

SALALE UNIVERSITY



SENATE LEGISLATION

June 30, 2022

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PREAMBLE

Whereas, following the high educational demands of the community of the North Shewa zone Oromia region (popularly known with the name **Salale**), and government directions to address educational accessibility, Salale University was established in November 2015 by the Higher Education Proclamation No. 650/2009.

Whereas, the previous edition of the senate legislation has been observed to have some shortages, and so, it has become necessary to revise the existing Senate Legislation (2018) to enable the university carry out its institutional transformation effectively in line with the new Higher Education Proclamation, and Policies;

Whereas, the university is sanctuary for the search for truth and intellectual excellence through the pursuit of free inquiry and scholarship as well as advanced scientific knowledge, which best support the achievement of the major national goals.

Whereas, the university has the responsibility of undertaking and encouraging relevant and quality academic programs, research, and community services, based on local, national and international priority areas, to contribute fundamental values immensely to the country's peace, democracy, social, and economic development endeavors;

Whereas, the university is focus on technology transfer and development-oriented research, on the transformation process to meet and satisfy the interests of its customers, working towards embracing state of art technology in program delivery, and it is committed to serve as a dynamic center of the capacity building endeavor of the country;

Whereas, University's Vision and mission must be recast in line with the goal and objectives of Higher Education Proclamation No.1152/2019 and enable the country to meet its increasing demand for competent, knowledgeable and skilled manpower and that gives the university special responsibility in the effort to enhance Ethiopia's overall higher education capacity;

Therefore, in accordance with the powers vested in it by Article 49 (3) of Higher Education Proclamation No.1152/2019, the Senate of Salale University has proclaimed this Senate Legislation.

LIST OF ACRONYMS AND ABBREVIATIONS

AAVP:- Academic Affairs Vice President

AAC:- Academic Affairs Council

AC:- Academic Commission

AIDS:- Acquired Immune Deficiency Syndrome

APGC:- Admissions, Placement and Graduation Committee

ASRPSEC:- Academic Staff Recruitment, Promotions, Scholarship and Ethics Committee

ASDC:- Academic Staff Disciplinary Committee

ASQEC:-Academic Standard and Quality Enhancement Committee

ASAVP:- Administration and Student Affairs Vice President

BDVP:- Business and Development Vice President

BA:- Bachelor of Arts

BPharm:- Bachelor of Pharmacy

BSc:- Bachelor of Science

CANG:- Cumulative Average Number Grade

CASRPSEC:- College Academic Staff Recruitment, Promotions, Scholarship and Ethics Committee

CASDC:- College Academic Staff Disciplinary Committee

CASQEC:- College Academic Standards and Quality Enhancement Committee

CDEP:- Continuing and Distance Education Program

CGPA:- Cumulative Grade Point Average

CPAC:- College Practical Attachment Committee

Cr Hr:- Credit Hour

CRCSC:- College Research and Community Service Committee

RCSPGS:- College Research, Community Service and Postgraduate Studies

CSAC:- College Students' Affairs Committee

DC:- Department Council

DDM:- Doctor of Dental Medicine

DGC:- Department Graduate Committees

DHLett:- Doctor of Human Letters

DLett:- Doctor of Letters

DO:- Dropout

DRPCSC:- Department Research, Publication and Community Service Committee

DVM:- Doctor of Veterinary Medicine

ECTS:- European Credit Transfer System

EHEE:- Ethiopian Higher Education Entrance Examination

F:- Fail

HERQA:- Higher Education Relevance and Quality Agency

HIV:- Human Immune Deficiency Virus

I:- Incomplete

LEHs:- Lecture Equivalent Hours

LL.D:- Doctor of Law

MD:- Medical Doctor

NG:- No Grade

P:- Pass

PhD:- Doctor of Philosophy

RAAD:- Registrar and Alumni Affairs Directorate

RCSVP:- Research and Community Service Vice President

RPCSC:- Research, Publication and Community Service Committee

RPD:- Research and Publication Director

SAC:- Student Academic Commission

SANG:- Semester Average Number Grade

SDC:- Student Disciplinary Commission

SEC:- Senate Executive Committee

SGPA:- Semester Grade Point Average

SIU:- Salale University

W:- Withdrawn

CHAPTER ONE

GENERAL PROVISIONS

Article 1: Short Title

This Legislation may be cited as “**Senate Legislation of Salale University, 2022.**”

Article 2: Issuing Authority, and Scope of Application

2.1.Issuing Authority

This Legislation is issued by the Senate of the Salale University (**SIU**) pursuant to the powers vested in it by Article 49(3) of the Higher Education Proclamation No 1152/2019.

2.2.Scope of Application

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

Article 3: Definitions, Gender Reference, and Interpretation of the legislation

3.1. Definitions

In this Legislation, unless the context requires otherwise:

- 3.1.1. "**Academic Advisor**" shall mean to an academic staff assigned to students to offer them academic guidance and counseling including, but not limited to, courses of study, the content, structure and requirements of each course as well as academic status.
- 3.1.2. "**Academic Calendar**" shall mean an academic schedule of the University as approved by the Senate, which consists of all activities of the University, related to teaching-learning, research and community service.
- 3.1.3. "**Academic Commission**" shall mean the academic commission of each college established under Article 121 of this Legislation;
- 3.1.4. "**Academic Community**" shall mean all those persons studying, teaching and/or engaged in research as permanent or visiting members of the University;
- 3.1.5. **Academic Affairs Council:** - shall mean the academic affairs council of the university that make decision on the academic affairs/matters, established under Article 27 of this Legislation;

- 3.1.6. **“Academic Matter”** shall mean issues of the teaching and learning process and includes matters relating to admissions, course contents, course delivery, assessment, examination, grading and graduation, and extends to embrace related activities such as laboratory and field works, tutorials, seminars, workshops and panel discussions.
- 3.1.7. **“Academic Officer”** shall mean office holders in areas of teaching, research and community services, the Registrar and Alumni Directorate and other similar office holders.
- 3.1.8. **“Academic Semester”** shall mean a division of an academic year, the time during which an academic unit holds classes, conducts all teaching-learning activities and extends from registration to examination period.
- 3.1.9. **“Academic Staff”** shall mean all teaching and research staff of the University and shall include Professors, Associate Professors, Assistant Professors, Lecturers, Assistant Lecturers and, under unique circumstances or conditions of transition, Graduate Assistants employed for teaching and research, including persons employed in joint appointment, research fellows and professional librarians and other employees considered as Academic Staff by the decision of the Senate.
- 3.1.10. **“Administrative Support Staff”** shall mean personnel of the University employed to provide administrative, business management, accounting, catering, maintenance, safety, security and such other support services;
- 3.1.11. **“Academic Unit”** means an institute, a college, a school, department, or a center established as a constituent unit of the University;
- 3.1.12. **“Academic Year”** shall mean a two-semester activity during which a one academic calendar or year of teaching is covered. It shall consist about 300 days of a year divided into two equal semesters.
- 3.1.13. **“Board”** shall mean the University Board established in accordance with Articles 43 to 48 of the proclamation;
- 3.1.14. **“Campus”** shall mean a set of academic units running different program
- 3.1.15. **“Center”** shall mean a unit that is directly attached to the University for defined purposes;
- 3.1.16. **“College”** shall mean an academic unit in the University which may consist of departments, centers, teams
- 3.1.17. **“Continuing Education”** shall mean delivery of academic programs through evening/weekend and summer modalities.

