of the board.

(e) **Thesis/Dissertation rejected/failed**: A thesis may be rejected in the following three cases:

  (i) if it does not maintain the standard due to methodologies used in execution, analysis and interpretation;

  (ii) the work is plagiarized as judged by the examining board; and

  (iii) the work has been already used to confer a degree from this or another university.

(f) A student whose paper is rated "Fail" and supposed to rework and present his/her work on the next defense shall cover the costs of the board of examiners.

(g) The AC shall decide on the dismissal or suspension of a candidate whose thesis/dissertation has been rejected due to plagiarism or may impose other disciplinary measures. For modalities not mentioned in this sub-Article, separate guidelines shall be issued by the OGS

2. Appeal

(a) A candidate has the right to appeal his complaints in writing on his own or with the comment of the advisor(s) to OGS through the DGC/school/faculty/college Graduate Council when a thesis/dissertation is rejected by the Board of Examiners.

(b) The OGS will examine the candidate's appeal vis-à-vis the Board of Examiners' decision by establishing a committee of professionals and pass a final verdict which will be communicated to the candidate by the board of examiners.

3. Grading Rating

(a) Thesis/Dissertation has to be rated based on the criteria or the assessment scale below:

Name of the Candidate _____

Thesis Components	**Points**
Abstract	5%
Materials and Methods	15%
Literature Review	10%
Result and Discussion	40%
Summary and Conclusion	10%
Defense Examination	
Manner of presentation	5%
Confidence in the subject matter	5%
Ability of answering questions	10%
Total	**100%**



The Grading scales of each rank are as follows

Points	Grade	Rank
≥ 85	A	Excellent
75 ≥ X < 85	B^+	Very Good
60 ≥ X < 75	B	Good
50 ≥ X < 60	C^+	Satisfactory
< 50	F	Fail

Grading scale of MA/MSc thesis/ Ph.D. dissertation

The thesis write-up and presentation evaluation weight shall be 50% for External Examiner's, 35% for Internal Examiner's and 15% for the Chairperson.

NB: Chair Persons/facilitators shall be selected from the advisors committee.

(b) A Thesis/Dissertation that is defended and accepted may be rated "Excellent", "Very Good", "Good" or "Satisfactory" which may appear on the transcript but shall not be used for calculation of the CGPA of the student.

(c) A rejected Thesis/Dissertation shall be rated "Fail".

4. Final Thesis/Dissertation

The candidate should correct the thesis/dissertation in accordance with the decision of the Board of Examiners and submit it to the Chairperson of the DGC. The DGC should deliberate on the thesis/dissertation and submit its recommendations to the DC. Then the academic unit will accept a copy of the typed final thesis/dissertation, both in electronic and hard copy, from the candidate and it will be verified by the DGC.

5. **Publications**

A PhD graduate shall publish at least two articles in reputable peer reviewed journals from the result of the thesis work.

6. Graduation and award of credentials to graduate students

(a) A candidate who fulfills the requirements laid down in this chapter shall be recommended by the Dean on behalf of AC to the University Senate, through the Office of the Registrar, for the award of the appropriate credential.

(b) The ASCRC may approve guidelines providing safe exit points to Masters and PhD candidates who are unable to do their thesis/dissertation research projects through awarding postgraduate diploma or MPhil, respectively.



PART FOUR

INTERNAL ACADEMIC ORGANIZATION OF THE UNIVERSITY

CHAPTER XIV: ORGANIZATIONAL STRUCTURE AND ACADEMIC UNITS

Article 147: Organizational Structure of the University

1. The University comprises the following offices at the apex:

(a) Office of the President

(b) Office of the ARTTCEVP

(c) Office of the ABDVP

2. Being accountable to the Board, the University has, in accordance with Art 43 of the Proclamation, the following governing and advisory bodies:

(a) Senate

(b) Managing Council

(c) University Council

(d) Dean's Council

(e) Academic Unit Council

(f) Academic Unit Managing Council

(g) Academic Program Assembly

(h) Advisory or specialized committees or councils that may be established by the Board, the President, the Senate or the University Council.

3. Apart from other non-academic administrative offices which are accountable to the respective offices listed under sub-article 1 and 2 of this Article, the University consists of the offices of the Executive Directors, Center Directors, Main Registrar and the Chief Librarian which are all accountable to the Office of the ARTTCEVP.

4. The University has also such other offices and centers necessary for its overall functions and to provide specific support for the learning, research and community services. Such includes the Office of Legal Affairs, Office of Ethics and Anti-corruption, Gender Office, Office for Persons with Disabilities (OPWDs), Information

and Communication Technology Development Office, Anti-HIV/AIDS Center and Capacity Building Center.

5. Nothing in this Article shall be taken to prohibit the recognition of pre-existing or the establishment of other offices and centers in accordance with this Legislation or any other law in force.

Article 148: General Provisions on the Organization of Academic Units

Woldia University shall have the following institutes, colleges and schools which may have as many centers, schools, departments and program units needed to fulfill their objectives.

1. The University includes the following colleges, institutes and Schools:
   (a) College of Natural and Computational Sciences (CNCS)
   (b) College of Health Sciences (CHS)
   (c) College of Agricultural Sciences (CoAS)
   (d) College of Education and Behavioral Studies (CEBS)
   (e) College of Business and Economics (CBE)
   (f) College of Social Science and Humanities (CSSH)
   (g) School of Land Administration (SLA)
   (h) School of Law (SoL)
   (i) Institute of Technology (IoT)
   (j) St. Lalibella Institute of Tourism and Heritage (SLITH)
2. Colleges, Schools and Institutes consist of degree-awarding departments, schools and centers.
3. Upon the recommendation of the ASCRC and with the approval of the Senate, colleges may establish graduate degree awarding departments/centers.
4. There may be more other academic units in the future if the Senate decides to establish or recognize in accordance with this Legislation or any other law in force.
5. Nothing in this Article prohibits the automatic adjustment of list of academic units in the event of changes or amendments that may arise from merger or extinction of an academic unit or units in accordance with this Legislation or any other law in force.

CHAPTER XV: POWERS AND RESPONSIBILITIES OF COLLEGES

Article 149: Powers and Responsibilities of a College

1. A college is one of the major organizational layers of the University with strategic leadership, managerial and financial responsibilities for a group of departments, schools and centers it comprises. A college shall have the following duties and responsibilities to:
   (a) coordinate formulation of standards and working procedures relevant to the academic units under the college in line with University-wide policies, rules and regulations;
   (b) endorse/initiate the creation and/or modification/closure of academic programs originating from or endorsed by departments/schools/centers under it and propose their approval by the Senate;
   (c) propose and coordinate college-wide, interdisciplinary, and joint programs for approval by the Senate;
   (d) coordinate and endorse research proposals for approval and funding, promote and disseminate research outputs and support research activities within the colleges including administering grants pertaining to staff research projects, Master's thesis, PhD dissertations, M. Phil theses, and Postgraduate Diplomas;
   (e) process scholarships for staff and administer the same for students within the College and/or departments and research hosted by the College;
   (f) represent the College in University-wide regulatory and consultative bodies (such as the Senate and the University Council) and coordinate external relations, community engagement, business development and partnerships;
   (g) approve the recruitment of academic staff and communicate its decisions to the Office of the ARTTCEVP;
   (h) approve the promotion of academic staff with the ranks up to lecturer and communicate its decisions to the Office of the ARTTCEVP;
   (i) initiate joint appointment of academic staff from external institutions including the industry as per the Proclamation;

(j) take disciplinary measures on academic staff including oral warning, written warning, and a fine up to one month's salary as per the relevant provisions of this Legislation and other pertinent rules and regulations;

(k) recommend to the office of ARTTCEVP on service extension, school-to-school, school to department or center, department to department, or center, center to center transfers, leaves, and professional development of academic staff within the college;

(l) recommend disciplinary actions involving dismissal of academic staff with the exception of full professor whose case shall be finally decided by the ARTTCEVP;

(m) design and enforce quality assurance mechanisms for academic programs;

(n) oversee and coordinate admission and placement of students in accordance with the applicable University policy and regulations;

(o) maintain pertinent records of students and their performances for such purposes as price and citation;

(p) consolidate graduate list of the college as proposed by the respective academic commissions of departments/centers/schools and submit the same for approval by the University Senate;

(q) decide on the recruitment, promotion, transfer, discipline, and development of administrative staff under it in accordance with relevant laws;

(r) recommend the dismissal of administrative staff in the schools/departments/centers under the college to the ABDVP;

(s) administer human resource management functions pertaining to academic and support staff such as processing advertisement, employment, leaves, promotions, contracts, identification cards, records, payroll and clearance;

(t) prepare consolidated plans and budget of the College and ensure the implementation of the same upon approval by the College AC and higher authorities;

(u) have its own financial administration structure and be responsible for all financial operations within the college unless the college is located on the main Campus;

(v) facilitate and oversee the proper and optimal distribution and utilization of teaching-learning materials and equipment, library resources, facilities, halls, auditorium, classrooms, laboratories, computers and vehicles;

(w) administer the maintenance and renovation of all premises and facilities and the disposal of property when appropriate;

(x) manage vehicles and facilitate their maintenance;

(y) design mechanisms to promote welfare of staff and students with particular attention for those with special needs;

(z) plan and process the annual procurement for the college;

(aa) authorize the disbursement of approved budget expenditures including project funds;

(ab) facilitate the mobilization and generation of resources to support the activities of the College academic units therein and ensure that revenues from consultancy work, project contracts, donations, tuition fees are primarily used to support academic units generating the revenues in line with the applicable laws, rules and regulations of the University;

(ac) initiate and facilitate external relations with a view to forging partnerships with academic and research institutions, donors, and the industries as well as promoting community engagement in line with applicable rules and regulations of the University;

(ad) approve admission and placement of students in accordance with the applicable University policy;

(ae) ensure the standards of academic activities in each of its constituent units;

(af) check and regulate consistency across departments/schools/centers in academic administration, student handling, staff recruitment, development and promotion, research grants and administration; and

(ag) perform other duties as assigned by the President and the Vice-Presidents.

2. The CHS shall have the following additional duties and responsibilities to:

(a) Decide on service extension, joint appointment, school-to-school transfer, leaves, and professional development of academic staff and notify the same to the University;

(b) Decide on disciplinary cases involving dismissal of academic staff and notify the same to the President in line with the provisions of this Legislation and other applicable rules and regulations, notwithstanding Article 73 (Disciplinary Actions by the ARTTCEVP) of this Legislation;

(c) Decide on dismissal of administrative staff employed by schools and departments under the college and notify the same to the relevant university human resource management office;

(d) Administer its own financial administrative structure and be responsible for all financial operations;

(e) Plan and execute the procurement of the college;

(f) Set policies and guidelines for the overall delivery of medical and teaching services, monitoring, evaluation, and synchronizing teaching, research and medical services; and

(g) Perform other pertinent duties as assigned by the President.

Article 150: College Deans

1. Duties and responsibilities

The College Dean is the chief executive officer of the college and shall exercise authority over all academic and administrative matters in the College. The College Dean shall:

(a) exercise authority over all academic and administrative matters in the college;

(b) be in charge of policy formulation, coordination, direction and supervision across the college;

(c) be responsible for organizing and directing administrative support services for the college;

(d) formulate standards, and work procedures relevant to the academic units under the college in line with the University-wide policies, rules and regulations;

(e) endorse the creation or revision of academic programs originating from or endorsed by departments/school/centers and present them for approval to the appropriate University body after endorsement by the College AC;

(f) coordinate inter-college programs, if any;

(g) coordinate and endorse research proposals for approval and funding, promote and disseminate research and support research activities within the College

including administering grants pertaining to staff research projects as well as master's thesis, PhD dissertation, M. Phil thesis, and postgraduate diploma;

(h) process scholarships for staff and administer the same for students within the College and/or departments/school/centers and research hosted by the College after it is approved by the College AC;

(i) represent the College in University-wide Regulatory and Consultative bodies (such as the Senate and the University Council) and coordinate college activities relating to external relations, community engagement, business development and partnerships;

(j) approve the recruitment and promotion of academic staff with the rank up to associate professor and notify the office of the ARTTCEVP after it is endorsed by the CAC;

(k) upon endorsement by the CAC, recommend to the ARTTCEVP the recruitment of

academic staff with the rank of professor and process the employment once the ARTTCSILVP approval is secured;

(l) initiate joint appointment of academic staff from other institutions in accordance with the Proclamation;

(m) take disciplinary measures on academic staff including oral warning, written warning, and a fine up to three months' salary, suspension from work for the same period and demotion in accordance with the provisions of this Legislation;

(n) recommend disciplinary actions involving dismissal of academic staff with the exception of full professors whose case shall be decided by the ARTTCSILVP;

(o) recommend to the ARTTCSILVP service extension, college-to-college transfer, leaves, and professional development of academic staff;

(p) design and enforce quality assurance mechanisms for academic programs in the college;

(q) oversee and coordinate admission and placement of students in accordance with the applicable University policy and regulations upon the approval of the College AC;

(r) ensure the maintenance of pertinent records of academic and support staff, students and their performances;

(s) consolidate graduate list of the College as proposed by the respective academic committees of department/school/centers and submit the same for approval by the University;

(t) execute the recruitment, promotion, transfer, discipline, and development of administrative staff under the College after the endorsement of AC;

(u) propose dismissal of administrative staff in departments/schools/centers within the College to the ABDVP;

(v) ensure the administration of human resource management functions pertaining to academic and support staff such as processing advertisement, employment, leaves, promotion, contracts, identification cards, records, payroll and clearance;

(w) facilitate the mobilization and generation of resources to support the activities of the College's academic units and ensure that revenue from consultancy work, project contracts, donations, and tuition fees are collected and primarily used to support academic units generating the revenue in line with the applicable laws, rules and regulations of the University;

(x) prepare consolidated plans and budget of the College and ensure implementation of the same upon approval by the CAC and higher authorities;

(y) submit quarterly consolidated report to the relevant University administration, and require the same from academic units within the college;

(z) ensure that the College has effective and responsive human and financial administration (unless it is on the main Campus).