- 3.1.18. **“Credit Hour”** shall mean one lecture hour or three hours of tutorial or laboratory or practical work or six hours of field work per week for a given semester.
- 3.1.19. **“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).
- 3.1.20. **“Dean”** shall mean an executive officer of a college/faculty;
- 3.1.21. **“Department”** shall mean a division in a college which is devoted to teaching, research and community services in a particular academic discipline. In some cases, there may be some academic units that are considered as departments but do not run programs that offer a degree, a diploma or a certificate.
- 3.1.22. **“Department Council”** shall mean the department level decision making body established under the provisions of Article 111 of this Legislation;
- 3.1.23. **“Director”** shall mean the executive manager of an institute, a center or other Academic Units of the University;
- 3.1.24. **“Director of Students Service”** shall mean the head of students’ services;
- 3.1.25. **Distance Education** shall mean delivery of academic programs through distance/virtual modality.
- 3.1.26. **Enrollment** shall mean the time and mode of attending a given program (Example: regular, evening, summer, distance and the like).
- 3.1.27. **European Credit Transfer System (ECTS)”** shall mean the European course credit and grading scale
- 3.1.28. **Fiscal Year** shall mean the Ethiopian fiscal year Hamle 1 to Sene 30 (July 8 to July 7)
- 3.1.29. **“Full Teaching Load”** is 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;
- 3.1.30. **“Full Workload”** shall mean the number of hours that an academic staff is required to work for the institution. Any academic staff is expected to spend about 39 hours of work per week in preparing for courses, teaching, research, community services, administrative work, committee assignment, student advising, and other related/assigned tasks;
- 3.1.31. **“Grade Point (GP)”** shall mean the corresponding weight of letter grades;
- 3.1.32. **“Head”** shall mean an executive manager of an academic unit;
- 3.1.33. **“Home Study”** means all the activities students are required to perform excluding lecture, tutorial, and laboratory/practice;

- 3.1.34. **“Institute”** shall mean an academic unit of the University with the principal objectives of carrying out multi-disciplinary research and publishing the results thereof, and whose staff may also engage in teaching at the institute itself or at home-base departments/schools/centers;
- 3.1.35. **“Load”** shall mean the total credit hours of teaching and related assignment an academic staff carries, which takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, student advising, administrative and other duties which the Senate or the President or Vice Presidents may consider as load;
- 3.1.36. **“Module”** shall mean a set of courses within a program or a self-contained (package) unit of learning. A set of modules would enable one to finish a program of study and graduate thereof;
- 3.1.37. **“Module Team”** shall mean a group of academic staff that owns and manages modules;
- 3.1.38. **“Module Team Leader”** shall mean academic staff (senior) that is responsible for the undertakings of the module team;
- 3.1.39. **“Overload”** shall mean a workload in the regular program above the full load;
- 3.1.40. **“President”** shall mean the chief executive officer of the University appointed in accordance with Articles 52 and 53 of the Proclamation;
- 3.1.41. **“Proclamation”** shall mean the Higher Education Proclamation No. 650/2009;
- 3.1.42. **“Program”** shall mean a set of complete modules believed to create a professional competence in undergraduate and graduate study disciplines; `
- 3.1.43. **“Registrar”** shall mean the Registrar of the University where students’ academic records are stored;
- 3.1.44. **“Regular Student”** shall mean a fulltime student who is enrolled in a regular program
- 3.1.45. **“Research and Development”** shall include research, extension, publication, consultancy, and Industry-University Linkage;
- 3.1.46. **“Research Staff”** shall mean all staff members whose major responsibility is to conduct research and/or community services at the University;
- 3.1.47. **“Senate”** shall mean the Senate of the University established under the provisions of Article 49 of the Proclamation;
- 3.1.48. **“Student”** shall mean any person admitted and registered at the University in the regular, continuing education program or any other program;
- 3.1.49. **“Teaching Staff”** shall mean all staff members whose major responsibility is teaching at the University

- 3.1.50. **“Academic Technical Support/Assistant Staff”** shall mean non-academic and non-administrative personnel employed to support the teaching and learning (assists academic staff and students in laboratory sessions and field demonstration) and research processes, non-academic health professionals employed in teaching hospital in the University library and ICT;
- 3.1.51. **“University Council”** shall mean the president, core members of the managing council, directors, deans, department heads, coordinators, all members of the senate standing committees and representatives of academic staff, and students;
- 3.1.52. **“University”** shall mean the Salale University established as per the Proclamation article/no.359/2008;
- 3.1.53. **“University Community”** shall mean all students and staff of the University;
- 3.1.54. **“Vice Presidents”** shall mean the executive officers of the University appointed in accordance with Articles 52 and 54 of the proclamation;

3.2. Gender Reference

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

3.3. Interpretation of this Legislation

- 3.3.1. The Legislation shall be interpreted in good faith in accordance with the ordinary meaning to be given to the terms of this Legislation in their context and in the light of its object and purpose.
- 3.3.2. 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.
- 3.3.3. Interpretation of provisions of this Legislation shall be compatible with the provisions of the Proclamation

Article 4: Mission, Vision and Core Values of the University

4.1. Mission

The mission of Salale University is to produce competent and innovative graduates in diversified fields of study; conduct problem solving researches, transfer technologies; and provide demand-driven community services.

4.2. Vision

Salale University aspires to be a leading comprehensive university in the country by 2030

4.3. Core Values

- Quality
- Innovation
- Diversity
- Collaborative/Team Spirit
- Transparency and Accountability

4.4. Center of Excellence

Salale University is striving to excel on dairy production and processing, Tourism and Culture development.

4.5. Motto

Co-creating quality

CHAPTER TWO

THE MAIN GOVERNING BODIES OF THE UNIVERSITY

Article 5: Governing and Advisory Bodies

Governing and Advisory Bodies of Salale University shall consist of:

1. Board;
2. President; and Vice presidents
3. Senate;
4. Managing Council;
5. University Council;
6. Academic Affairs Council
7. College Academic Commission;
8. College Managing Council;
9. Department Council;
10. Advisory, standing or Ad-hoc committees that may be established by the Senate, University Council or Executive University Officers.

Article 6: Accountability, Duties and Responsibilities of the Board

Accountability, Duties and Responsibilities of the Board shall be as stated under Higher Education Proclamation No. 1152/2019.

Article 7: Duties and Responsibilities of the President

- 7.1. The President shall be the chief executive officer of the University and, without prejudice to the responsibilities of the Board entrusted by the proclamation, shall have the responsibilities to:
 - 7.1.1. Direct and administer the University with the aim of ensuring the achievement of its mission;
 - 7.1.2. Ensure that organs of the University and its community uphold the objectives of higher education and the guiding values of the institution;
 - 7.1.3. Ensure that the provisions of the proclamation and of other laws applicable to the University are respected;
 - 7.1.4. Ensure that the University, in accordance with its enrollment capacity, prepares graduates with competence and professional mix consistent with the needs of the country;

- 7.1.5. Create and continuously build a conducive institutional environment for learning and research;
- 7.1.6. Ensure that the University's research and consultancy activities focus on national priorities;
- 7.1.7. Ensure that the University, in the pursuit of its mission, is perpetually connected internationally as well as with national and local institutions, business and industry, relevant agencies and associations;
- 7.1.8. Ensure that the University always keeps abreast national and international developments and positions itself to respond effectively to the country's needs in education, training, research, consultancy and community services;
- 7.1.9. Ensure that the University has a capable system of internal leadership and management;
- 7.1.10. Design and implement, nomination and appointment systems of officers and academic heads as set in this legislation;
- 7.1.11. Ensure that employment and official positions are achieved through competition and that removal from office is based only on performance evaluation, disciplinary matters and end of tenure;
- 7.1.12. Ensure that policies, directives and procedures of university are designed in conformity with pertinent laws and government policies;
- 7.1.13. Develop and implement institutional standard measures and ensure that the academic and administrative operations of the institution are on the basis of the standards;
- 7.1.14. Ensure that the University maintains a healthy balance of income and expenditure and proper books of accounts of all incomes and expenditures;
- 7.1.15. Ensure that Board and Senate sessions as well as of those other leadership bodies such as the managing council and the University council are well-prepared for and held regularly;
- 7.1.16. Resolve by peaceful and legal means all intra-institutional disputes and disputes with third parties, in pursuit of the institution's mission and best interests;
- 7.1.17. Ensure that all fundamental operations and substantive transactions of the University are appropriately documented in text and data form as appropriate and that the information is, without prejudice to institutional interests, appropriately and readily accessible to end users;
- 7.1.18. Prepare University plans, budget, organizational structures and directives, and ensure their implementation upon approval;

- 7.1.19. Inform periodically the Board, the Senate, government and the public about the state of the University;
- 7.1.20. Build and maintain a reliable safety and security system that protects life and property in the premises of the University;
- 7.1.21. Represent the University in all its dealings with third parties;
- 7.1.22. Open and operate bank accounts in the name of the University;
- 7.1.23. Delegate, as may be necessary, his powers and responsibilities to the Vice Presidents and appropriate heads of Academic Units;
- 7.1.24. Ensure that his foreign travels are planned and of value to the University;
- 7.1.25. Discharge such other responsibilities as may be given to him by the establishing law of the University and by the Board;
- 7.2. President shall devote his full working time to the requirements of his office and shall be remunerated appropriately for his services in the form of office allowances and other benefits on top of his basic salary;
- 7.3. In the case of absence from duty, the President shall delegate, as a standard practice, the Academic Affairs Vice President (AAVP) on his behalf and, in the case of simultaneous absence of the AAVP, any of the other Vice Presidents.

Article 8: Responsibilities of the Vice Presidents

- 8.1. The Vice Presidents shall be accountable to the President and be in charge of the Academic, Administrative, Student Affairs, Business and Development, Research and Community Services of the University;
- 8.2. The Vice Presidents, without prejudice to those responsibilities given to them under the establishing law of the University, shall have the responsibilities to:
 - 8.2.1. Advice, assist and support the President in the exercise of his responsibilities;
 - 8.2.2. Exercise the responsibilities the President may entrust to them;
- 8.3. Vice Presidents shall devote most of their time to the requirements of their offices.
- 8.4. Open and operate bank accounts in the name of the University;
- 8.5. They shall be remunerated appropriately for their services in the form of office allowances and other benefits on top of their basic salaries.

Article 9: Responsibilities and Power of the University Senate

The Senate of SIU is established in accordance with Article 49 of Higher Education Proclamation No. 650/2009. The Senate being the leading body of the institution for academic

matters and without prejudice to the responsibilities of the Board shall have the responsibilities to:

- 9.1. Determine and approve the academic calendar of the institution;
- 9.2. Accredite academic programs and their curricula and supervise Academic Units to ensure the relevance and quality of education, research and community service;
- 9.3. Legislate and ensure proper implementation of the institution's statutes related to all academic and research matters in accordance with the proclamation;
- 9.4. Determine conditions on which degrees are awarded or revoked;
- 9.5. Determine an institution-wide framework for quality enhancement and student assessment
- 9.6. Advise the President, when requested, on appointments of academic unit heads;
- 9.7. Recommend to the Board promotions of academic staff to the rank of professor and promote academic staff to the rank of assistant and associate professor;
- 9.8. Approve nominations by Academic Units for employment of academic staff with the rank of professor;
- 9.9. Decide on the type, number, membership, and responsibilities of its advisory standing or ad-hoc committees;
- 9.10. Award honorary degrees and other academic prizes to persons with outstanding achievements deserving recognition by the institution, upon request the concerned body
- 9.11. Examine and approve recommendations by the President in respect of opening, closure, merger or change of name of Academic Units under the University;
- 9.12. Perform other responsibilities, which may be given to it in the establishing law of the University or may be referred to it by the President.

Article 10: Members of the Senate

- 10.1. Membership and the number of members of the Senate and their terms of office shall be determined in accordance of Article 9.5 and article 11 of this Legislation.
- 10.2. Notwithstanding the provision of sub-article (1) of this Article, the majority of the members of the Senate shall be meritorious and senior members of the academic staff appointed by the President as per this legislation.
- 10.3. The President shall ensure that the institution's academic community is appropriately represented in its membership.
- 10.4. Notwithstanding the provisions of this Article, the Board of the University may, upon advice by the President, change/modify senate membership and office term as necessary and consistent with good practice, but solely to ensure that it shall be fit for purpose.

10.5. The following are voting members of the University Senate:

- 10.5.1. The President, chairperson
- 10.5.2. All Vice Presidents, members
- 10.5.3. Student Service Director, member
- 10.5.4. Academic Affairs Director, member
- 10.5.5. Quality Relevance and Enhancement Director, member
- 10.5.6. Research and Publication Director, member
- 10.5.7. Community Service Director, member
- 10.5.8. All College Deans, Institute Directors, School Heads/deans, members
- 10.5.9. Teachers' Association President, and one female representative, members
- 10.5.10. Continuing and Distance Education Director, member
- 10.5.11. Two student representatives (Student Union President and one female student), members
- 10.5.12. Gender and Youth Affairs Director, member
- 10.5.13. Registrar and Alumni Director, member and secretary
- 10.5.14. Library and Documentation Director, member
- 10.5.15. Public and External Relations Director, member
- 10.5.16. Hospital Chief Executive Director
- 10.5.17. Chief Academic and Research Director
- 10.5.18. Chief Finance and Administrative Director

Article 11: Senate Meeting and Decision Procedures

- 11.1. The Senate shall determine its regular and extraordinary sessions in its own rules of procedure and internal regulations, which shall also include disciplinary rules of its members.
- 11.2. The Senate shall hold regular meetings at least three times a year.
- 11.3. Notwithstanding the provision under sub-article (1) of this Article, the Senate may hold continuous sessions upon request by the President.
- 11.4. The Senate may hold extraordinary sessions upon the request of the President, the Board or one-third of its members.
- 11.5. The President shall ensure that Senate sessions are well-facilitated and prepared for, properly documented and the documentation is kept in order, and are exhaustive in the discussion of issues; and that Senate decisions are properly communicated and implemented.

- 11.6. The Senate shall have a quorum when more than half of the members (50% + 1) attend and shall make decisions by simple majority votes, and in case of a tie, the chairperson shall have a casting vote.
- 11.7. The Senate consistent with its mandate shall devote some of its sessions to evaluations of the academic performance of the Academic Units, of its committees, and its own performance; and the results of the evaluations shall be duly communicated by the President to the Board.
- 11.8. The Senate at its discretion may invite resource persons it deems necessary to any of its sessions
- 11.9. A Senate decision may be reconsidered for discussion if demanded by more than two-third of the Senate members.

Article 12: Term of Office for Elected Members of the Senate

- 12.1. The representatives of the academic staff association and student union shall serve in the Senate for two years.
- 12.2. If any member of the Senate shall resign or be unable to continue the term of office for other reasons, the President shall replace the member to complete the rest of the term as per this legislation
- 12.3. Senate members can be re-nominated or re-elected for not more than one more consecutive term

Article 13: Duties and Responsibilities of the Senate Chairperson and Secretary

- 13.1. Duties and Responsibilities of the Chairperson of the Senate. The University President or his delegate shall be the chairperson of the Senate and has the following duties and responsibilities:
- 13.2. Leads, and supervises the activities of the Senate;
- 13.2.1. Directs and follows up the implementation of Senate decisions;
- 13.2.2. Calls to order the regular and extraordinary meetings of the Senate;
- 13.2.3. Confirms that the Senate members are notified in time of the agenda of Senate meetings;
- 13.2.4. In the absence of the chairperson, the AAVP shall act as chairperson of the Senate.
- 13.3. Duties and Responsibilities of the Secretary of the Senate:**
- 13.3.1. Keeps the records and documents of the Senate;
- 13.3.2. In consultation with the chairperson, sets agenda for Senate meetings and dispatches letter of call for meeting to all Senate members;

- 13.3.3. Records minutes of the Senate meetings and when necessary, arranges for audio-visual records;
- 13.3.4. Ensures proper handling, documentation, and distribution of the minutes taken thereof;
- 13.3.5. Briefs Senate members with information concerning the activities of the Senate, dates of future meetings, etc;
- 13.3.6. Makes the necessary arrangements for Senate meetings (organize the meeting place and reception);
- 13.3.7. Undertakes any additional relevant tasks pertaining to Senate matters given by the chairperson of the Senate.

Article 14: Rights and Obligations of the Senate Members

14.1. Every member of the Senate has the right to:

- 14.1.1. Express ideas and criticisms freely at Senate meetings;
- 14.1.2. Support or oppose motions or abstain from voting at Senate meetings;
- 14.1.3. Present criticism or self-criticism on undertaking the activities of the Senate provided that the criticism is substantiated with evidence;
- 14.1.4. Generate new ideas at the Senate meetings and suggest new agenda items through the proper mechanism;
- 14.1.5. Enjoy any benefits that Senate members may be entitled therein;
- 14.1.6. Be certified for contributions as a member of the Senate.