(aa) facilitate and oversee the proper and optimal distribution and utilization of teaching learning materials and equipment, library resources, facilities, halls, auditorium, classrooms, laboratories, computers and vehicles allocated to the college;

(ab) oversee the proper administration, maintenance and renovation of all premises and facilities and the disposal of property within the college, as appropriate, including vehicles;

(ac) design mechanisms to promote welfare of staff and students with particular attention to those with special needs;

(ad) plan and process the annual procurement for the College;

(ae) authorize disbursement of approved budget expenditures including project funds;

(af)initiate and facilitate external relations with a view to forging partnerships with academic and research institutions, donors, and the industry as well as promoting community engagement in line with applicable rules and regulations of the University;

(ag) check and regulate consistency across departments/schools/centers in academic administration, student handling, staff recruitment, development and promotion, research grants and administration;

(ah) submit, upon leaving office, a comprehensive written exit report and hand over office related resources to the academic staff replacing him with the view to making the transition smooth;

(ai) perform other related duties as assigned to him by the President and/or the Vice- Presidents;

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

2. Appointment and Terms of Office

(a) The President shall select a dean from among a list of three candidates with a rank of lecturers or above nominated in accordance with guidelines approved by the Senate.

(b) Where there are compelling reasons, the President may appoint a dean from institution outside the University/another academic unit.

(c) A college dean shall serve for a period of 3 years, renewable once, if re-nominated.

CHAPTER XVI: COLLEGE LEVEL COUNCIL AND ACADEMIC COMMISSION

Article 151: General provision

Each College/Institute/School shall have a council and an academic commission that would render consultative duties. The college/school dean/institute director shall operate with the support and advice of these bodies.

Article 152: The College Council

1. Composition/Membership

The College Dean shall operate with the support and advice of a college council that shall consist of:

(a) Dean
(b) Associate/Vice deans
(c) Head of Departments/centers chairs/school heads
(d) College managing director
(e) Elected senior academic staff members of the academic units under a college
(f) Student representatives from both graduate and undergraduate levels

2. **Duties and Responsibilities of the College Council**

The College Council shall:

(a) serve as a broad forum for holding consultations among the academic units grouped under colleges towards greater academic integration and collective representation in university bodies, including the Senate and its committees;
(b) bring together not only academic staff but also support staff and students that make up the college;
(c) coordinate collective planning and work towards aligning the academic units and their programs with greater interdisciplinary ties and joint operations;

(d) devise ways and means towards forging collaborations with academic units and institutions outside the College;

(e) propose ideas, strategies and programs for the growth and development of the College and the University at large; and

(f) meet at least twice every semester and discuss issues on which the AC and/or the Dean require professional advice on academic, research, community engagement and administrative matters.

3. **Leadership**

(a) The College Dean shall chair the College Council.

(b) The College Council shall elect its secretary from among its members who shall be responsible for maintaining a record of its proceedings.

(c) The College Council may establish ad hoc committees for specific tasks to assist the office of the College Dean.

4. Reporting relationship

The College Council shall report to the offices of all the Vice-Presidents through the timely and continuous submission of the minutes of its proceedings and to the Office of the President through a formal report at the end of each semester.

Article 153: College Academic Commission (AC)

In each college, there shall be established an AC which is answerable, through the dean, to the ARTTCEVP.

1. Composition

The AC shall consist of:

(a) The Dean, chair

(b) Three elected academic staff representatives elected by the College Assembly

(c) Department/ Center chairs and school heads

(d) Associate/Vice deans

(e) Two students' representatives

(f) The managing Director of the college

(g) Head of the gender and educational equity office of the College

(h) Head of the College library

(i) The Associate registrar and other pertinent officers as deemed necessary.

2. Term of Office

The term of service of elected members on the CAC shall be three years.

3. **Accountability**

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

(b) The AC shall also, in parallel, continuously send the minutes of its meetings to the Executive Committee (EC).

4. Leadership and Organization

(a) The AC shall be chaired by the College Dean.

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

(c) The AC shall have its own rules of procedure.

5. Standing committees:

The AC shall have the following standing committees

(a) College Staff Affairs Committee; and

(b) College Student Affairs Committee;

(c) The AC may establish ad hoc committees to perform specific tasks.

(d) The AC may invite other persons to attend its meetings. However, such persons shall not have voting rights.

6. Meetings

(a) The AC shall meet at least once every month and shall maintain a proper record of the agenda and minutes of its meetings.

(b) Meetings may be called at any time by the Dean or when requested in writing by one third of its members.

(c) When the Dean refuses to convene a meeting after having been called by one third of members of the College AC, such meeting shall be convened where the ARTTCSILVP or his designate shall chair the meeting.

7. Duties and Responsibilities of the AC

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

(a) set guidelines to facilitate the teaching-learning process;
(b) issue guidelines for setting/marking of examinations in the academic units of the college in accordance with rules and regulations approved by the Senate;
(c) recommend to the Senate the establishment of new programs and modifications of existing ones pertaining to study and research in any of the academic units under the college;
(d) deliberate and decide upon all appropriate appointment and promotion cases presented to it through the College Staff Affairs Committee;
(e) recommend the ARTTCSILVP on all leaves of academic staff in the college;
(f) promote research works in the college, and issue guidelines on their execution, on the basis of regulations issued by the Senate or Research and Publication Committee (RPC), and follow-up/ monitor their implementation;
(g) review the missions and objectives of the academic units under the college on a periodic basis and evaluate the success of their implementation;
(h) promote the welfare of staff and students and ensure observance of discipline in the college as provided by the rules and regulations of the University;
(i) review grades and determine academic status of students of the college every semester;
(j) recommend to the Senate the graduation of students of the college and determine medal winner in every academic unit under the college;
(k) review and recommend budget proposals to the budget office and allocate approved budget for the various activities of the academic units under the college;



(l) initiate staff development schemes for the college; prioritize training programs for the staff and recommend candidates for training;

(m) issue guidelines on conditions of employment and remuneration for consultancy services in the college in accordance with the general University policies;

(n) receive and assess the results of the annual performance evaluation of the academic staff of the college and make recommendations to the dean on possible actions to be taken as a result of the evaluation;

(o) issue guidelines for promotion of links with relevant external bodies and organizations with a view to enhancing the college's academic/research functions in line with the rules and regulations of the University;

(p) initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence in the college;

(q) determine the allocation and appropriate utilization of the physical resources of the college based on considered recommendations of the dean and the managing director thereof;

(r) issue guidelines and procedures on the functions and activities of its standing committees;

(s) perform such other functions relevant to the betterment of the teaching-learning process and promotion of research in the college.

(t) propose programs to be offered by the academic units under the college including changes thereof; undertake every three years' evaluation of programs, and formulate appropriate recommendations to be forwarded to the Council and supervise implementation of the decision of the Council thereon;

(u) recommend the granting of graduate degrees, diplomas and/ or certificates;

(v) ensure that the rules governing the appointment of advisors and examination boards as well as those governing their functions are uniformly implemented; and

(w) Accredit and review all e-Learning course materials before deployment, ensuring they meet the quality standards specified in the policy (e.g., Quality Matters, as referenced in the E-Policy).

CHAPTER XVII: UNIVERSITY–WIDE ADVISORY/ CONSULTATIVE BODIES

Article 154: University Managing Council and the University Council

The University shall have University Managing Council and University Council as advisory/consultative bodies.

1. **University Managing Council**

(a) Accountability

The University Managing Council is accountable to the President.

(b) Membership

(i) Without prejudice to the power of the President to include other pertinent officers, the President, vice presidents, and other key officers in charge of institution-wide student affairs shall constitute the core members of the University Managing Council.

(ii) The President shall chair the meetings of the University Managing Council.

(c) Responsibilities

(i) The University Managing Council shall advise the president on strategic issues and on other cases that the President believes require collective examination.

(ii) The University Managing Council shall also serve as a forum for monitoring, coordination and evaluation of institutional operations.

(d) Quorum, Meetings and Minutes

(i) There shall be a quorum to conduct meetings of the University Managing Council when majority of its members are present.

(ii) The University Managing Council shall meet regularly at least twice a month on a regular day and time that shall be determined by the President.

(iii) The President shall assign a secretary to take minutes of the meetings of the University Managing Council.

(e) Conduct of Meetings

(i) The President shall ensure that ideas are expressed freely and openly at meetings of the University Managing Council.

(ii) Meetings shall be conducted with the view to reach consensus on motions and draft resolutions.

(iii) Notwithstanding the provisions of sub-article (1) (e) (ii) of this Article, the President may opt to have votes with the view to get ideas on the weights of substantial and competing opinions and/or views.

(f) Disclosure of Deliberations of the Council

To ensure integrity and confidentiality, no member of the University Managing Council other than the President, or a person instructed by him, shall communicate to third parties its deliberations on controversial issues and the results thereof.

2. The University Council

(a) Responsibilities

The University Council shall serve as an advisory/consultative body to the President**.** In particular, it shall advise the president by expressing its views on institutional proposals regarding plans, budget, organizational structures, academic programs, agreements of cooperation, and on division, merger, and closure of academic units as well as on performance.

(b) Accountability

The University Council shall be accountable to the President.

(c) Membership and Chairperson

The University Council shall consist of the core members of the University Managing Council, all deans, directors, members of the Senate Standing Committees, the Head of the University Library and Documentation Services, the registrar, other key academic officers, service department heads, and, as it shall be determined by the Board upon the advice of the President, an appropriate number of academic staff and student representatives with appropriate gender mix. The President shall chair the meetings of the University Council.

(d) Meetings

The University Council shall meet at least once every six months on the day and time to be fixed by the President.

(e) Quorum, attendance and non-delegable nature of membership

(i) It shall be compulsory for members to attend meetings of the University Council.

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(ii) Membership may not be delegated except with the express permission of the President.

(iii) There shall be no quorum requirement to conduct meetings of the University Council

(f) Conduct of Meetings

(i) The President shall ensure that a democratic atmosphere stimulating free expression of opinions and ideas prevails at meetings of the University Council.

(ii) Meetings shall be conducted with the view to reach consensus on motions and draft resolutions.

(iii) Notwithstanding the provisions of sub-article (2) (f) (ii) of this Article, the President may opt to have votes with the view to get ideas on the weights of substantial and competing opinions, views and/or motions.

(g) Secretary

The secretary of the University Managing Council shall also serve as a non-voting, non-consultative member of the University Council.

(h) Disclosure of Deliberations

No member of the University Council other than the President, or a person nominated by him, shall act as an official spokesperson of the University Council.

CHAPTER XVIII: DEPARTMENTS, SCHOOLS AND CENTERS

Article 155: Department Heads and Center Chairs

1. Duties and Responsibilities

Department Heads/Center Chairs shall have executive authority over the academic and administrative matters that lie within their mandates. They shall:

(a) initiate the creation or revision of academic programs and recommend to colleges after they are endorsed by the DAC's;

(b) propose the creation of new academic units or the restructuring or dissolution of existing units and recommend the same to colleges after the proposals are endorsed by DACs;

(c) Initiate and support on the development research proposals by their staff;

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(d) develop and implement a seminar program that provides exposure for teachers and students to engage in research activities.

(e) facilitate the recruitment and selection of academic staff with the rank of lecturer;

(f) recommend the recruitment of academic staff with the rank of assistant professor and above for decision and appropriate action by colleges after approval by DACs;

(g) process the promotion of academic staff to the rank of lecturer upon the approval of DACs;

(h) recommend promotions to the rank of assistant professor and above for the decision and appropriate action by the college upon the approval of DACs;

(i) take minor disciplinary measures on academic staff including oral warning, written warning, and a fine up to one-month salary;

(j) recommend leaves, transfers, resignations, joint appointments and service extension of academic staff upon the approval of DACs;

(k) recommend the recruitment, promotion, leaves, development and discipline of administrative staff working for the department/center including oral warning, written warning, and a fine up to one-month salary; and decide on demotions in accordance with the rules and regulations applicable to civil servants;

(l) prepare plans and budget of their respective departments/centers and submit same to colleges upon the approval of DACs;

(m) plan annual procurement of their respective departments/centers and submit the same to colleges;

(n) authorize the disbursement of approved budget expenditures including project funds;

(o) open and operate petty cash accounts of departments/centers;

(p) request for maintenance and renovation of all premises and facilities and disposal of property used by departments/centers as appropriate;

(q) plan and execute income generating activities from consultancy work, project contracts, donations, tuition fees and utilize such revenue in line with the rules and regulations of the University;

(r) initiate external relations with a view to forging partnerships with academic and research institutions, donors, and the industry as well as promoting community engagement in line with applicable rules and regulations of the University;

(s) invite, select and recruit students for admission as per the Proclamation and the rules and regulations of the University upon the approval of DACs as well as ensure that data base of records of students including grades is kept at his relevant academic unit despite the existence of such records centrally at the University level.