14.2. Every member of the Senate is obliged to:

- 14.2.1. Attend all Senate meetings and be punctual;
- 14.2.2. Notify the Chairperson in advance through any means available when one is unable to attend a meeting for good reasons;
- 14.2.3. Refrain from disclosing confidential issues discussed on the Senate meetings;
- 14.2.4. Be governed by the rule of majority vote;
- 14.2.5. Perform other tasks may be assigned by the Senate

Article 15: Communication of Senate Decisions

Vice Presidents, Deans of Colleges, Directors, Staff and Students Representatives in the Senate are expected to communicate pertinent Senate decisions to their respective constituents.

Article 16: The Senate Executive Committee**16.1. Membership and Meetings**

16.1.1. The Senate Executive Committee (SEC) shall be composed of the following members of the University Senate:

- The President, chairperson
- All Vice Presidents, members
- Academic Affairs Director, member
- Academic Relevance and Quality Enhancement Director, member
- All College/School Deans, Institute Directors
- Chief executive director, members
- Registrar and Alumni Director, member and secretary

16.1.2. The Senate Executive Committee (SEC) may co-opt additional members if necessary.

16.1.3. The SEC shall have its own regular meetings, but at least one meeting every time before the Senate meets.

16.1.4. Notwithstanding the article above the Chairperson can call for an extraordinary meeting whenever he/she finds it necessary, or if more than a third of the SEC members request for such a meeting.

16.1.5. A quorum for a SEC meeting shall consist of more than half of the members (50% + 1) and the decisions shall be made by majority votes.

16.1.6. If necessary, elected members of the SEC shall be elected by majority votes.

16.1.7. The elected members of the SEC (if any) shall serve for two years.

16.2. Duties and Responsibilities of SEC

The Senate Executive Committee shall:

16.2.1. Advise the Chairperson on the agenda of meetings of the Senate and on ways in which issues that are brought before the Senate may be clarified to promote orderly and efficient deliberations;

16.2.2. Deliberate and decide on matters that require urgent decision and can't wait the Senate meeting;

16.2.3. Keep the Senate advised of recommendations and interim decisions of its Standing Committees;

16.2.4. Submit nominations for the membership of each Standing Committee to the Senate;

16.2.5. Review and present all reports of Standing Committees of the Senate to each member of the Senate; and in doing so the SEC may add further comments as it may find it necessary;

- 16.2.6. Recommend to the Senate Chairperson the convening of extraordinary sessions of the Senate, whenever a matter within the jurisdiction of the Senate is of such urgent importance as to warrant such action;
- 16.2.7. Direct issues and problems coming to the attention of the Senate to the appropriate Standing Committee for advice and recommendations, unless in the opinion of the SEC the matter is of such extraordinary urgency as to warrant direct submission to the Senate;
- 16.2.8. Determine, whenever the need arises, the limits of jurisdiction of the standing Committees; and set-up the appropriate committee to which a matter falling within the Senate's general jurisdiction shall be referred to;
- 16.2.9. Exercise all powers necessary and proper to the above, including in its discretion of the power to co-opt members of the Senate for consultation in the course of its deliberations;
- 16.2.10. Establish procedures for nomination of candidates eligible for honorary degrees and the modalities of review thereon and consider nominations for the eventual submission of names of candidates to the Senate;
- 16.2.11. Submit its reports to the Senate;
- 16.2.12. Perform such other duties given to it by the Senate.

Article 17: The Senate Standing Committees

- 17.1. The Senate functions through Standing Committee as provided in sub-Article 17.3 hereunder.
- 17.2. Ad-hoc committee may be formed by the Senate as deemed necessary. Unless otherwise stated, such committees shall be discharged once they have reported to the Senate.
- 17.3. The standing committee of the University Senate shall include the following:
 - 17.3.1. The Academic Standard and Quality Enhancement Committee (ASQEC);
 - 17.3.2. Admissions, Placement, and Graduation Committee (APGC);
 - 17.3.3. Research, Publication and Community Service Committee (RPCSC);
 - 17.3.4. Academic Staff Recruitment, Promotions, Scholarship and Ethics Committee (ASRPSEC);
 - 17.3.5. Students' Affairs Committee (SAC).
 - 17.3.6. Health, Environment and Safety Committee (HESC)
 - 17.3.7. Library and ICT Development Committee (LICTDC)
- 17.4. The Senate Standing Committee (SSC) is accountable to the University Senate.

- 17.5. The University Senate shall elect persons to serve on each of these committees.
- 17.6. The chairpersons of the Standing Committees of the Senate can recruit additional members which shall have ex-officio, (i.e., non-voting) status.
- 17.7. Each elected member of a Standing Committee shall serve for a period of two years at the end of which the member can stand for re-election.
- 17.8. Each Standing Committee shall have, at least, four regular meetings in a semester. However, if and when a request for a meeting of a Standing Committee is made by more than a third of the members or by staff on justified urgent matters, the Chairperson must call a meeting of the committee immediately.
- 17.9. A majority (50% +1) of any committee composes a quorum.
- 17.10. Heads of Academic Units shall be informed by the Chairpersons of the Committees whenever any agenda item of the Committee meeting includes a matter of direct concern to the particular Academic Unit. The Head shall have the right to appear personally, or through a representative, to present his positions on the matter. However, the Head or an appointed representative shall not have the right to vote unless they are members of the Standing Committee.
- 17.11. Standing Committee shall make final decisions and send to the Senate for approval.
- 17.12. If any person feels aggrieved by the decisions of the committees, the person shall have appeal right to the Senate.
- 17.13. If matters are appealed on, delay of execution of the decision shall be ordered however, if the right is to expire because of the appeal, the President shall act on the matters as deemed necessary.
- 17.14. At the end of each academic year, the chairperson of each standing Committee shall submit a written report to the Senate on the activities of the committee.

Article 18: The Academic Standard and Quality Enhancement Committee (ASQEC)

18.1. Membership

The ASQEC shall have the following members:

- Academic Affairs Vice President, chairperson
- Registrar and Alumni Director, member
- Two elected members of the Senate, member
- One Senate elected Head of Academic Unit, member
- Academic Program Director, member
- Academic Relevance and Quality Enhancement Director, member and secretary

18.2. Duties and Responsibilities

The Academic Program and Quality Enhancement Committee:

- 18.2.1. Initiates studies for diversifying educational programs in conjunction with college ASQEC members and forward recommendations on the establishment and maintenance of departments, schools, institutes, and other teaching units in the University to the Senate;
- 18.2.2. Evaluates and approves courses and educational programs with regards to their relevance and accountability;
- 18.2.3. Approves and registers minor curricular changes reported and passed by College/Institute/School/Council;
- 18.2.4. Formulates guidelines for evaluating the depth, contents and credit hours allocation of Courses offered in various Academic Units of the University;
- 18.2.5. Oversees implementation of curriculum development and review;
- 18.2.6. Reports to the University Senate on matters pertaining to students' academic performance and teaching standards within the University;
- 18.2.7. Considers Department Council (DC) decisions on certain deviations from the established academic standards legislated by the Senate;
- 18.2.8. Recommends to the Senate on the Degrees, Diplomas and Certificates of proficiency to be granted by the University;
- 18.2.9. Approves course equivalence, waivers, and exemptions presented by concerned Academic Units;
- 18.2.10. Evaluates and recommends changes on make-up rules, academic achievements of students repeating courses and issuance of credentials;
- 18.2.11. Determines its own rules of procedures within the framework of the University Legislation;
- 18.2.12. Undertakes periodic supervision on quality of teaching environment, teaching aid, quality of exams, student teacher's ratio, optimal class size, staff profile compositions, staff load etc. and prepare report thereof;
- 18.2.13. Prepares quality assurance criteria and standards, and audits efficiency thereof;
- 18.2.14. Performs any other duties given to it by the Senate.

Article 19: Admissions, Placement and Graduation Committee (APGC)**19.1. Membership**

The Admissions, Placement and Graduation Committee (APGC) shall have the following members:

- Registrar and Alumni Director, chairperson
- Student Service Director, member
- Three Senate-elected Heads of Academic Units, members
- Academic Program Director, member
- Continuing and Distance Education Director, member and secretary

19.2. Duties and Responsibilities

The Admissions, Placement, and Graduation Committee (APGC) shall:

- 19.2.1. Prepare, update, and recommend criteria and procedures on overall admission, placement, and graduation of students;
- 19.2.2. Oversee the implementation of students' admissions, placement, and graduation of various categories;
- 19.2.3. Determine regular, private, and/or advanced standing admissions to available places in the regular and continuing education programs of the University on the basis of the guidelines of the Ministry of Education, and University Entrance Examination, or Special admission requirements established by the Council of Academic Units of the University (considering gender, disability, being educationally disadvantaged, etc.), or Secondary and post-secondary education pursued elsewhere. The prior approval by the APGC is necessary before these special admission requirements are implemented, especially if these criteria are different from the ones approved by the Senate when the program was first launched,
- 19.2.4. Check intake capacity against available human and material resources
- 19.2.5. Seek and act upon the advice of the ASQEC on certificates that do not fall into any one of the categories already recognized by the University for eligibility
- 19.2.6. Determine its own rules of procedures within the framework of the University Senate Legislation;
- 19.2.7. Perform any other related duties as may be required.

Article 20: Research, Publication and Community Service Committee (RPCSC)**20.1. Membership**

The Research, Publication and Community Service Committee, (RPCSC) shall have the following members:

- RCSVP, chairperson
- Research, Community Service and Graduate Studies Coordinators, members
- Two senior researchers designated by the Senate, members
- Community Service Director, member
- Academic Relevance and Quality Enhancement Director, member
- Research and publication Director, member and secretary

20.2. Duties and Responsibilities

- 20.2.1. Propose the formulation, revision and amendment of rules and regulations governing graduate programs to the Senate;
- 20.2.2. Examine proposals by the various graduate programs for improvement, revision or adjustment of existing rules and regulations;
- 20.2.3. Promote and coordinate interdisciplinary programs for graduate studies and ensure research and teaching programs are well integrated;
- 20.2.4. Set guidelines for admission of candidates to graduate programs;
- 20.2.5. Propose suggestions on tuition fees and waivers to the Senate;
- 20.2.6. Facilitate collaboration with graduate programs in other universities or with organizations that seek such collaboration;
- 20.2.7. Participate in the periodic assessment of the graduate programs of the University;
- 20.2.8. Advise the Senate on all matters regarding Graduate Programs, Research & Community Services;
- 20.2.9. Establish its own rules of procedure and set up ad hoc Committees as necessary;
- 20.2.10. Review and confirm reputability of articles of the academic staff that applied for promotion and report it to ASRPSEC;
- 20.2.11. Formulate strategies for promoting research, community services and technology transfer and dissemination of the research results;
- 20.2.12. Guide the units of the University in designing and conducting training workshops on research methods, technology transfer issues and research writing and preparation of teaching materials;
- 20.2.13. Specify priorities for research and community services and identify research thematic areas the University shall be doing for years to come;

- 20.2.14. Set guidelines for the approval of research, community service and technology transfer proposals;
- 20.2.15. Monitor the performances of the staff concerning approved research work;
- 20.2.16. Provide a procedure for the launching of new journals;
- 20.2.17. Determine criteria for establishing the reputability of journals and, re-assess the reputability thereof every year;
- 20.2.18. Determine courses of action in the case of breach of the agreement by researchers;
- 20.2.19. Specify the calendar for submission of research, community service and technology transfer proposals and research reports and work with the Registrar in formulating the academic calendar;
- 20.2.20. Examine and endorse the Graduate, Research & community services related activities performance and report of College/Institute/Schools;
- 20.2.21. Advise and assist the office of Research and Community Service Vice President in securing annual budget from the government and funds from organizations outside the University;
- 20.2.22. Design, facilitate and endorse collaborative activities with local, regional, national and international institutions;
- 20.2.23. Establish an award system for recognizing outstanding research, community service, or technology transfer projects;
- 20.2.24. Formulate the code of ethics governing/safeguarding research and intellectual property rights;
- 20.2.25. 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;
- 20.2.26. Promote the publication of outstanding theses and dissertations;
- 20.2.27. Ensure the appropriate academic standard of publications;
- 20.2.28. Set standards for the preparation and review of teaching materials and books;
- 20.2.29. Advise the Senate on all matters pertaining to research and publications;
- 20.2.30. Assists each Academic Unit in its efforts to solicit funds for research and community services from local and/or abroad sources.
- 20.2.31. Performs any other duties as may be required

Article 21: Academic Staff Recruitment, Promotions, Scholarship and Ethics Committee (ASRPSEC)

21.1. Membership

The Academic Staff Recruitment, Promotions, Scholarship and Ethics Committee (ASRPSEC) shall have the following members:

- AAVP, chairperson
- Research and Publication Director, member
- Teachers' Association President, member
- Academic Relevance and Quality Enhancement Director, member
- Two selected School/College/Institute Deans member
- Gender and Youth Affairs Director, member
- Human Resource Development and Management Director, member
- Academic Affairs Director, Member and Secretary

21.2. Duties and Responsibilities

- 21.2.1. Follows up and check that staff recruitment is implemented as per the rules and regulations of the University.
- 21.2.2. Reports to the University Senate on matters relating to the general welfare of the academic staff.
- 21.2.3. Develops guidelines and advises the Senate on Honorary Degree for those scholars contributing to SIU, in particular, and also the country at large.
- 21.2.4. Assesses the overall academic manpower requirements of the University.
- 21.2.5. Handles selection of candidates for contested training/research opportunities.
- 21.2.6. Initiates institutional policies, procedures and programs concerning staff development and scholarship that shall assist the academic staff to meet the institutional needs.
- 21.2.7. Recommends the optimal staff size and composition in terms of academic rank and qualification required by various units of the University.
- 21.2.8. Approves the number of university staff going for further studies and Sabbatical/Research leaves.
- 21.2.9. Follows up the progress of staff on study or Sabbatical/Research leaves through the appropriate offices.
- 21.2.10. Develops and updates guidelines on the administration of scholarships.
- 21.2.11. Approves extension of all sorts of leaves when necessary.
- 21.2.12. Formulates policies and strategies concerning the welfare of the academic staff.

- 21.2.13. Encourages the academic staff to participate in the University and community affairs.
- 21.2.14. Designs strategies to improve staff services and promote extracurricular activities and follow up the implementations thereof.
- 21.2.15. Devises mechanisms for promoting accountability and positive attitudes towards professional development.
- 21.2.16. Fosters the development of healthy relationship among staffs and the University community at large.
- 21.2.17. Oversees the proper implementation of the rules, regulations and other provisions pertaining to rights and benefits of the academic staff.
- 21.2.18. Assists and facilitates the establishment and strengthening of the teacher's association.
- 21.2.19. Proposes relevant incentive mechanisms for the academic staff.
- 21.2.20. Determines rules of procedures within the framework of the University Senate Legislation.
- 21.2.21. Produce a full-fledged Code of University Conduct for the academic community and make amendments thereon;
- 21.2.22. Formulate guidelines, rules and procedures for the determination of causes related to ethics and violation of code of university conduct;
- 21.2.23. Initiate appropriate training on ethical issues for the University community and particularly for officers with specific responsibility relating to ethical issues
- 21.2.24. Develop Academic staff promotion guideline and handle it as per the Senate legislation.
- 21.2.25. Performs any other related duties as deemed necessary.