(t) process and approve the academic status of students on the basis of University academic requirements and recommend their graduation upon the approval of DACs;

(u) oversee the well-being of students of their respective departments/ centers;

(v) facilitate and follow-up academic advice of students;

(w) propose quality assurance mechanisms and enforce the same upon approval by DACs;

(x) direct teaching and research activities, organize workshops and conferences, encourage publications of research outputs;

(y) prepare staff development plan and have it approved by DAC for its implementation;

(z) ensure maintenance of up-to-date records on the teaching, research, and consultancy services of the department /center and report same to the college;

(aa) assign teachers, tutors, advisors, supervisors, and examiners for graduate, undergraduate, regular and extension students;

(ab) keep records of semester teaching load, research, publications, conferences, talks, public lectures and public services of each and every staff of the department/ center and report the same to the ARTTCEVP and other appropriate offices;

(ac) conduct and process performance evaluation of academic staff every semester;

(ad) ensure the maintenance of proper records of students of the department/center;

(ae) initiate and recommend interdisciplinary programs in collaboration with other academic units upon the approval of DAC's;

(af) plan and execute community engagement related to its academic activities upon the approval of DAC's using resources made available to it by the University or those generated internally by itself;

(ag) initiate and support extracurricular activities;

(ah) conduct meetings with students once per semester and report the outcome to the college and/or other bodies and offices of the University concerned;

(ai) compile quarter, biannual and annual report and submit same to the respective colleges;

(aj) devise means and ways of providing equal opportunity to its entire academic staff with regard to research projects;

(ak) submit, upon leaving office, a comprehensive written exit report and hand over office related resources to the academic staff replacing them with the view to making the transition smooth;

(al) forward training demands to vice dean;

(am) ensure that academic advisors and course chairs are assigned; and

(an) perform other related duties assigned by the Dean of the college and the respective department/Center.

2. Reporting Relationship

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

3. Appointment and Term of Office

The Chair/Head shall be appointed by the dean of the School/college from a list of three candidates nominated by the respective academic unit committee. He may not be nominated from among academic staff members who are on study or research leave or have retired. He shall be a full-time academic staff of the department/center concerned. He shall hold office for a period of two years that can be renewed once if re-nominated.

Article 156: Course Chairpersons

Being accountable to the department head, the course chair shall:

(a) be appointed for unlimited number of years, but the appointment is subject to revision at every academic year;

(b) serve as member of the department council;

(c) coordinate the preparation and implementation of course materials and continuous assessment (course guidebooks, availability of reference books, quizzes, useful exercise, assignments, exams, etc);

(d) assign instructors who will be teaching the specific courses for all types of programs and communicating their loads to the department head consistent with appropriate academic unit workload expectations;

(e) assist department heads in preparation of class schedule;

(f) organize guest lectures, field experiences, laboratory activities and other related tasks to the students in the courses;

(g) produce and organize local knowledge in the course;

(h) organize tailor-made trainings;

(i) recommend the department head on courses and modules subject to revision and demanding for further approval;

(j) follow up submission of grades on time to the customers' relations office;

(k) check the fair allotment of grades to the student;

(l) complete the appraisal of course team members;

(m) adapt procedures, tools and manuals for course deliver;

(n) organize and Coordinate the team;

(o) provide representation on subject authority;

(p) work together with the department head in the development and evaluation of courses and the program;

(q) address students' academic problems in the courses; and

(r) be receptive to questions, complaints, grievances and suggestions from staff members and students with regard to the provision of the courses. The chair has the responsibility to take appropriate action as required.

Article 157. Course Assistants

Course assistants shall have the following responsibilities to:

(a) assume specific roles in the generation, packaging and delivery knowledge;

(b) facilitate learning, tutorials, advising;

(c) organize seminars, presentations, discussions, and other sessions;

(d) assess students on specific tasks and organize their scores on continuous basis;

(e) avail learning materials through soft and hard-copy.

CHAPTER XIX: DEPARTMENT/CENTER LEVEL ACADEMIC AND GRADUATE COMMISSIONS

Article 158: Department/Center Level Committees

In each department/center of every college, an academic committee shall be established (DAC/CAC) and where appropriate Department/Center Graduate Committee (DGC/CGC), the composition, powers and duties of which are set forth as follows.

1. Composition and Terms of Office

(a) DAC/CAC

(i) A DAC/CAC shall consist of seven members with the department/center chair as a chair person. Five of the seven members shall be elected from among the full time academic staff of the concerned department/center with the rank of lecturer and above and one shall be student representatives from the undergraduate programs.

(ii) Where the number of full-time academic staff of the department is less than five, all the full-time academic staff with the rank of lecturer and above shall constitute the DAC/CAC.

(iii) The term of service of the elected members of the DAC/CAC shall be two years.

(iv) The department/center chair shall act as chairperson of DAC/CAC.

(v) The rules of procedure of the AC, provided for in this Legislation, shall *mutatis mutandis*, apply to the working of the DAC/CAC.

(vi) The DAC/CAC, when it deems necessary, may appoint ad hoc subcommittees, whose membership may be drawn from among itself or other staff of the department/ center, to perform specific tasks.

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

(b) DGC/CGC

(i) The DGC/CGC shall have five members, three from selected academic staffs and one from graduate class students with the department/center chair as a chairperson.

(ii) All the members of the DGC/CGC, except the chairperson, shall be from among those who involve in graduate program/s of the concerned department/school/center or any other academic unit of the University**.**

(iii) The term of office for elected members of the DGC/CGC shall be two years.

2. Powers and Responsibilities

(a) The DAC/CAC shall:

(i) prepare the department's/center's short and long term objectives, plans and programs, and necessary budget for their implementation and submit the same to the dean through the chair/ head;

(ii) recommend criteria to the AC for the selection of students joining the department/center;

(iii) ensure that all examinations are reviewed for completeness of content, rigor and soundness;

(iv) review grades and report the academic status of students to the AC every semester;

(v) recommend graduation of students to the AC;

(vi) plan and coordinate regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, merger of courses, conduct of research, proper

utilization of departmental resources, maintenance of academic standards and quality of the programs of the department/center;

(vii) review and approve research proposals;

(viii) promote and coordinate consultancy services in the department/center/school; and ensure that the University's regulations governing consultancy services are adhered to;

(ix) deliberate and decide on disciplinary cases of students pertaining to academic matters in accordance with the rules and regulations of the University; and

(x) recommend actions to the dean, regarding:

- Promotion of the well-being of staff and the students of the department/center;
- putting in place staff development schemes for the department/center;
- initiating scholarships, fellowships, prizes and other awards to students of the department/center; and
- recommending to the AC, the appointment and promotion of academic staff of the department/center.

(b) The functions of DGC/CGC/SGC shall be to:

(i) develop department/center graduate program/s in collaboration with the staff;

(ii) review and revise the program/s at least every three years;

(iii) coordinate and supervise all activities of the program/s;

(iv) review and approve examinations and grades on the basis of guidelines provided by the SGS;

(v) prepare semester reports on its activities and submit the same to the AC;

(vi) assign a research advisor for each graduate student;

(vii) assign members of examining board for theses, dissertations and other qualifying examinations for approval by the AC;

(viii) determine applicants' transfer request and ascertain that students who request transfer to the department/center satisfy the academic requirements for admission into the program to which transfer is sought;

(ix) assess applications of students who request readmission and make recommendations to the AC;

(x) assess students' request for extension of the duration of study and make recommendations to the AC;

(xi) facilitate conditions to ensure that a student hands over fixed assets he has purchased in connection with his thesis or dissertation using University resources; and

(xii) allocate research funds to students equitably.

3. **Academic Advisors/Mentors**

Academic staff assigned as mentors (academic advisors) shall assume the roles and responsibilities to:

(a) interact with their assigned students on a regular basis according to mutually agreed frequency and duration;

(b) follow up the strengths and weaknesses of their advisee-group through continuous and regular monitoring of their academic performance;

(c) help students develop personal academic goals or learning plans and facilitate their progress towards their goals;

(d) advise those students who express a desire or need (e.g. students with academic difficulties) for individual attention and shall help them in their learning process. This may be initiated either by the students or by the Academic Advisors;

(e) provide relevant evidence to course chairs on students' academic problems and support provisions;

(f) act as learning consultants to their assigned group. In this role, they shall help students develop strategies for learning, studying, improving academic standards and developing competence in their selected programs of study;

(g) whenever necessary, advisors shall establish network with other faculty members and help students use all available resources to meet their learning and developmental needs. This may include resources inside and outside the University as well as strategies for learning;

(h) help students choose minors, electives, and specializations in their areas of study;

(i) Maintain academic and other records and transfer, when necessary, any student related information to the respective chair, vice dean or dean in case of study or research leave. Whenever there is change of advisors, there shall be proper handover of students' record. All documents relating to a student shall be maintained in strictest confidence; and

(j) help students feel free to discuss with their Advisor all personal, social and other problems that directly or indirectly threaten their academic performance. Students will also benefit from the guidance and counseling office if their problems are beyond the capacity of their advisors.

CHAPTER XX: CONTINUING AND DISTANCE EDUCATION PROGRAM

Article 159: General provisions

1. The reason for establishing Continuing and Distance Education Programs (CDEP) includes the need to expand access to post-secondary education, to enhance the role of the University in the nation's socio-economic development and expand partnership with stakeholders (business community, government agencies, and non-profit organizations).
2. The CDEP Office shall place excellence in the pursuit of the University's mission of providing education, conducting research and rendering service to the public.
3. The CDEP Office shall work closely with the Regular Undergraduate and Graduate Program Offices.
4. The University shall:
    (a) devise benefit packages to attract its academic staff to the CDEP;
    (b) formulate principled strategies to share revenues emanating from the CDEP with academic units that run such programs; and
    (c) work proactively towards tapping into the potentials of the CDEP within the bounds of Woldia and beyond.

Article 160: Power and Responsibilities of the CDEP Office

The CDEP Office shall have the responsibilities to:

1. develop policies and guidelines and frameworks to ensure the implementation of continuing and distance education programs by academic units;
2. development, implementation, and quality assurance of online and blended programs and infrastructure;
3. prepare a strategic plan for continuing and distance education program of the University by identifying the educational needs of the public and facilitate the launching of the programs;
4. plan and coordinate the offering of education and training programs through continuing and distance education, distance or virtual and summer education for short-term training for capacity building, or for imparting knowledge and skills in specific fields, and award appropriate certificates;
5. coordinate and implement graduate and undergraduate programs in continuing and distance education in collaboration with graduate and undergraduate program offices;
6. work in consultation with relevant academic units and offices to develop strategies in the management of income generated through continuing and distance education as part of community engagement;
7. review and revise, from time to time, the rate of tuition fee in order to provide quality service at an affordable price and as a means of revenue generation for the university;
8. provide programs to enable professionals who may already have degrees to advance their careers by acquiring supplementary skills or capabilities;
9. make continuing education accessible to everyone as a starting point for a lifelong learning process;
10. provide part-time, on-the-job and/or on-the-spot education and facilitate lifelong learning by overcoming barriers of time and distance through the use of appropriate media of communications such as internet, interactive video and others;
11. develop, coordinate and implement more flexible programs compared to those executed at higher education institutions;
12. ensure equal access to university academic resources for students enrolled in continuing education programs;

13. oversee the proper execution of rules and regulations of the University regarding the teaching-learning process in the University's extension, in-service and distance education programs;
14. develop and oversee the implementation of guidelines, programs and mechanisms for student success and reduction of attrition;
15. collect, process, deploy and disseminate information and data in the form of catalogue on extension, in-service and distance programs; and
16. monitor and oversee the process of appointment of instructors for continuing education programs as per the Legislation and other applicable laws.

CHAPTER XXI: BESTOWAL OF HONORARY DOCTORATE DEGREE

Article 161: Honorary Doctorate/Doctor Honoris Causa

1. Principles

(a) The rank of honorary doctorate or doctor honoris causa is an honorific title granted by a special procedure to persons of exceptional achievement as a token of respect.

(b) The University may award honorary doctorate degrees to honor persons of outstanding contributions, and this may include a person deserving of honor by virtue of scholarly distinction, noteworthy public service resulting in significant contributions either to the University or to education in Ethiopia, to other spheres of development in Ethiopia, Africa or the world at large.

(c) The University may honor individuals with the highest caliber, distinguished as learned persons whose knowledge and wisdom are considered exemplary. The University considers the attribution of such an honorary title as a means for:

(i) recognizing an outstanding person who has contributed notably to his field of expertise; and

(ii) exercising the rightful social roles of a university, and improving its public image as an institution that gives high regards to outstanding intellectual

and creative accomplishments, thereby allowing the University to make public declaration of its values.

2. Fields for Conferring Doctor Honoris Causa and Posthumous or in Absentia

(a) The common fields for conferring doctor honoris causa and the appropriate nomenclature of the degrees shall include, but are not restricted to, the following fields of knowledge:

(i) Doctor of Laws, honoris causa (LLD): Awarded for outstanding scholarly achievement in law or for exceptional public service;

(ii) Doctor of Letters, honoris causa (DLitt): Awarded for outstanding achievement in the humanities, social sciences, or in the performing arts, of a scholarly or creative nature;

(iii) Doctor of Humane Letters, honoris causa (DHLitt): Awarded for outstanding achievement in the humanities, social sciences, or in the performing arts, of a scholarly or creative nature with more contributions to social well-being and humanity; or

(iv) Doctor of Science, honoris causa (DSc): Awarded for outstanding achievement in the pure and applied sciences, usually of a scholarly nature.

(b) A degree honoris causa may be awarded posthumously under exceptional circumstances or in absentia.

3. For Selection

The award of honorary degrees by the University shall be for high distinction and/or outstanding service in one or more of the following:

(a) **Accomplishment**s: outstanding intellectual/academic work of an exceptional and exemplary nature, distinctive for creativity and for contribution to the general welfare of the Ethiopian society;

(b) **Service to the public**: outstanding leadership in education, business, public service, or other appropriate sectors of society; and

(c) **Service to the University**: support for the University of a nature so distinctive and major as to constitute a most significant element in the growth and development of the institution.

4. Nomination and Approval of Honorary Degrees

(a) All aspects of the nomination process shall be confidential; in particular, a person so nominated shall not be consulted beforehand, or at any time prior to the Senate decision on the proposal, and all deliberations, investigations and recommendations relating to the nomination shall be treated as strictly confidential by all persons concerned therewith.

(b) Nominations may be submitted by individual academic staff, departments, schools, institutes, centers, senate and board members of the University, anonymously if need be.

(c) Each nomination shall include the full name of the nominee, the degree proposed and a biographical sketch of the candidate, a summary of the accomplishments or deeds for which the nominee would be honored along with supporting document.

(d) The ASRPSC shall handle the task of receiving nominations, preparing citations for Senate deliberations, preparing degrees and medals and extending invitations to the nominee(s) through the President and the relevant offices of the University upon approval by the Senate.

5. Award of Degrees

The Senate shall decide the occasion for the award of doctor *honoris causa.*

6. Title of Address

A person holding the title of Honorary Doctorate shall be entitled to use the title 'Honorary Doctor' in writing, with his names, and the title shall be abbreviated as Hon. Dr. Such person may use the title only with the adjective `Honorary` or the abbreviation Hon.

7. Restrictions

(a) No person who is employed by the University and affiliated to it in some formal way, including through its academic units, academic staff members and members of the University Board, may be granted an honorary degree until after he has relinquished his position.

(b) Notwithstanding the provisions of sub-articles (7) (a) of this Article, the University Senate may consider exceptional circumstances.

8. Testamur/Testimonial

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

9. Additional Guidelines

The Senate Executive Committee shall develop additional guidelines on procedures and schedule of activities.

PART FIVE

RESEARCH PUBLICATIONS AND CONSULTANCY SERVICES

CHAPTER XXII: RESEARCH AND PUBLICATIONS

Article 162: Policy premises on research

1. The focus of research in the University shall be primarily on promoting the relevance and quality of education and on the country's development issues focusing on transfer of technology and innovation including basic research. To this end, the University shall, in consultation with stakeholders, define its core research areas and themes on the basis of the priority needs of the country and its comparative advantages.
2. Although the primary responsibility of teaching faculties is in the area of training, research is an integral part of their activities since an academic staff in teaching faculties is expected to devote 25% of their time to research.
3. The University shall put in place a system for the dissemination of research findings through publication of books and periodicals, presentation of occasional papers and participation in and conducting of seminars, symposia and workshops.

Article 163: General Provisions on Research

1. The University shall:

(a) establish a system which ensures that research funds are managed and utilized within a system that adheres to transparency, accountability, efficiency and efficacy;

(b) see to it that the GRTTCEC assume, among others, the responsibility to formulate research policies and guide and monitor their implementation in accordance with this Legislation;

(c) establish Research and Innovation Fund, Research and Development units in fields deemed pertinent, and Science and Technology Park and create the environment for innovation and the transfer of technology from laboratory to the market place;

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(d) collaborate with the industry in establishing business and research incubation centers and create the environment for start-up companies and for reverse engineering and applied research;

(e) ensure that its academic units equip students with basic knowledge and skills that enable them to undertake further and relevant studies and research;

(f) allocate seed money for beginner researchers especially those who engage in basic research; and

(g) adopt and implement comprehensive research incentive mechanisms.

2. Any academic unit may enter into joint research partnerships and receive research funds from national and international sources provided the research is consistent with accepted research standards, code of professional ethics, and norms and policy of the University and provided such undertakings are assumed pursuant to the existing laws and policies of the University regarding partnerships.

3. Any research undertaking shall follow the rules and procedures of research standards, codes of professional ethics, norms and responsibilities as stated in the research policy of the University.

4. Academic units of the University shall carry out assessment research on the quality and relevance of their research outcomes every three years. And the findings of such assessment research shall be periodically consolidated by the Office of the ARTTCEVP and be deployed to enhance future research capabilities of the University.

Article 164: Procedures for Initiating and Conducting Research

1. A research proposal of an academic staff for which internal or external funding is sought shall be submitted to the College Graduate Research and Community Engagement Office (CGRCEO) for review and endorsement. Academic staff carrying out research without the need for financial support shall notify their departments of such activities.
2. Proposal reviewed and endorsed by the CGRCEO shall be approved by the Director of research, publication, ethics and standards.
3. Where funds are sought from the University, the proposal shall be presented to (CGRCEO) for appropriate action and shall finally be approved at university level. The GRTTCEC reserves the right to have the proposal reviewed by independent professional assessors notwithstanding the provisions sub-article 2 of this Article.

4. Where funds are sought from sources external to the University, the proposal shall be reviewed and approved by the CGRCEO.
5. The modalities for initiation, review, endorsement and approval of research proposals at the various levels shall be issued in the form of guidelines by the GRTTCEC.

Article 165: Administration of Research

1. The overall administration of research in the University is vested in the ARTTCEVP.
2. The ARTTCEVP, deans, institute directors and department heads shall have the responsibility to implement the guidelines to be issued by the Senate.
3. Researchers whose proposals have been approved and funded shall submit regular reports to department heads, deans, institute directors and the Director for Research, Publication and ethics and also on annual staff and students' research conference of the University.
4. All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the Director for Research, Publication and ethics;
5. The financial administration of research funds shall be governed by the existing financial policy and procedure of the University and such other relevant guidelines as may be issued by the ABDVP.

Article 166: Property Rights on Research Findings

Without prejudice to the relevant provisions of Federal and/or State laws and unless otherwise expressly provided under individual research agreements, the University shall have proprietary rights on research findings and/or products developed as per the relevant provisions of this Legislation.

Article 167: Research Priorities

The following are guidelines for setting research priorities:

1. Based on guidelines and priorities set by the Senate or GRTTCEC, the CGRCEO, Colleges and departments shall set priorities of research within their respective spheres.
2. In determining their research priorities, colleges and departments shall take into account:
    (a) the needs and priorities of the country;
    (b) the strategic plan of the department, college, and the University; and College Graduate Research, Community Engagement Committee (CGRCEC) shall

approve the research priorities of departments and put the decision to CGRCEO for final approval.

3 Inter-faculty commissions may be set up to deal with multidisciplinary subjects.

4 In the case of institutes, the board of advisors/directors shall give its advice on the research priorities of the institute.

5 CGRCEC and board of advisors of research institutes shall submit their decisions to the CGRCEO.

6. Departments shall revise their priorities every five years.

Article 168: Reputability of Journals

1. The purpose of setting forth these rules for reputability of journals published and/or sponsored by the University or anyone of its constituent units is to ensure that the journals maintain high level of professional credibility and meet a minimum set of scholarly standards.
2. The reputability of journals published under the auspices of the University shall be determined by guidelines approved by the Senate upon recommendation by the GRTTCEC.
3. Such guidelines shall first be developed by Office for Research, Publications, and Ethics.
4. The reputability of journals published outside the University shall be established and listed by the relevant departments in the University having regard to guidelines to be issued by the Senate.
5. Such list of reputable journals shall be endorsed and deposited by the Research, Publications and Ethics Office.
6. The GRTTCEC shall review adherence to the established criteria and make appropriate recommendations to the Senate on the status and reputability of journals every four years.

Article 169: Commissioning and Approval of Teaching Materials, Textbooks and Books

1. A textbook and/or a book shall constitute a significant contribution to the area and such a textbook and/or book must cite at least three published articles of the author.
2. The Office of the ARTTCEVP shall develop guidelines and procedures on the commissioning and approval of teaching materials, textbooks and books and submit the same to the Senate for approval.

CHAPTER XXIII: CONSULTANCY

Article 170: Principles

1. The rendering of consultancy services shall be in line with the mission of the University, and legal and ethical standards.
2. It shall not in particular compromise the quality, extent, and availability of activities for the implementation of which the University is established.
3. Consultancy services shall be deployed to forge relations with industries for mutual benefits and on the basis of principled and transparent negotiations and agreements.
4. The results of the consultancy services shall be used to deliver informed academic services and to enrich teaching-learning and research.
5. Without prejudice to individual intellectual property rights and agreements on confidentiality, the knowledge and skills acquired in the course of consultancy services shall be put to the service of the wider community.

Article 171: General Provisions on Consultancy Services

1. For the purpose of this Legislation, consultancy service shall mean any form of professional or technological service rendered to a client by the University or an academic staff of the University in accordance with the rules and regulations of the University as provided in this Legislation or other instruments. The types of consultancy services include research, training, program/project evaluation, production of materials, advisory or any other service of a professional or/and technical nature.
2. University Consultancy shall mean a consultancy service provided by an academic staff to a client in his capacity as an employee of the University and with the benefit of the support of the University.
3. Private Consultancy shall mean a consultancy service rendered by an academic staff operating in his personal and private capacity and in his own time independent of the University and without benefiting from the support of the University.
4. In undertaking a consultancy service, an academic staff shall follow ethical standards and may not compromise the name and reputation of the University nor shall he make unauthorized use of the resources of the University such as time, property and facilities.

5. Non-compliance by any academic staff with the provisions of this Chapter shall constitute sufficient ground for disciplinary action where the academic staff persists in his violation after the first instance written official warning by an appropriate person of the University.
6. An immediate supervisor or any other pertinent official of the University who is aware of any violation of the provisions of this Chapter shall have the responsibility to stop it through due process and shall be liable to appropriate disciplinary action if he neglects his responsibility in this regard.

Article 172: Private Consultancy

1. In undertaking private consultancy, the academic staff shall:
   (a) ensure that there is no conflict with the interests of the University;
   (b) make clear to a client that he is not acting on behalf of the University;
   (c) not use the University`s name, logo, and intellectual property;
   (d) be covered by the university's professional indemnity policy; and
   (e) be responsible to account for any income tax and insurance due to the appropriate authorities.
2. In respect of private consultancy, the University shall have:
   (a) the right to ensure that such private consultancies are carried out without detriment to the academic staff's capacity to discharge his core duties;
   (b) assume no legal or contractual responsibility for any irregularities that may arise thereof; and
   (c) determine the percentage of the total project cost to be paid to it in the form of administrative fee as per the prevailing policy of the University in case an academic staff seeks the University to administer financial matters thereof.

Article 173: University Consultancy

1. An academic staff undertaking a University consultancy shall obtain approval from the relevant academic administration head. Such approval by the head concerned shall constitute an assurance that there is no conflict between the University consultancy and existing duties and responsibilities of such academic staff.

2. During a given academic year, an academic staff is permitted to undertake a maximum of 30 days University consultancy that requires time away from regular duties on days when such academic staff would be expected to attend work at the University. Where an academic staff needs more than 30 days to undertake University consultancy during any academic year, he shall obtain permission from the relevant officer who shall provide assurance that the regular duties of the academic unit are not compromised.
3. University consultancies shall be carried out in accordance with a contract whose terms and conditions are determined in light of the relevant laws of the country and the University's pertinent policies.
4. Matters such as distribution of income obtained from University consultancy services, modes of payment thereof and breach of terms of consultancy agreements shall be handled in accordance with such contract, and the pertinent rules, policies and procedures of the University.

Article 174: The Responsibility of University Units for University Consultancy

1. The University organs responsible for managing University consultancy services are the Office of University- Technology Transfer and Community Engagement (OUTTCE), institutes, colleges, schools, departments and centers.
2. The OUTTCE shall, with regard to consultancy, have the following duties and responsibilities to:
   (a) coordinate, facilitate and guide consultancy services to be provided by the academic staff of the various academic units of the University;
   (b) deliver consultancy services to various stakeholders in the areas of their needs and requests;
   (c) proactively promote consultancy services on various professional and technical areas, and provide the services competitively with best quality;
   (d) facilitate that the participating institutes, colleges, schools, departments, centers and involved external partners benefit from financial rewards, recognition, experience sharing, feedback and lessons;

(e) ensure that the University benefit financially from the consultancy services provided to the various organizations and communities;

(f) guide and support academic units and development committees in their efforts to facilitate the solicitation and delivery of consultancy services in the areas of excellence of the department;

(g) receive complaints regarding consultancy services and take the necessary measures in accordance with the rules and regulations of the University;

(h) keep record of consultancy services rendered; and

(i) make regular follow-up and monitoring of consultancy activities and require academic units to submit annual reports to it.

3. Institutes, colleges, schools, departments and centers shall:

(a) oversee and coordinate consultancy activities of staff within their respective domains in particular by ensuring that an academic staff seeking to undertake University Consultancy is within the area of his expertise and see to it that an academic staff undertaking University Consultancy service provides the OUTTCE with the appropriate reports as per the consultancy agreement document;

(b) reject request by an academic staff to engage in University consultancies where it would adversely affect the interests of the University;

(c) ensure equality of opportunity among members of the academic staff in considering approval of requests for undertaking University consultancy;

(d) keep record of consultancy services rendered within their domains;

(e) prepare consultancy proposals and technical documents;

(f) negotiate terms of consultancy contracts in accordance with the regulations of the University;

(g) verify terms of consultancy service/contracts, sign contracts and deposit the same with the OUTTCE;

(h) make regular follow-up on consultancy works and submit reports to the OUTTCE;

(i) ensure performance and authorize payments as per the terms and conditions of the contract;

(j) make purchase of goods required for consultancy services in accordance with the rules and regulations of the University; and

(k) develop plans and solicit markets for consultancy services; and make other decisions related to consultancy services.

4. A guideline on the major cost components, including overhead charges to be considered in the determination of consultancy fees, shall be prepared by the OUTTCE and implemented upon approval by the Senate.
5. The University shall utilize the overhead for the promotion of research activities of the academic unit concerned.
6. Where academic staffs engaged in consultancy services belong to different academic units, the share of the fee shall be based on the ratio of the number of consultants involved and/or services rendered.

Article 175: Appointment and Terms of Office

The OUTTCE shall be managed by the Director for University Technology Transfer and Community Engagement, a director who shall be appointed for three years by the President on merit-based competition and be accountable to the ARTTCEVP.