Article 22: The Student Affairs Committee (SAC)

22.1. Membership

The Student Affairs Committee (SAC) shall have the following members:

- ASAVP, chairperson
- Heads of student services from each campus, members
- One representative of students from each campus, members
- One representative of disabled students, members
- Gender and Youth Affairs Director, member
- One Guidance and Counseling Officer, member
- The Students' Service Director, member and secretary

22.2. Duties and Responsibilities

- 22.2.1. Formulates ways of improving student services and promoting extracurricular activities.
- 22.2.2. Assists and facilitates in developing guidelines for the establishment and management of student organizations.
- 22.2.3. Encourages students' participation in the University and/or community affairs.
- 22.2.4. Devises mechanisms for promoting a positive attitude among students towards their professional obligations.
- 22.2.5. Fosters the development of healthy relationships among students and between students and the University's community.
- 22.2.6. Assists departments, schools and institutes in developing student disciplinary rules and regulations.
- 22.2.7. Advises the senate in developing student disciplinary rules and regulations
- 22.2.8. Performs any other duties as may be required

Article 23: Health, Environment and Safety Committee (HESC)**23.1. Membership**

- Members of the Committee shall include:
- ASAVP, chairperson
- Students' Services Director, member
- Safety and Security Team Leader, member
- One Representative of Senate elected Academic Staff, member
- Student Association Representative, member
- Environmental Health/Science Representative, member
- Heads, Students' Clinics, member
- College of Health Sciences' Dean, member and secretary
- Facility Management Director, member

23.2. Duties and Responsibilities

The Health, Environment and Safety Committee shall,

- 23.2.1. Ensure that the University community work under environmentally sound, safe and healthy campus conditions;
- 23.2.2. Ensure that fire prevention and emergency equipment are reserved and handled;
- 23.2.3. Ensure the prevention of infectious diseases;

- 23.2.4. Ensure the proper management of the university's environment as pertains to the air, waste water and solid waste in the various facilities and campuses of the University;
- 23.2.5. Ensure the application of the protocols of sanitation, water quality, occupational safety and health and campus beautification as per the protocols set in this legislation and known standards;
- 23.2.6. Promote and do the best the committee can in the prevention of discord and violence in the University;
- 23.2.7. Ensure laboratory safety, chemical hygiene and occupational safety;
- 23.2.8. Discourage alcohol and other drug abuse;
- 23.2.9. Ensure that services are accessible to persons with disability;
- 23.2.10. Ensure that the University works hard in maintaining a safe and healthy teaching-learning environment;
- 23.2.11. Address any condition which threatens the safety of the University community;
- 23.2.12. Evaluate current University environment, health and safety status;
- 23.2.13. Develop and communicate University-wide vision and policies for environmentally friendly and healthy campuses.
- 23.2.14. Suggest and work with competent bodies to plan and implement decisions in making the campuses of the university ambient, invigorating, attractive and green;
- 23.2.15. Evaluate the University's progress towards meeting the health, environmental and safety goals of the University. Function as the center of information dealing with environmental friendliness, health and safety conditions and mitigate steps within the University

Article 24: Library and ICT Development Committee (LICTDC)

24.1. Membership:

- Academic Vice President, Chairperson
- Business and Development for Vice President; member
- Information and Communications Technology Director; member
- Academic Program Director, Member
- Quality Relevance and Quality Enhancement Director, Member
- Department of Information Science/Computer Science Head; member
- Two students' representatives from graduate and undergraduate students. member
- The University Library and Documentation Director, member and secretary

24.2. Duties and Responsibilities

The LICTDC shall:

- 24.2.1. Formulate library policies and devise strategies concerning the development of resources for instruction, research, and other services;
- 24.2.2. Oversee that the libraries are maintained as a national and international scholarly resource;
- 24.2.3. Formulate a policy for the allocation of funds for the libraries;
- 24.2.4. Set mechanisms to enhance the potential of libraries to contribute to maximizing the information resources available to researchers, and the facilitation of their access;
- 24.2.5. Formulate rules and regulations on the distribution, utilization, etc. of donated books, manuscripts, projects, pieces of arts and other materials including the rights of donors and their families;
- 24.2.6. Formulate regulations on the implementation of the University's library and information service policy;
- 24.2.7. Set regulations on the control, management, and security of the use of the facilities of the University Library Services;
- 24.2.8. Formulate a policy for the acquisition, development, management, and disposal of collections in the libraries;
- 24.2.9. Formulate guidelines for the preservation of materials in the University's library collections;
- 24.2.10. Devise strategy and plan for the provision of electronic information resources;
- 24.2.11. Prepare and submit to the Senate a strategy for the development, utilization and maintenance of all types of teaching/ learning materials including textbooks, references, manuals, manuscripts, technical equipment, modules, films, and the like;
- 24.2.12. Participate actively in the effort to secure suitable teaching materials from external sources;
- 24.2.13. Develop a system for assessing the relevance, appropriateness and other similar qualities of audio-visual teaching materials in cooperation with the relevant units of the university;
- 24.2.14. Assess periodically the major needs of the various programs of the University for educational materials;
- 24.2.15. Ensure the formulation and continued development of a university-wide strategic plan on information and communications technology (ICT) in furtherance of the University's aims and objectives;

- 24.2.16. Facilitate the efficient utilization of ICT in the University;
- 24.2.17. Formulate policy to enhance the University's potential in information and communications
- 24.2.18. Establish contacts with agencies, NGOs and potential donors to engage in collaborative projects;
- 24.2.19. Publicize the University's periodic achievements to the University community, the public and other institutes abroad through various means such as information newsletters;
- 24.2.20. Formulate policy on university-related website publication; and
- 24.2.21. Set regulations on the control management, and security of the use of the University's ICT facilities.

Article 25: Management Council

25.1. Membership

Without prejudice to the power of the President to include other pertinent officers, the President, the Vice Presidents, and other key officers in charge of institution-wide student affairs shall constitute the core members of the managing council; and the President shall chair the managing council.

25.2. Duties and Responsibility

- 25.2.1. The President shall chair the meetings of the University Managing Council.
- 25.2.2. The managing council shall advise the President on strategic issues and on other cases that the President believes require collective examination as well as serve as a forum for monitoring, coordination, and evaluation of institutional operations.
- 25.2.3. The managing council shall meet regularly at least twice a month on a regular day and time that shall be determined by the President.
- 25.2.4. The managing council shall hold and conduct its sessions with a majority (50% + 1) of its core members present.
- 25.2.5. Minutes of sessions of the managing council shall be taken by a secretary designated by the President.
- 25.2.6. The secretary of the managing council shall also serve as the non-voting and non-consultative secretary of the University Council
- 25.2.7. The President shall ensure free and open expression of views in managing council sessions. The President may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions.

25.2.8. No member other than the President or a person instructed by the President shall communicate to third parties the council's deliberations on controversial issues and the results thereof.

Article 26: University Council

26.1. Membership

Its members shall consist of the core members of the managing council: key academic officers, directors, all members of the Senate Standing Committee, Chief Librarian, Deans, Department Heads, Coordinators, and Representatives of Academic Staff and Students;

26.2. Duties and Responsibility

26.2.1. The President shall chair the University Council meeting

26.2.2. The University Council 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, change of name and closure of Academic Units as well as on performance.

26.2.3. The University council shall meet at least once every six months on a day and time that shall be fixed by the President.

26.2.4. Attendance of University Council sessions by members shall be mandatory.

26.2.5. Membership shall not be delegated except with the permission of the President.

26.2.6. Sessions may be held without a requirement for a quorum.

26.2.7. The President shall ensure a democratic atmosphere stimulating the free expression of opinions and ideas in sessions of the University Council.

26.2.8. The President may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions.

26.2.9. No member of the University Council other than the President or a person nominated by the President shall serve as its official spokesperson.

26.2.10. Without prejudice to the provisions of this Article, the University Council may adopt its own rules of procedures.

Article 27: Academic Affairs Council (AAC)

27.1. Membership

Academic Affairs Council shall have the following members:

27.1.1. Academic Affairs Vice president, Chairperson

27.1.2. Academic Affairs Director, Secretary

27.1.3. Academic Directors, members

27.1.4. Institute/College/School Deans, members

27.2. Meeting of Academic Affairs Council

27.2.1. The AAC shall meet at least once every month and shall maintain a proper system of agenda and minutes for its meetings.

27.2.2. The Chairperson and Secretary of AAC communicate the decision of the council to the concerned body.

27.2.3. Minutes of sessions of the council shall be taken by a secretary.

27.2.4. The AAVP shall chair the Academic Affairs council. In the absence of the chair person, his delegate shall convene and chair the council meetings.

27.2.5. Meetings may be called at any time by the AAVP or when requested in writing by more than a third of its members.

27.2.6. A quorum shall consist of more than half (50% + 1) of the members, including the Chairperson.

27.3. Duties and Responsibilities

27.3.1. Monitor and evaluate the strategic plan of the university pertaining to the academic affairs that help to achieve the strategic goals, and to realize the vision of the university.