Article 176: Sub-contracting Consultancy Service Agreements

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

Article 177: Property Ownership

Specified in individual consultancy service agreements, all materials, equipment, supplies and vehicles purchased from sources originating in consultancy agreements shall be utilized exclusively for the execution of the agreement and shall thereafter remain University property.

Article 178: Publication and Intellectual Property Rights

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

2. The consultant or researcher may seek the permission of the owner of the property to publish the research results and to use the scientific data obtained. However, in any published material the names of both the consultant or researcher and the academic unit shall appear with the proper acknowledgement to the proprietor. All intellectual property rights shall belong to the proprietor unless specified otherwise in the agreement between the two contracting parties in accordance with the country's laws on intellectual property right.

CHAPTER XXIV: COMMUNITY ENGAGEMENT

Article 179: Principle

Community engagement is one of the three fundamental mandates of the University; it encompasses a range of activities done by academic staff and students to benefit the public and business organizations, community and society at large in terms of contributing to alleviating social, political, economic and environmental problems of the community and the country at large.

Article 180: General provisions on community engagement

1. The University organs responsible for managing community engagement and services are the OUTTCE, institutes, colleges, schools, departments and centers.
2. The Director of Technology Transfer and Community Engagement shall facilitate and coordinate community engagement and services rendered by academic units and staff members by:
    (a) providing leadership and strategic direction;
    (b) establishing a system of community engagement and service management;
    (c) coordinating, monitoring and evaluating the performance of the various services units of the university concerning community engagement;
    (d) developing guidelines and following up proper implementation;
    (e) promoting, supporting and facilitating institutes' and students' engagement in community development activities through different mechanisms such as practicum;
    (f) developing, facilitating and motivating the execution of community projects and services;

(g) ensuring that community engagement is cascaded to college level; and

(h) advising the University management in the areas of community engagement.

3. The relevant provisions of consultancy services of this Legislation shall apply to the administration of community engagement.

PART SIX

UNIVERSITY OFFICES

CHAPTER XXV: THE UNIVERSITY LIBRARY AND ACADEMIC DOCUMENTATION SERVICES

Article 181: General Provisions on the University Library and Academic Documentation Services

The University Library consists of a central library and other constituent libraries. The University shall not allocate funds to maintain any library which is not a recognized part of its library. Academic units of the University may have constituent libraries.

Article 182: Property Interest in Books and other Media

All materials purchased by, or donated to, any library within the University become automatically the property of the University and no library of the University may obtain property interest in library materials separate and distinct from the University, for the University alone has the capacity to enjoy property interests in such materials. Where an item is loaned to any particular library within the University, the use of such loaned material may still be made subject to general library regulations but without prejudice to the property interests retained by the lender and the observance of any restrictions imposed as a condition of loan. Excess copies of books acquired by way of gift may, however, be donated to other libraries as a resource sharing exercise.

Article 183: Creation and Dissolution of Constituent Libraries

1. The planning and development of institutional collections shall proceed in a systematic manner within the framework of this Legislation, with due consideration to the individual needs and requirements of departments.
2. Constituent libraries may be authorized by the ARTTCEVP in consultation with the Head of the University Library and the deans and directors concerned. Any constituent library may be merged or dissolved by agreement between the Head of the University

Library and the deans or directors of the involved academic units and subject to the rules set forth below.

Article 184: Creation of Smaller Collections

1. Upon request, a librarian may make provisions for the deposit of a small working collection of books from the relevant library to be housed within an academic unit of the University in order to facilitate academic instructions. Small collections of this nature are not constituent libraries and are governed by such arrangements as the Head of the University Library may stipulate.
2. Any acquisition of books or other reference materials by such units shall be duly registered and catalogued by the University Library System.

Article 185: Organizational Structure of the University Library System

1. The University Library System shall have two divisions: The Technical Processing Division and the Readers' Services Division.
2. The Technical Processing Division shall be a centralized service responsible for collection, management, coordination, cataloguing, and processing of books, journals and other library materials for the constituent libraries. The Division shall also organize electronic resources for the constituent libraries.
3. The Readers' Services Division shall be responsible for providing direct services to users of the library. All constituent libraries come under this Division.

Article 186: Powers and Duties of the Library Services

The Library Services shall:

1. develop the library and information resources provision policies and strategies in consultation with key stakeholders;
2. develop plan for the future development of library services, and the strategic drivers that will influence the University's decisions about investment in them;
3. coordinate and follow-up the formulation, implementation and monitoring of the mission, aims and objectives of information services;

4. collect, manage, coordinate, and catalogue a wide range of books, monographs, journals, and reference materials in the constituent libraries;
5. organize and maintain electronic libraries at the center and on various campuses and make them available to users;
6. ensure that key performance indicators are identified and service levels are clearly specified with reference to customer satisfaction and value for money;
7. plan the capital and recurrent resource requirements and provide budget management for the University Libraries, to ensure that information services effectively support University teaching, research and community engagement;
8. provide risk management and disaster recovery management for University Library facilities;
9. identify and build a database of suppliers of books, periodicals and other sources of information, and develop criteria for selection of suppliers of books, periodicals and other sources of information and have the same approved by the University body concerned; and
10. enter into partnership arrangements, with due regard to University policies, rules and procedures, to develop and support information-literate learners who can discover, access, and use information effectively, for the academic success, research, and lifelong learning.

Article 187: The Director of the University Library Services

1. Appointment

The Director of the University Library Services, appointed by the President on competitive basis, is the chief administrative officer of the University Library System and is employed under such contractual arrangements with the University as prescribed under this Legislation and other rules governing academic rank, salary, freedom and responsibility. He is accountable to the ARTTCEVP.

2. Terms of Office

The Director shall serve for a term of three years and may be appointed for the second time if nominated.

3. Powers and Duties

The Director shall:

(a) administer the library and employment and supervision of University library personnel;

(b) plan, budget and develop resources of all constituent libraries for teaching and research activities;

(c) coordinate resources within the University library system on reasonable terms to support the requirements of all University students and academic staff in meeting the academic needs of the academic unit including the constituent libraries;

(d) prepare annual reports including statistical information from each constituent library to determine the library resources and service type distribution;

(e) monitor all libraries within the system and take all other steps necessary and proper to secure the objectives of the library in particular and the University in general;

(f) advise other libraries that are outside the University library system but exist in the University about their activities in line with the University library system;

(g) approve and sign on all memorandums of understanding and agreements on behalf of the University on matters related to library and information related activities in full compliance with relevant University wide rules and policies in approving and signing memorandum of understanding and agreements with such libraries;

(h) ensure the availability of trained library staff in adequate number and quality that meet prescribed standards through employment transfer, promotion and/or appropriate training;

(i) ensure the proper acquisition, processing of library and information resources pertinent to teaching, learning and research of the University;

(j) protect the universities' interest in its properties and ensure the efficient use of library resources;

(k) develop risk management and disaster recovery mechanisms for University Library facilities and follow up their applicability;

(l) develop key performance indicators for measuring service levels specified with reference to customer satisfaction and value for money;

(m) ensure the development and protection of electronic libraries through digitization of existing print resources and licensing of electronic resources and make them accessible to the end users;

(n) coordinate and follow-up the formulation, implementation and monitoring of the mission, aims and objectives of library and information services;

(o) develop the library and information resources provision policies and strategies in consultation with key stakeholders;

(p) organize the human resource and other committees related to the University library system;

(q) require adherence to procedures regarding the acquisition, accession and cataloguing of all information resources; and

(r) require adherence to rules to assure that all materials in the University Library System are available, on reasonable terms, to all University students and academic staff, subject to the priority of meeting the academic needs of the academic unit to the constituent library

Article 188: Weeding of Library Materials.

1. The weeding process is a continual evaluation of resources intended to remove items that become obsolete, are superseded by later editions, are unnecessary, unused, or are in poor physical conditions.
2. Decisions on weeding of materials shall be made by using an item-by-item procedure and requires collaboration between the library professionals charged with the weeding process and appropriate academic staff to evaluate the material and to determine if it is up for weeding. Involvement of academic staff members most directly concerned with possible future use of the materials is essential in the weeding process to assure that materials of interest are not inadvertently discarded.
3. The Director of the University Library Services, upon approval from the relevant University body, shall formulate an appropriate weeding policy in which procedures and appropriate criteria for carrying out the weeding activity are set. Such Head shall ensure, on the basis of such procedures and criteria, items to be weeded out from the Library are preserved in particular, to the extent possible and desirable, in soft copies

in easily retrievable manner, donated to other institutions, sold as used books, or disposed of by other means.

Article 189: Budget Appropriations for the Library

1. The Director of the University Library Services shall ensure that academic units, in submitting their respective budget request to the University, include budgetary request for equipping, staffing, maintenance and development of the library.
2. The Director of the University Library Services, in consultation with the relevant University body responsible for planning and budget, shall prevent duplication of expenses. He shall submit annual proposal on budgetary matters pertaining to the University Library System to the ARRTTCEVP, to all relevant heads of academic units in order to guide the academic units in obtaining improved planning and clarification of budgetary allocation policies and maintaining a balanced Library System.

Article 190: Library Staff

1. The Libraries shall have professional librarians and other support staff.
2. The terms of employment, promotion and termination of employment of professional librarians deemed to be academic staff shall be governed by the rules and regulations applicable to academic staff.
3. Such professional librarians shall assume all the duties and responsibilities of an academic staff that include teaching courses and/or undertaking research in their areas of specialization.

CHAPTER XXVI: THE OFFICE OF THE UNIVERSITY REGISTRAR

Article 191: The Office of the University Registrar

1. General Provisions on the Office of the University Registrar

(a) The Office of the University Registrar is responsible for all operational matters pertaining to student intake, admission, placement, readmission, enrollment, class

and exam schedules, and academic records, allocation of classrooms as well as lecture halls and graduation.

(b) The Office of the University Registrar carries on the duties and responsibilities given to it in this Chapter in close cooperation with relevant academic units and other offices of the University.

(c) The Office of the Registrar shall have the University Registrar, the Deputy Registrar and an Academic Record Management Head, Admission Officer, and College/Institute Assistant/Associate Registrars.

(d) All matters of employment of the Deputy Registrar and Academic Record Heads and College/Institute Assistant/Associate Registrars shall be in accordance with policies, principles and rules governing other support staff of the University.

2. Powers and Duties of the Office of the University Registrar

The Office of the University Registrar shall:

(a) coordinate and process the recruitment, admission, placement, and graduation of students;

(b) process registration and course enrolment; see to it that students pay tuition fees or sign cost sharing agreements prior to beginning classes; prepare and announce class schedules for classes and exams; provide dispatch of academic record services to alumni;

(c) process, coordinate and oversee graduate admissions and enrollments;

(d) develop and implement proper mechanisms and instruments for the recruitment, admission, placement and orientation of new undergraduate students;

(e) organize, coordinate and oversee the orientation of new undergraduate students to the University and to campus life; and prepare and issue University Catalogue(s) and student handbooks of the University on a regular basis;

(f) develop and implement efficient and effective student information management system including student record management that enables the University to collect, process, deploy and disseminate information and data on undergraduate and graduate programs, student population, and student activities;

(g) create and maintain up-to-date, confidential and permanent records of all students, including drop-outs, dismissals, withdrawals, and alumni of undergraduate and

graduate programs in particular by collecting student personal information necessary for academic management purpose, keeping and controlling physical and/or electronic official academic records of students, processing and communicating student records, controlling access and disclosure of student records, and retaining, correcting and disposing of student academic records;

(h) organize, maintain and disseminate up-to-date data on student enrolment, admissions, withdrawals, attrition/completion, dropouts and graduates;

(i) maintain up-to-date, secure, accurate records on curricula of programs and on student admission and placement differentiated based on types of programs and modes of delivery;

(j) schedule and process the readmission of returning students;

(k) prepare and issue identification cards, attesting to the admission status of students;

(l) prepare and publish the yearly undergraduate and graduate catalogue;

(m) announce and advertise university programs to the public;

(n) organize the registration of students to courses of study;

(o) ensure, in consultation with relevant academic units, the proper utilization of classrooms, auditoriums and labs and maintain up-to-date accurate records of such utilization; and review such utilization scheme yearly and delegate the implementation thereof to Assistant/Associate Registrars whenever the need arises;

(p) prepare the Academic Calendar of the University each year in consultation with the ARTTCEVP and submit the same to the Senate for approval and ensure the timely distribution of such Calendar to the pertinent units of the University and see to it that academic units strictly adhere to the Calendar;

(q) facilitate the final Senate approval of graduation of students by preparing the list of candidates, recommended by the academic units, and eligible for the award of degrees, diplomas and certificates; and post such list on the University website upon approval by the Senate;

(r) develop mechanisms for the early and timely certification of graduates; issue transcripts, degrees, diplomas and certificates;

(s) manage the collection, storage, correction, disclosure, retention and disposal of student academic records having proper regard to efficiency, integrity, accuracy, accessibility, privacy and security;

(t) permit a student to view his academic record; allow only academic staff who have signed the University confidentiality agreement to have access to student records, disclose student records to law enforcement authorities and disclose student records to other persons only with the express consent of the student concerned;

(u) organize and administer graduation functions, transcript evaluations, certification process/ issuance of transcripts and other academic credentials for students and alumni in order to provide maximum service to students while ensuring efficient and effective workflow;

(v) initiate the issuance of university-wide general criteria for all matters pertaining to student intake, admission, selection and placement;

(w) ensure that pertinent laws and policies, this Legislation, directives of the Senate and its committees and guidelines on student intake capacity, selection, admission, placement, students enrollment management, curricula and graduation matters such as courses and credit requirements are strictly observed;

(x) ensure that all admissions and placement of students from foreign schools are conducted as per the rules and regulations of the University;

(y) without prejudice to the relevant provisions of the Proclamation, and upon approval of the ARTTCEVP, consult with the Ministry on determination of student intake capacity and admission;

(z) see to it that a threshold of student class size is met and cause, where such threshold is not met, the cancellation of low enrollment courses/modules and take such other measures deemed necessary in the circumstances;

(aa) be responsible for the custody of the Common Seal of the University;

(ab) support, coordinate and oversee the registrar units of the University in particular by providing them with leadership, support and oversee academic units for the implementation of related technology application in support of enhanced services offered through registration and students record management;

(ac) implement the University`s enrollment policies and student records management; and

(ad) manage all administrative aspects of digital learning, including: e-Learning course registration and enrollment; providing accurate rosters for online/blended courses; and managing user access to the LMS based on enrollment data.

Article 192: The University Registrar

1. Appointment

The University Registrar shall be appointed by the President on competitive basis for a term of three years and shall be accountable to the ARTTCEVP.

2. Powers and Responsibilities

Without prejudice to the powers and responsibilities given to the Office of the University Registrar as stipulated in this Legislation, the University Registrar shall:

(a) administer all operational matters of the Office of the University Registrar and its various units;

(b) submit the annual budget of the Office of the Registrar to the ARTTCEVP and administer such funds as may be placed at his disposal;

(c) be responsible for the implementation of the policies and directives laid down by the Senate pertaining to student enrollment management, including registration, academic performance, attrition, graduation and certification;

(d) submit to the Senate, after approval by ACs or the ASCRC, the names of candidates eligible for the award of certificates, diplomas and degrees including special awards in conformity with University rules and regulations;

(e) submit to the ARTTCEVP timely progress reports on the management of student enrollment and student academic records including registration, academic performance and attrition, and make any recommendations thereon;

(f) create, maintain and issue student records and bear responsibility for the safe keeping of such records;

(g) submit to the ARTTCEVP regular reports on the activities of the Office of the Registrar and its various units, and make recommendations on how to improve the overall operations of the Office of the Registrar and its various units;

(h) perform such other duties consistent with his responsibility as may be assigned to him by the ARTTCEVP; and

(i) delegate some of his powers to College Associate/Assistant Registrars.

Article 193: The College Associate/Assistant Registrars

1. The Office of the University Registrar shall have College Associate/Assistant Registrars.
2. The College Associate/Assistant Registrar is accountable to the University Registrar in respect of University-wide policies, rules, standards and guidelines while he shall be accountable to the College Dean (or Executive Director) in respect of matters within the domain of the college concerned.
3. Duties and Powers of the College/Institute Associate/ Assistant Registrar

   The College Associate/ Assistant Registrar shall:

   (a) be responsible for registration, allocation of classrooms and lecture halls, and other registrar related functions for the departments/centers/schools within the college concerned;

   (b) provide proper guidance, leadership and supervision of the registrar personnel and their activities at college level;

   (c) maintain a statistical data on academic performance and progress, academic excellence and rate of retention of students and services rendered and regularly submits to the same Dean/Director and the Registrar;

   (d) consolidate the registrar system of the College under one unit, including undergraduate and graduate, regular and continuing and distance education and other special and short-term programs of the academic units within the college;

   (e) develop efficient systems for handling add and drop, withdrawal/clearance and readmissions;

   (f) issue all necessary certification of active students and drop-outs on a timely basis;

   (g) ensure that University regulations and department/center/school/AC decisions are effectively executed;

(h) contribute to the preparation of the Academic Calendar of the University and ensure that it is respected by academic units within the college;

(i) ensure that students who have completed graduation requirements are immediately presented to the AC;

(j) be responsible for all matters pertaining to academic records and certification;

(k) plan, prepare and issue ID cards to students in consultation with the Registrar;

(l) prepare enrolment and other necessary data including prospective graduates and submit to the Office of the University Registrar on a timely basis and as required;

(m) propose fee structure and service charges in consultation with the head of the relevant academic unit within the college and the University Registrar and seek its approval at the appropriate level;

(n) ensure that GCR approved by the college body concerned is forwarded for approval and timely conferment of degrees and diplomas;

(o) ensure that all student records are immediately transferred to the Office of the Registrar upon graduation of the student;

(p) delegate authority as necessary to successfully accomplish the duties and responsibilities assigned to him under the preceding sub-articles of this Article; and

(q) perform such other duties assigned to him by the Registrar.

Article 194: Other Units of the Office of the University Registrar

The Office of the University Registrar shall propose the organizational structure, and revision thereof, of all units under it and seek its approval by the pertinent body of the University

CHAPTER XXVII: E-LEARNING MANAGEMENT UNIT DIRECTORATE

Article 195: e-Learning Management Unit

The e-Learning Management Unit (eLMU) and the establishment of an e-Learning Management Commission (eLMC)) oversee and coordinate all digital learning initiatives across the University.

Article 196: Powers and Responsibilities of the eLMU Directorate

1. Powers

The eLMU Directorate shall be the University's primary and responsible unit and shall collaborate with other units where their institutional mandates intersects with eLearning.

2. Responsibilities

The eLMU shall:

(a) plan, budget for, and coordinate all eLearning activities of the University, and prepare and submit an annual eLearning budget line directly to the University's budget process;

(b) manage the administrative aspects of digital learning University-wide, including eLearning course registration and enrollment processing, generation of accurate rosters for online/blended courses, and management of user access to the Learning Management System (LMS) based on enrollment data;

(c) select, deploy, and administer the University's Learning Management System (LMS) and associated eLearning platforms;

(d) develop, implement, and maintain quality assurance guidelines for eLearning course and program design, development, and delivery;

(e) organize and coordinate training for academic staff and students on eLearning pedagogy, tools, and platforms;

(f) provide technical and pedagogical support to instructors developing or delivering eLearning content, including access to the eLearning Studio and instructional design expertise;

(g) review eLearning course materials for accreditation prior to their use in instruction, and forward recommendations to the relevant Academic Commission for final approval;

(h) monitor and evaluate the effectiveness of eLearning implementation across the University, and report findings directly to the University Senate and top academic management at least once per semester;

(i) facilitate the backup, retention, and secure storage of eLearning course content for each semester; and

(j) promote the acculturation of eLearning within the University community, including organizing an annual eLearning Day and related awareness activities.

Article 197: Establishment and Status of the eLearning Management Unit Directorate (eLMU)

Issues related with the Office of eLearning Management Unit shall be governed by the internal policy approved by the University Senate.

CHAPTER XXVIII: THE UNIVERSITY PRESS

Article 198: General Provisions on the University Press

1. The University Press is entrusted with the tasks and responsibilities of reviewing, printing and distributing publications.
2. Subject to mandatory provisions of relevant laws, the University Press shall retain copyright of all its publications, and to this end may enter into agreements with authors on matters pertaining to the payment of royalties having regard to existing rules and procedures of the University.

Article 199: Organization and Management of the University Press

1. The University Press shall be governed by a Board of Editors.
2. Ways and Means shall be sought to merge the University Press and the University Printing Press under the Office of the Woldia University Press, Publications and Dissemination. Upon such merger, the administration of the Press shall be worked out with the view to converting it into a University Enterprise. In particular, the Office of the ARTTCEVP may set up a committee to facilitate this envisaged merger and conversion.
3. The Director shall be appointed by the President on competitive basis and he shall be the chief executive officer of the University Press. He is accountable to the ARTTCEVP and Board of Editors of the University Press (BEUP).

4. The Director shall be in charge of the duties and responsibilities of the Office of the Woldia University Press set forth in Article 201 of this Legislation.
5. The term of office of the Director shall be three years if nominated.

Article 200: Powers and Duties of the Board of Editors of University Press (BEUP)

1. Powers and duties

The BEUP shall:

(a) provide directions for the development of short-and long-term plans for the University Press and approve such plans;
(b) issue rules and regulations for screening manuscripts for publication;
(c) assign assessors for manuscripts and pass decisions on their findings;
(d) approve proposals for co-publications, re-printing and agreements with distributors and co-publishers; and
(e) approve proposals for the payment of royalty or honorarium to authors or assessors.

2. Membership:

The BEUP shall consist of the following members:

(a) The ARTTCEVP (Chairperson);
(b) The ABDVP;
(c) The Director of the University Press;
(d) The Director of the University Services;
(e) The Head of the University Printing Press; and
(f) Five academic staff members representing different academic disciplines and to be elected by the Senate.

Article 201: Powers and Duties of the Office of Woldia University Press

1. Powers and Duties

The Office shall:

(a) prepare annual plan in consultation with the Board and the professional staff of the Press and submit the same to the Board and the ABDVP for approval;
(b) convene the meeting of the Board in consultation with the chairperson of the Board;
(c) serve as Secretary of the Board via its officer
(d) develop ideas for staff training, increasing publication and co-publication and their distribution and acquisition of material and financial resources;
(e) present recommendations to the Board and to the relevant University authorities for the development of the Press;
(f) assign tasks to editors and supervise their work;
(g) present manuscripts and assessments of manuscripts and authors` communications to the Board for recommendation or decision;
(h) communicate recommendations of the Board to authors and assessors;
(i) endorse the payment of honorarium and royalty;
(j) follow-up the distribution and sale of publications;
(k) supervise the preparation of budget;
(l) enter into agreement with authors whose work has been approved for publication by the Board; conclude agreements with co-publishers, and whenever circumstances so justify, enter into dealings, on the basis of pertinent policies, rules and regulations of the University, with local and foreign agencies to handle distribution of publications;
(m) supervise book launching ceremonies;
(n) Lead, via its director, the day-to-day activities of the Press;
(o) prepare an annual report and present it to the Board; and
(p) Perform other duties that may be assigned by the President or Board.

2. Transfer of Power

The powers and duties of the Office of the University Press shall be transferred to the envisaged Office of the Woldia University Press, Publications and Dissemination in addition to such other powers and duties that may be given to the latter upon its establishment.



CHAPTER XXIX: THE OFFICE OF GENDER AND SOCIAL AFFAIRS

Article 202: The Office of Gender and Social Affairs (OGSA)

The University shall have OGSA that shall cater to issues pertaining to the creation of a University community sensitive to gender equality within and outside the University by working to create an environment where no gender stereotype exists and where all females are fairly represented in all areas of the University's activities.

Article 203: Duties and Responsibilities of OGSA

Notwithstanding the generality of Article 202 of this Legislation, the OGSA shall:

1. mainstream gender in the teaching learning, training, research activities, and engagement of the University;
2. identify challenges faced by female students of the University and provide solution taking into consideration the capacity of the office;
3. follow up and coordinate supports provided to female students by the University and other stakeholders;
4. raise the awareness of the University community on existing gender issues within the - University in collaboration with other offices
5. establish linkage with national and international governmental or non-governmental stakeholders working on gender issues;
6. initiate and/or strengthen services to groups with special needs;
7. establish and/or strengthen networking, partnership and think tank group on gender;
8. coordinate, supervise and follow up the day-to-day activities of the Office.
9. create networking with other similar offices in higher education institutions for experience sharing and other collaborative initiatives;
10. raise fund for the Office to carry out different equity related programs within the University;
11. provide technical support to other offices within the University; and
12. work on different gender related issues raised by students and staff and report to relevant offices, take appropriate actions and follow up progress.

Article 204: Appointment of the Administrator of Gender and Social Affairs (OGSA)

1. The Administrator shall be appointed by the President on competitive basis and shall be accountable to the President.
2. The term of office of the Officer shall be three years.
3. The Director shall:
    (a) be responsible for carrying out the duties and responsibilities of the Office. In particular, the Administrator shall liaise with other governmental and nongovernmental organizations to strengthen the capacity of the office;
    (b) raise funds for the office to carry out different gender-related programs within the University; and
    (c) discharge such other duties which may be specifically entrusted to him by the President.

CHAPTER XXX: STUDENTS' AFFAIRS

Article 205: The Office of Students' Affairs

The Office of Student Affairs deals with matters concerning student affairs.

Article 206: Dean of the Office of Students' Affairs

The Office of Students' Affairs shall be headed by a Dean.

Article 207: Appointment, Accountability and Term of Office

1. The Dean of Students' Affairs shall be appointed by the President on competitive basis and shall be accountable to the ABDVP.
2. The term of office of the Dean of Students' Affairs shall be three years.

Article 208: Powers and Duties of the Office of Students' Affairs

The Office of Students' Affairs shall:

1. advise students on non-academic matters and provide guidance and counseling services as required;

2. ensure the physical and psychological well-being of students; to this end, work in cooperation with work units concerned on the welfare of students;
3. advise University higher officials on student services related matters;
4. provide the necessary support to college level student services work units;
5. implement all disciplinary decisions made by the academic units empowered to decide on student disciplinary cases;
6. ensure the chartering and registration of all students' organizations in accordance with the Policy on Extracurricular Activities and Sports as per the provisions of this Legislation and any other relevant law of the country; and give the necessary support to strengthen the Student Union of the University;
7. oversee the maintenance of student services information system; and work towards the automation in a comprehensive manner of such student services information system and ensure its proper utilization; in particular, ensure the establishment of systematic guidance and counseling infrastructures including appropriate information delivery mechanisms on such services and peer counseling and mentorship systems;
8. arrange sports and recreational activities for students in collaboration with the Department of Sport Science and other units of the University concerned;
9. solicit funds and administer such funds as well as the President's fund for scholarship; provide economic support to students who are demonstrably needy and excel academically either in kind or in cash or in the form of part-time employment; such economic support schemes shall be transparent and equitable and be implemented in accordance with the policy and procedures on student economic support;
10. ensure the preparation, distribution and regular updating of student handbooks in ink-print, and in-Braille as well as making them available on-line in a manner readily accessible to all students including students with disabilities;
11. conduct orientation sessions every year for all students; orientations to incoming students shall aim at introducing and familiarizing such students with opportunities and facilities available at the University, their rights and obligations and ensure in particular that orientations at academic unit levels are inclusive, duly planned and delivered to newly admitted students;

12. give particular attention to the welfare and the affairs of female students and students with disabilities which shall be carried out in consultation with the relevant University offices such as the Special Need Students' Office and other offices;
13. implement the policies on student orientation; guidance and counseling, and student conduct and extra-curricular activities and sports;
14. organize regular panel discussions and create opportunities for student debates on current issues; and
15. perform other related duties assigned by the ABDVP.