27.3.2. Evaluate and make decision on the periodic Academic performances and plan of colleges and directorates in accordance with the Senate legislation;

27.3.3. Formulate guidelines and procedure for the launching of new programs, and promoting academics and science, and propose to the senate for approval

27.3.4. Recommend the launching of new programs, and modifications and closing of existing programs to the Senate

27.3.5. Allocate budget and follow up its utilization for the units under academic wing;

27.3.6. Develop Academic staff development schemes and policy to promote academic excellence within the university (scholarships, fellowships, post doctorate, prizes, and other award system for recognizing outstanding Academic staffs)

27.3.7. Promote the welfare of Academic staffs and students, and ensure observance of discipline within the University;

27.3.8. Overview graduate studies and ensure research and teaching programs are well integrated

- 27.3.9. Overview and direct the periodic monitoring and evaluation of the teaching and learning process of the University;
- 27.3.10. Ensure that the recruitment, appointment, transfer and promotion of academic staffs
- 27.3.11. Propose the academic calendar to the senate; and follow up the appropriate implementation of the academic calendar of the university
- 27.3.12. Formulate the code of conduct on teaching and learning
- 27.3.13. Establish committees as required for the expedient execution of academic affairs when deemed necessary and decide upon all cases presented to it through these committees;
- 27.3.14. Supervise, control and improve the academic quality and standards; regulate and maintain the standards of teaching-learning process; give the directions pertaining to the development of teaching methods, assessments and evaluation of academic performance, and admission and transfer of students in the university.
- 27.3.15. Exercise general supervision over the appropriate implementation of the academic policies, guidelines, procedures and practices pertaining to maintenance and improvement of standards of teaching-learning, postgraduate studies, curriculum issues, academic programs, collaboration in academic matters (internationalization), evaluation of students and academic staff affairs related issues, and the like
- 27.3.16. Organize, coordinate and control issues related to the teaching-learning process for undergraduate and postgraduate; setting standards and administrations of examinations, grades and grading system, quality assurance activities in teaching, tutorials issue, training, and the like in the university in line with senate legislation.
- 27.3.17. Promote the culture of demand driven and mindset of entrepreneurial academic staffs and students of the university,
- 27.3.18. Recommend and/or decide upon all academic cases presented to it through the colleges and directorates
- 27.3.19. Perform such other functions to the betterment of the provision of quality education in the university

CHAPTER THREE

ACADEMIC AND TECHNICAL HUMAN RESOURCES

Article 28: Policy Premises on Academic Staff

- 28.1. This Legislation is based on the conviction that the progress and strength of the university and attainment of its objectives depend on the professional strength of its staff.
- 28.2. To develop strong programs and attract outstanding Ethiopians and other education seekers into university careers, the University shall:
- 28.2.1. Strive to create conducive environment that nurtures excellence and assists the staff in the endeavor to develop itself and discharge its responsibility with efficiency.
- 28.2.2. Defines what is required of its academic staff in the areas of research, teaching, community and consultancy services;
- 28.2.3. Develops policies concerning academic ranking, promotion, salary scales and other benefits, which provide protection against irrational decisions and which compare favorably with salaries offered by the public service and private business and will in terms of local living costs, enable members of the academic staff to enjoy a standard of living compatible with the responsibility, dignity and competence which the University may rightfully demand from them;
- 28.2.4. Establishes rules and regulations governing the obligations, academic responsibilities and freedom, and opportunities for study, research, sabbatical and other leaves to enable staff members to complete research projects, to pursue courses of study at other universities, or to engage in activities related to their duties and areas of specialization which will advance their capacities as scholars.
- 28.3. The academic staff of the University shall endeavor to attain the requisite level of competence and expertise in their respective discipline and to maintain and improve such competence and expertise by keeping abreast with new developments and changes in their respective fields of study.

Article 29: Status of this Legislation in University Contracts

- 29.1. This Legislation shall form an integral part of the employment contracts for full-time academic and technical support staff members unless it or a part thereof is expressly waived by the parties.
- 29.2. The Legislation shall be available on University's website to be accessed by the staff at any time.
- 29.3. The staff members are obliged to internalize the articles therein.

Article 30: Duties and Responsibilities of Academic Staff

- 30.1. The academic staff of the University is required to be a scholar with full devotion to the advancement of the frontiers of knowledge per the best traditions developed by scholarly circles throughout the world. It shall be the primary duty of the academic staff to carry out functions in the best interest of the University and the nation having due regards to professional etiquette.
- 30.2. Academic staff of the University shall design, develop and implement course material in an area of specialization following established University procedures in such a way that the course material may be delivered over the entire semester in a balanced way.
- 30.3. Without limitation to the generality of the provisions of sub-article (1) of this Article, a member of the academic staff of SIU shall:
- 30.3.1. Uphold the objective of higher education and the guiding principles applicable to its institutions;
 - 30.3.2. Respect the constitution, Higher Education Proclamation, Legislations of the University, and other pertinent laws of the country;
 - 30.3.3. Refrain from the promotion of ethnocentrism, discrimination against any individual or group based on race, ethnicity, sex, creed, political partisanship, preaching of religion, impositions of one's belief and views on students of the University in class rooms;
 - 30.3.4. Contribute to the best of one's ability to the prevalence of orderly conduct, peaceable operations of the institution and peaceful resolutions of intra-institutional conflict;
 - 30.3.5. Maintain a democratic and civil outlook by demonstrating a willingness to work with others and respecting the ideas of fellow academic staff members and students;
 - 30.3.6. Be empathic to the solidarity of the University's Community;
 - 30.3.7. Prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
 - 30.3.8. Participate and play due role in curriculum development, review, and enrichment;
 - 30.3.9. Give course lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the University;
 - 30.3.10. Educate, examine, evaluate, consult and advice students;
 - 30.3.11. Accept teaching assignments in Continuing and Distance Education Program;
 - 30.3.12. Submit examinations and grade reports on time to the Academic Units;
 - 30.3.13. Endeavor to stay abreast of the latest thinking in the area of one's own specialization and shall periodically update pedagogical skills and teaching material within the resources available;

- 30.3.14. Conduct problem-solving research that contributes to the advancement of knowledge or has direct impact on community development;
- 30.3.15. Accept additional teaching assignments when compelling circumstances arise in any University's Academic Unit;
- 30.3.16. Submit periodic reports to the respective Academic Unit on assigned courses, current research and/or study leave progresses;
- 30.3.17. Arrange make-up classes, in consultation with the head of the Academic Unit and students, for all classes missed due to involvement in field work, seminar, workshop or other activities. However; such make-up classes should not exceed 25% of the course unless approved by the AAVP;
- 30.3.18. Not handover a pre-assigned course/s to any other individual for any length of time without the approval of the Academic Unit Head;
- 30.3.19. Inform the respective immediate supervisor well in advance if and when he can't be on duty due to involvement in field work, seminars, workshops or any similar events;
- 30.3.20. Treat and interact with students and other members of the University's community giving due respect to their human dignity, emotions, effort and the particular circumstances they may find themselves and rid of oneself from damaging bias and prejudice, iniquitous and discriminatory practices;
- 30.3.21. Be evaluated for once performance by students, colleagues and the immediate supervisor, and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
- 30.3.22. Participate in University affairs as required;
- 30.3.23. Participate in organizing, directing and developing the activities of the respective Academic Unit as required by the University;
- 30.3.24. Use and properly handle all University properties;
- 30.3.25. Carry out required tasks in an efficient and effective manner as assigned by the Academic Unit head or any other senior University body;
- 30.3.26. Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University.