Article 209: Powers and Duties of the Dean of Students' Affairs

1. The Dean of Students' Affairs shall be responsible for carrying out the duties and responsibilities of the Office set in this Legislation.
2. Without affecting the generality of sub-article 1 of this Article, the Dean shall:
   (a) administer the Office of Student Affairs and the employment of his staff;
   (b) work closely with the Office of External Relations, Partnerships and Communications and pertinent offices and colleges;
   (c) ensure the overall administration, supervision and guidance of international students and help in all ways possible with their personal, financial and other difficulties;
   (d) initiate, organize, and administer special orientation programs for international students;
   (e) prepare, in co-operation with the relevant units, a "Handbook for International Students" and other students of the University;
   (f) perform any other duty with respect to international students assigned to him; and
   (g) organize and conduct orientation to incoming students.

CHAPTER XXXI: STUDENT RIGHTS, DUTIES AND CODE OF CONDUCT

Article 210: Rights and Duties of Students

1. Rights of Students

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

(a) learn, enquire, understand, know and interact;
(b) get protection of their constitutional human rights and freedoms, personal safety, and security of their personal property on campus;
(c) be evaluated solely on academic basis consistent with the norms provided for by the Proclamation and the institution's academic standards, and receive redress against capricious evaluation;
(d) be entitled to fair treatment in all respects of the teacher-student relationship and to an environment conducive to stimulate learning;
(e) receive institutional legal protection from any form of discrimination or harassment;
(f) enjoy the benefits of a carefully considered policy of confidentiality regarding the information that should be part of their permanent educational record and as to the conditions of its disclosure;
(g) participate in a free exchange of ideas in an open academic environment;
(h) receive information on regular basis on matters that concern them from the University,
(i) make use of student services that are provided by the University;
(j) evaluate instructors on courses and trainings in a format and modality provided by the University;
(k) have representation in decision making organs and committees of the University in accordance with the provisions of this Legislation or the Proclamation; and
(l) give suggestions in the preparation of bylaws, regulations and directives pertaining to administrative matters as well as in the review and development of curricula.

2. Rights of students with disabilities

Notwithstanding sub-article 1(a-l) of this Article, students with disabilities shall have the right of equal treatment by the University with students without disabilities and have the right, in as much as practicable, to lead an active and independent life. To this effect, the University shall comply with the standard of reasonable accommodation in particular, to the extent possible and in accordance with the University`s Policy on Disability Services, by:

(a) making its facilities and programs amenable to use with relative ease by students with disabilities;

(b) relocating classes, developing alternative testing procedures, and providing different educational auxiliary aids in the interest of students with disabilities;

(c) taking into account the interests of students with disabilities in its building designs, campus physical landscape, computers and any other facility and infrastructure;

(d) working towards elimination of physical hazards within its premises and its vicinities; and

(e) ensuring that students with disabilities get academic assistance, including tutorial sessions, exam time extensions and deadline extensions.

3. Duties of Students

Students are duty bound to observe and respect the country's laws and the rules and regulations of the University. They shall, in particular, have the duty to:

(a) attend classes properly and respect the individual authority of any academic staff in the leadership and management of the teaching-learning process;

(b) aintain standards of academic performance established for each course in which he is enrolled;

(c) refrain from any unlawful or unethical activities;

(d) interact with members of the community in a respectful and courteous manner;

(e) make proper use and care of University property;

(f) seek redress peacefully and through legal avenues in the event student interests, be it individual or collective, are at stake, and exhaust all institutional avenues of redress;

(g) be held accountable for any damage caused to the University due to intentional or negligent misuse or damage or vandalism;

(h) report to the proper authority about violations of the rules and regulations of the University and other laws;

(i) refrain from unlawful and unethical practices, such as instigation of violence, hate speech and theft; and

(j) share the costs incurred by the University to provide education and training in the University.

Article 211: Limits of Jurisdiction

Acts committed off the University campuses and not connected with any University-sponsored or supervised activity shall not constitute a ground for any disciplinary action unless a student is convicted of commission of a criminal offense that clearly demonstrates he is unfit to be a member of an academic community.

Article 212: Student Participation in Disciplinary Matters

Students shall participate at all stages of the decision-making process in disciplinary matters.

Article 213: Responsibility to Report Violations of the Code of Conduct

It is the responsibility of every member of the University Community, whether a student or a staff member, to report to the appropriate authority any facts within his knowledge which would appear to show a violation of the Code of Conduct.

Article 214: Primary Responsibility for Implementation

Without prejudice to basic procedural requirements of fairness, primary responsibility for the implementation of provisions pertaining to the Code of Conduct of Students shall rest with relevant academic units and/or the Office of the Dean of Students' Affairs.

Article 215: Code of Conduct of Students

1. Policy Premises on Code of Conduct

(a) Students of the University are expected to work with their fellow students and staff in a cordial manner, and demonstrate tolerance for diversities of all dimensions, and make proper use of university facilities. They shall in particular respect the laws of the land, university rules and regulations and such other standards of behavior as may be set up by appropriate organs of the University. When students fail to live up to these expectations, it may be necessary to take appropriate actions commensurate with the breach committed.

(b) No act shall be deemed a violation of this Code of Conduct which is included within the rights of academic freedom. "Academic freedom" shall mean the right to discuss and openly express views on ideas, immediate national and global problems and

issues as well as other controversial matters in class, in connection with academic work on campus, in discussion groups or in print, provided the expression of views is generally relevant to the subject under discussion and is consistent with rational and intellectual inquiry. Where, however, a student abuses his academic freedom he may be subject to disciplinary actions in accordance with the Code of Conduct.

2. Prohibited Acts

Subject to the provisions of sub-Article 1 (a and b) of this Article, the following acts are prohibited and constitute grounds for disciplinary action:

(a) Academic dishonesty shall mean any of the following or a combination thereof:

(i) Cheating which means intentionally using or attempting to use unauthorized materials, information, or study aids in academic exercise such as exams and assignments; or

(ii) Fabrication which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise; or

(iii) Plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; or

(iv) Academic negligence that means willfully, with or without malice, abrogating one's academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the University; or

(v) Facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the above acts of academic dishonesty;

(vi) Hate speech of any form;

(vii) Assault verbal or physical, violence, the threat of violence, or incitement thereof;

(viii) Acts such as sexual harassment, intimidation, bullying;

(ix) Possession of arms and other harmful weapons;

(x) Trafficking of pornographic materials;

(xi) Possession or use of drugs;

(xii) Alcohol or drug abuse;

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(xiii) Conviction of a student by a competent court which clearly demonstrates to the relevant unit of the University that he is unfit to be a member of an academic community;

(xiv) Dissemination, whether by oral or written means, of defamatory material concerning any other member of the University Community;

(xv) Consistent, continued and calculated offensive behavior towards any other member of the University Community;

(xvi) Theft, misappropriation or deliberate recklessness in handling University property or the property of another member of the University Community;

(xvii) Breach of any regulations issued by a competent University authority such as the Office of the Dean of Students' Affairs, the Library System, laboratory, cafeteria and housing regulations;

(xviii) Without the permission of the competent University authority, the initiation, organization, or promotion of any student meetings or demonstrations within the premises of the University that may bring about disruption of the University programs. For purposes of this sub-Article "competent University authority" means the academic dean where the classes or programs of an academic unit are endangered and the Dean of Student Affairs in all other cases;

(xix) Use of mass force to interfere with any regular or legitimate activity of the University or any group of members therein; and

(xx) violations of the rules prescribed in the provisions of sub-Articles 1 of this Article.

(b) The sanctions for violations of any one of the offences provided for in this Article shall be prescribed by the Dean of Student Affairs.

(c) A student who commits an act of academic dishonesty as defined in Sub-Article (2) (a) (i -xx) of this Article shall be suspended for a minimum of one academic year where he is an undergraduate student and a minimum of two academic years where he is a graduate student. In addition to such suspension, such student shall receive an `XF`` grade where his academic unit uses a letter grade or an `XO` grade where his academic unit uses a

number grade. These notations shall be entered into the student`s transcript. The notation `XF` or `XO` shall be considered as a grade of "F" or zero for calculating his GPA.

(d) Disciplinary cases with an inter-college element shall be subject to due process of law in which the concerned student shall get the opportunity to present his case and such hearings shall be conducted by a discipline committee established for this purpose by the Office of the Dean of Students Affairs. The membership of such committee shall include the Dean of Student Affairs or his representative as a chairperson, an officer in charge of student services or his representative, one academic staff member, two student union representatives of whom one is a female student, a representative of Campus Security as well as a representative of the relevant college administration. Where the disciplinary case is of intra-college in nature, it shall be considered by an ad hoc committee composed of two academic staff members to be assigned by the College AC, two student representatives of whom one is a female student and a representative of the college administration

(e) A student aggrieved by the decision of a discipline committee may appeal to the President within two weeks as of the date of receipt by him of the decision of the committee. The decision of the President shall be final.

3. Special Rules Relating to Defamation

(a) Students enjoy the same right as academic staff to criticize the University and any of its programs. They shall observe the same limitations of that right; including the principle that one individual should not use his right to criticize in order to defame the reputation of the University and its programs. As used in this context, “defame” means to say or write things which are untrue about another, or if true, are said or written with the sole intent of injuring its standing and reputation.

(b) Authority to Supplement the Provisions of this Article with the approval of the Senate, the ACs of the various academic units may issue additional rules consistent with this Legislation to add to or elaborate on the provisions of sub-Article 2 of this Article. Unless specified otherwise, a violation of such additional rules shall be treated as a violation of this Code of Conduct.



CHAPTER XXXII: STUDENT ORGANIZATIONS

Article 216: Policy Premises on Student Organizations

1. As students constitute a vital component of the University community, they shall be provided with the means and forums for enhancing self-governance and democratic participation in the affairs of the University, particularly by forming student organizations promoting academic pursuits and their personal development.
2. By virtue of the powers vested in it by the relevant laws of the country as well as by virtue of its title of ownership on premises and facilities, the University has the responsibility of overseeing all the activities including that of student organizations that are being undertaken on its campuses.

Article 217: General Provisions on Student Organizations

1. Without prejudice to the general objectives set forth in this Chapter, student organizations may be formed by students of the University on University-wide, college-wide or departmental level representing students within their respective constituency.
2. Student organizations may also be formed by special interest groups wishing to organize for the promotion of such causes or interests as the promotion of academic excellence, charity, gender, democratic culture, development, prevention and control of HIV/AIDS, the promotion of the interests of disadvantaged groups, such as female students, and students with disabilities, or students from emerging cultural communities and others.
3. A University-wide student organization may be formed consisting of students of the University either through the direct membership of individual students or through the union of student organizations referred to in sub-Article 1 of this Article.
4. The office of the Dean of Students' Affairs shall ensure that all members of the student body, including those enrolled in continuing and distance education programs and graduate programs, are represented in the student union that officially represents the whole population of the student community.
5. The student body shall be represented in the governance of the University, including the Senate, its various committees, college/institute AC, DACs, other academic

decision-making bodies and bodies engaged in the delivery of services to students. In doing so, the University shall have regard to the special position of students with disabilities.

6. The Dean of Students' Affairs shall devise a mechanism for the organization of the Student Union in a manner conducive for a democratic representation of students and inclusive of all student interest groups.

Article 218: Objectives of Student Organization(s)

Student organization(s) may be formed to pursue the objectives set forth below:

1. participate in the overall governance of the University as provided under this Legislation and the Proclamation;
2. promotion of academic excellence, research, intellectual culture of tolerance to diverse opinions;
3. encouraging debates on public issues in varied forms including discussions and publications;
4. supplementing the University curricula by promoting such activities as panel discussions, debates, seminars, field trips, theatre, films, art exhibitions and other recreational activities among members of the University community and the society at large;
5. promotion of mutual respect, understanding, tolerance and co-operation among University students, other members of the University Community and between University administrations;
6. promotion of the welfare of students; and
7. promotion of the contribution of students to the public.

Article 219: Activities of Student Organization(s)

A recognized student organization may engage in any one of the activities set forth below:

1. arrange gatherings outside normal class hours and, with the express permission of the relevant University offices, during normal class hours;
2. raise funds to finance its objectives;
3. present considered views, grievances, proposals and recommendations to the University authorities on academic and other University matters; and participate in the deliberation of these matters;

4. organize intellectual and/or recreational events, trips and programs in consultation with the relevant offices of the University;
5. discuss and express, in print or otherwise, considered views regarding issues of national and/or international interest and concern in accordance with the provisions of this Chapter and laws of the Country; and
6. undertake any other relevant non-partisan activity compatible with its objectives.

Article 220: Recognition of Student Organizations

1. Due regard being had to the laws in force and to its overall mission, the University shall recognize and, within the limitations of its resources, provide the necessary assistance to student organizations.
2. The University may not recognize more than one student organization for the same objective, and where two or more applications are submitted for recognition to this effect, the application that is first submitted shall be granted recognition.

Article 221: Procedure for Obtaining Recognition

1. Recognition of a student organization may only be accorded upon submission of an application signed by founding members.
2. Application for recognition shall be submitted to the office of the Dean of Student Affairs.
3. Application for recognition shall be accompanied by the constitution of the student organization containing, *inter alia*, the following particulars:
   (a) The name of the organization;
   (b) The list of its founding members as annex to the constitution;
   (c) A brief and precise statement of the objectives of the organization;
   (d) The criteria for determination of membership of the organization;
   (e) The procedure of election of the officers of the organization, including their terms of office and the grounds for removal from office before the expiry of their terms of office;
   (f) The functions and mandates of the officers of the organization;
   (g) The procedure for the convening of meetings of members and of officers;
   (h) The applicable procedures for the amendment of the constitution; and

(i) The system of keeping records; maintaining and auditing the financial resources of the organization and of the preparation and publication of its financial reports.

Article 222: Common Provisions

1. No student organization may admit as its member or represent any person who is not a registered student of the University.
2. No student organization may elect to any of its top three offices any student who has not completed at least one full year of study at the University. Students placed on probation are precluded from holding office. A duly qualified disciplinary body may disqualify a student from holding office on established disciplinary grounds.
3. No student organization may deny membership to any student on ethnic, religious, regional, linguistic or other similar discriminatory grounds. However, a student organization set up to promote issues pertaining to gender and persons with disabilities as an integral part of its proposed objectives may be allowed to limit membership.
4. No student organization which does not provide in its constitution democratic election of its officers and for democratic procedures for decision-making shall be recognized.
5. No student organization shall be registered when its stated objectives, or activities thereof are contrary to the stated vision and mission of the University or in contravention to the country`s laws.
6. No student organization shall be registered where the organization is motivated by commercial interests or financial or material benefit to its members, spread of hatred and intolerance or promotion of a religious or political agenda.
7. A student organization, in addition to securing recognition from the University, shall be registered with the concerned government authority as required by the country`s laws.
8. A student organization shall notify the University office concerned about a memorandum of understanding it signs or an agreement it concludes with third parties.
9. No student organization shall use the name, seal, logo or any other identifying symbol of the University without prior approval from a duly authorized office.

Article 223: Actions on Application for Recognition

1. The Dean of Students' Affairs, in consultation with the relevant University offices and the approval of the ABDVP, shall grant recognition in writing where he is satisfied that the substantive and procedural conditions for recognition prescribed in this title are fulfilled.
2. Where the Dean of Students' Affairs is of the opinion that there are still certain conditions which are not fulfilled for the time being and he believes that they can be complied with in due course by the applicant, he shall grant provisional recognition and fix a time limit within which these conditions shall be fulfilled. Failure to comply with the conditions specified in the provisional recognition may result in the withdrawal of the recognition.
3. The Dean of Students' Affairs may, in consultation with the relevant University offices and the approval of the ABDVP, deny any application for recognition in writing where he believes that the objectives of the applicants are not lawful or the substantive and procedural conditions for recognition are not fulfilled, provided, however, that the Dean shall, before making his final decision, grant an opportunity to be heard.
4. Without prejudice to the provisions of sub-Article 2 of this Article, the Dean of Student Affairs shall act on any application requesting recognition within 30 days from the moment his office received the application, provided, however, that this period may be extended by another 7 days where the next week from the submission of the application is a leave week in accordance with the Academic Calendar. The applicant organization shall apply to the next office if the Dean of Student Affairs does not notify its decision within the period fixed in this Article.

Article 224: Rights and Duties of Student organizations



1. A duly recognized student organization has the right to:
   (a) engage in any lawful activity in pursuance of its objectives;
   (b) represent its members before any forum within or outside the University;
   (c) use University facilities with the prior permission of the relevant University authorities; and

(d) participate in the meetings of the organs of the University relating to academic and administrative matters directly affecting students' interests in such manner as this Legislation or the University President shall determine.

2. A duly recognized student organization has the duty to:

(a) observe and respect rules and regulations issued by the University;

(b) use University facilities with due care and sense of responsibility;

(c) use funds and other resources under its custody only for the attainment of its lawful objectives;

(d) submit to the Dean of Student Affairs a duly audited annual financial report and publish the same for the benefit of its members and the University;

(e) notify the Dean of the Student Affairs of the names of its newly elected officers, if any;

(f) give prior notice to the Dean of Student Affairs or his representative of any meetings other than the regular ones to be held within the premises of the University and of any use to be made of University facilities and property provided; and

(g) submit a schedule of its regular meetings every semester.

Article 225: Suspension and Withdrawal of Recognition of Student Organizations

1. The Dean of Students' Affairs may, in consultation with and the approval of the ABDVP, suspend for such period as he thinks fit, the recognition accorded to any student organization where he finds that such organization has materially failed to comply with this Legislation.
2. The Dean of Students' Affairs may, in consultation with and the approval of the ABDVP, withdraw the recognition accorded to any student organization only on the following grounds:

(a) The organization has clearly violated its constitution to the detriment of the University or its members;

(b) The organization has ceased to exist as a result of formal dissolution or in fact;

(c) The organization has sponsored or encouraged activities that are unlawful or violate the rules and regulations of the University; and the basis upon which recognition was accorded no longer exists.

(d) The Dean of Student Affairs shall, before suspending or withdrawing recognition, provide the organization concerned with the reason for suspension and the opportunity to be heard.

(e) Any student organization affected by such decision may lodge an appeal to the President.

Article 226: Conditions for the Use of University Facilities by Student Organizations

1. No student organization or group may use University facilities for meetings or other purposes without the prior permission of the Dean of Students' Affairs or, in appropriate cases, the Dean of Students' Affairs of the college concerned;
2. Request to make use of University facilities shall be made in writing by the student organization concerned or, in the case of a group of students, by its organizers. The application shall, *inter alia*, specify the purpose for which the facility is to used, the estimated number of users, the date and time of the use and the name(s) and address(es) of the officers or the organizers to be contacted;
3. The Dean of Student Affairs or his representative shall grant the permission unless:
   (a) the facility applied for has been previously reserved for someone else for the same date & time; or
   (b) the purpose for which the facility is to be used is unlawful under University rules or laws of the Country; or
   (c) he has reasonable ground to believe that damage to the facility is likely to occur if the application is granted.
4. The Dean of Student Affairs shall provide its decision in writing;
5. Permission to make use of University facilities under the preceding sub-Articles does not relieve the student organization or group concerned of its liability of damages caused to the facilities in violation of university regulations.

Article 227: Disciplinary Offenses

1. Officers of any student organization who make use of the University facilities without securing the authorization of the relevant University authorities and any student who is known to participate therein shall be subject to the penalties provided for in the provisions pertaining to Students' Code of Conduct in this legislation.
2. Any student who engages in any activity on behalf of a student group or organization not recognized by the University or on behalf of a student organization whose recognition has been suspended or withdrawn shall, without prejudice to penalties imposed for offences against national law, be deemed to have violated the Code of Conduct and shall be subject to the penalty prescribed therein.
3. Disciplinary measures taken pursuant to sub-Articles l and 2 of this Article are without prejudice to the liability of any student organization and of any individual student to pay damages for any harm done to University facilities and property.

Article 228: University Support for Student Publications

1. The University shall encourage and assist students and their organizations to exercise freedom of expression and the press.
2. The University shall establish advisory organs to assist students and their organizations to exercise the rights prescribed under sub-Article 1 of Article 224 of this legislation. The advisory organs shall have the following general objectives to:
   (a) advise students on the quality and form of student publications; and
   (b) advise students on the legality of their publications under national laws and University regulations.

Article 229: Oversight Power of the University

Notwithstanding the financial autonomy of a duly recognized and registered student organization, the University shall have the power to set conditions for fund raising and oversee the financial administration of such organization.

Article 230: Director for Education Quality Enhancement

1. Accountability and Term of Office

The Director for Education Quality Enhancement Office, who is to be appointed by the President, is accountable to the office of the ARTTCEVP. The Director shall have a three year term upon the completion of which he might be re-elected.

2. Powers and Responsibilities

The Director for Education Quality Enhancement Office shall have the following powers and responsibilities:

(a) assess the quality and relevance of education in the University;
(b) advise the University management, deans and department heads on matters related to quality and relevance of education;
(c) conduct and/or coordinate research on various issues of quality and relevance of education;
(d) organize training to teaching staff and management on quality and relevance of education;
(e) help academic units employ appropriate teaching, learning and assessment methods to ensure effective implementation of their programs;
(f) help academic units document student progress and graduate outcomes and seek to improve student retention and achievement;
(g) ensure faculties and schools justify the relevance of their programs and have robust procedures stated in this Legislation;
(h) work out the annual budget for quality Enhancement;
(i) solicit funds for research from external sources;
(j) coordinate different units under his office; and
(k) organize forums for awareness on new ideals on quality education.

CHAPTER XXXIII: DIRECTORATE OF RESEARCH, INTERNATIONAL RELATIONS AND PARTNERSHIPS

Article 231: Duties and Responsibilities of the Directorate of Research, International Relations and Partnerships

1. **In the areas of Partnership Development and Internationalization**

The directorate shall:

(a) formulate and execute comprehensive strategies to advance the university's national and global integration efforts;

(b) design protocols and frameworks to govern international partnerships and cross-border academic cooperation;

(c) supervise and harmonize all international academic, research, and development initiatives

(d) assess and enhance the efficacy of the university's national and global partnerships through systematic monitoring;

(e) establish and negotiate formal national and international cooperation agreements (MoUs/MoAs) while cultivating strategic alliances with national and global academic institutions, research organizations, non-governmental agencies, and development bodies;

(f) Act as the university's official representative in international academic forums, international consortia, and cross-border educational networks to:

(i) elevate the institution's national and international reputation via strategic communication campaigns and multimedia platforms;

(ii) develop promotional materials and digital platforms showcasing institutional partnerships;

(iii) secure technical expertise, financial resources, and material support via national and global partnerships;

(iv) create opportunities for professional and academic advancement through international training, exchange programs, and collaborative projects; and

(v) ensure all agreements comply with institutional, national, and international legal frameworks.

2. **In the areas of Academic programs, staff mobility, and student exchanges**

The directorate shall:

(a) foster national and international academic partnerships, including dual-degree programs, faculty exchange initiatives, and collaborative ventures;

(b) administer global mobility programs for students and staff (both incoming and outgoing);

(c) search for scholarship opportunities for staff and coordinate the same in all program levels throughout the university;
(d) drive the integration of the global perspectives into curriculum frameworks and educational programs;
(e) coordinate joint academic programs and curriculum harmonization among National institutes;
(f) oversee short-term academic training initiatives and exchange opportunities;
(g) collaborate with academic departments to pinpoint opportunities for global academic synergies;
(h) manage international accreditation procedures and quality assurance mechanisms (where relevant); and
(i) serve as the primary liaison for international visiting scholars and students, providing support services and orientation programs.

3. In the areas of Research and Project affairs

The directorate shall:

(a) identify and orchestrate national and international research and project initiatives with national development goals, institutional priorities, and global agendas (e.g., SDGs, AU Agenda 2063);
(b) facilitate collaborative development of multinational research proposals with institutional partnerships;
(c) advance the university's involvement in worldwide research consortia and collaborative platforms;
(d) foster collaborative research among Ethiopian universities, think tanks, and public institutions.
(e) develop partnerships with ministries, regional bureaus, and industries for applied research and policy-relevant projects;
(f) identify and secure national funding opportunities for institutional research and development projects;
(g) secure national and international research grants and maintain relationships with funding organizations and philanthropic entities;

(h) plan and host international academic conferences, symposia, and specialized workshops;

(i) campaign initiatives to strengthen institutional research capabilities through international training programs and mentorship schemes;

(j) ensure adherence to global research ethics standards and project management protocols; and

(k) track programs and evaluate outcomes of national partner institutes and international research initiatives while preparing comprehensive performance reports.

PART SEVEN

TRANSITORY AND MISCELLANEOUS PROVISIONS

CHAPTER XXXIV: TRANSITORY PROVISIONS

Article 232: Pending Academic Matters

Academic matters, academic staff employments, promotions, leaves, student academic status, academic staff and student disciplines duly set in motion before the effective date of this Legislation shall be processed in accordance with the March, 2012 Harmonized Academic Policy of Ethiopian Public Higher Education Institutions and the amendments thereto.

Article 233: Consistency with the Proclamation and Regulations Issued

Notwithstanding the provisions of Article 232 of this Legislation, pending academic matters shall be processed as per the March, 2012 Harmonized Academic Policy of Ethiopian Public Higher Education Institutions and the amendments thereto to the extent the latter is compatible with the Proclamation and regulations.

CHAPTER XXXV: MISCELLANEOUS PROVISIONS

Article 234: Forgery and False Statements

Without prejudice to the laws governing such conduct, any member of the University who has presented forged credential, document or who has willfully misrepresented himself in written or verbal forms, shall be liable to disciplinary measures.

Article 235: Repealed Regulations

The Previous Senate Legislation of the Woldia University, the March, 2012 Harmonized Academic Policy of Ethiopian Public Higher Education Institutions, and all amendments thereto are hereby repealed and replaced by this Legislation.

Article 236: University Rules and Regulations Inconsistent with this Legislation

All University rules, regulations and practices that are inconsistent with the provisions of this Legislation shall not apply on matters covered under this Legislation.

Article 237: Power to Issue Guidelines

The Senate may issue guidelines for the proper implementation of the provisions of this Legislation.

Article 238: Obligation to Comply

1. All members of the University's Community shall have the obligation to comply with the provisions of this Legislation.
2. All academic units of the University shall have the obligation to implement this Legislation.

Article 239: Effective Date

This Legislation shall come into force as of this 3rd day of S**eptember, 2026.**

Anegagregn Gashaw Ferede (PhD)

President