Article 31: Rights of the Academic Staff

Without prejudice to other provisions of this Legislation, every academic staff has the right to:

- 31.1. Exercise academic freedom consistent with the University's mission;

- 31.2. Conduct research and render consultancy services; take research and sabbatical leaves to conduct research and studies beneficial to the University and the country in accordance with the provisions given in this Legislation;
- 31.3. Be entitled to further education and/or training for professional development and subject to internal rules and regulations of the University;
- 31.4. Be promoted and assume new academic rank on the bases of merit in accordance with the University rules and regulations;
- 31.5. 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;
- 31.6. Be adequately and timely informed of one's performance evaluation results and any records kept in his/her personal file without his/her prior knowledge;
- 31.7. Be informed appropriately, timely and regularly on the University plans, developments, directions, conditions, and performance results;
- 31.8. Receive equal and fair treatment as a person with human dignity and as an academic staff member equally in the service of the University and through it in the service of people and the country;
- 31.9. Compete for academic offices and leadership positions on the basis of the applicable University criteria and be treated in selection process on the basis of merit and without any discrimination in a transparent manner;
- 31.10. Elect and be elected where election of academic and/or by academic staff shall be necessary or is the norm;
- 31.11. Receive due process in disciplinary matters, demand and receive redress in cases of injurious decisions.

Article 32: Academic, Professional Librarian, Academic Technical Support Staff Ranks

- 32.1. Every Academic Unit shall prepare academic and technical support staff development plan based on:
- 32.2. Higher education staff development and enrolment plan,
 - 32.2.1. Existing staff profile and load,
 - 32.2.2. Existing programs and future expansion,
 - 32.2.3. Student staff ratio, and
 - 32.2.4. Nature of academic programs and their mix.

32.3. The head of the Academic Unit must project, periodically or upon request, the general size of academic staff and its structure in terms of academic rank and fields of specialization. These shall also be submitted to the Academic Staff Recruitment, Promotions, Scholarship and Ethics Committee (ASRPSEC) of the Senate for its endorsement.

32.4. The University uses the following hierarchy of academic staff in descending order:

32.4.1. Teaching Staff

1. Professor
2. Associate Professor
3. Assistant Professor
4. Lecturer
5. Assistance Lecturer
6. Graduate Assistant II
7. Graduate Assistant I

32.4.2. The rank of Research staff shall be as in sub-article 32.4.1 (1-7 above).

32.4.3. Adjunct and honorary staff may be considered as academic staff and the Senate shall issue detailed rules.

32.5. The University uses the following hierarchy of Professional Librarian

32.5.1. Professional Librarian

1. Librarian
2. Associate Librarian
3. Assistant Librarian I
4. Assistant Librarian II
5. Assistant Librarian III
6. Assistant Librarian IV
7. Assistant Librarian V

32.6. Academic Technical Support Staff

32.6.1. The Academic Technical Support staff's professional career and promotion shall be determined by a Higher Education Directive No. 001/2012; guidelines regarding their work load, right and responsibility shall be prepared by Ministry of Education.

32.6.2. The university shall ensure its academic technical support staff meets the required level of competence, and that they are not more than optimum numbers.

- 32.7. A person joining any Academic Unit of the University as a full-time academic staff shall assume an academic rank, per the general criteria and procedures established by this Legislation.
- 32.8. Academic staff may change his status from research to teaching or vice versa upon the request, the consent of the Academic Unit, and the approval of the Senate.
- 32.9. Adjunct/honorary academic ranks may be assigned to qualified instructors (Assistant Professor and above) employed based on a joint appointment, part-time, or other arrangements per the University Policy. Detail Guideline shall be issued by the Senate.
- 32.10. Unless specific contractual arrangements are made to the contrary, an academic staff joining the University for the first time shall be subjected to a probationary period during the first year with the University in which time the University may terminate employment for the following year within 120 days of notice.
- 32.11. Person joining the University to perform administrative or non-teaching duties, may in a very exceptional cases, be assigned an academic rank within a relevant Academic Unit provided the services are highly demanded by the University, and after at least two consecutive and unsuccessful national advertisements for employment in area of the specialization; however, such appointment must be approved by the University's Senate. The candidate shall fulfill the following criteria/requirements for consideration.
- 32.11.1. Two years of effective service at SIU with recent obtained degree/minimum Masters degree.
- 32.11.2. Thesis publication on the reputable journal
- 32.11.3. Thesis result shall be Excellent
- 32.11.4. Both undergraduate and postgraduate CGPA ≥ 3.75 for male (≥ 3.50 for female)
- 32.11.5. Score University level exam $\geq 75\%$
- 32.11.6. The age of the applicant shall not exceed 40 years during the time of application for the appointment
- 32.12. Persons holding Academic ranks per the provisions of sub-article 32.9 hereof may in the discretion of the AAVP, be treated as full-time Academic Staff.

Article 33: Joint Appointment

- 33.1. Joint appointment of the 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 the 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 a high degree of relevant expertise from industry, business, research establishments and other organizations.

33.2. Without prejudice to other provisions of this Legislation and other applicable laws, academic staff or a government employee may be employed, with his consent and the consent of his institution or capability to do so.

33.3. Issues of importance to the joint appointee and the concerned employers such as status, duration of the appointment, remuneration and other benefits, the tasks to be achieved and the appointment of working time shall be negotiated and agreed upon by the parties within the framework of rules and procedures enacted by the concerned Senate.

33.4. The provisions of this article shall not be construed to entitle an academic staff of a public institution or government employee to be jointly appointed in a private institution.

Article 34: Salary Scale and Increments

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

Article 35: Pay for Extra Teaching Assignment

The University shall make payments to the academic staff for services rendered in teaching/research beyond the full load expected of them. Such payment shall follow the rates proposed by Ministry of Education for the regular program.

Article 36: Housing and Other Benefits

36.1. The University shall provide housing, when possible, or housing allowance for its academic staff. The appropriate University office shall work out a housing policy.

36.2. University tuition fees for undergraduate CDEP may be waived for spouses, dependent children of the University staff and retired staff (served the University at least for 10 years before retirement) of the University based on the guidelines to be issued by Academic Staff Recruitment, Promotions, Scholarship and Ethics Committee.

36.3. University staff shall have priority to having access to the services and products provided by the University.

36.4. The University shall establish mechanisms for special rewards, prizes, honoraria and other incentives.

- 36.5. Medical fees will be waived accordingly for staff members, spouses, and children. Details rules and guidelines shall be developed by Human Resource Management and Development Director (chairperson), Academic Program Director (member), Teachers' Association President (or secretary), and implemented upon approval by the Senate.

Article 37: Promotion of Academic Staff

37.1. Procedures for Promotion

- 37.1.1. The Academic staff member shall initiate his promotion by applying to the respective Department/School/College/Institute. Moreover, a concerned department head, College/Faculty/Institute/School Deans, or center heads may initiate application or nomination for promotion of staff.
- 37.1.2. The Department Head shall accept the promotions request and process for approval on the Department Council. When the Head of Academic Unit is a candidate for the promotion, the dean shall designate a senior member of the unit to act as chairperson of the respective Department council, or Academic commission for the specific purpose of processing the promotion.
- 37.1.3. All promotion cases should be recommended by the respective DC before being presented for further approval. Within a maximum of one month of the receipt of the application, the department head/representative shall inform the same applicant upon denial of promotion, and recommend it to the Academic Commission for further approval upon acceptance. If the deadline cannot adhere, the relevant department shall make sure to inform the applicant of the reasons for the delay.
- 37.1.4. Upon receipt of the recommended application from the pertinent department, the AC shall process the same within a maximum period of one month. The academic commission decision shall be final for the promotion to the rank of lecturer and below.
- 37.1.5. Promotions to the rank of lecturer, based on academic qualification to Masters Level and below shall be approved by the concerned AC, and upon acceptance, communicated to the candidate and relevant University bodies through AAVP within two weeks from the date of approval of AC; or if denied, communicated to the candidate within the same period.
- 37.1.6. For promotion to the rank of Assistant Professor and above the decision of the AC shall be submitted to the AAVP for further handling even when the candidate is not recommended for promotion within the maximum of one month from the date of application at the college level.

- 37.1.7. For promotions to the rank of Assistant Professor and above, the AAVP shall convene the ASRPSEC of the Senate to evaluate the promotion requests in a maximum of one month or accordingly, and recommend to the Senate for approval.
- 37.1.8. The decision of the Senate shall be final for the promotion to the rank of Assistant and Associate Professor.
- 37.1.9. Promotion to the rank of Assistant Professor and Associate professor shall be communicated by the AAVP to the candidate and relevant University bodies within two weeks after the approval of the same by the Senate.
- 37.1.10. For the promotion to the rank of Professor, the AAVP shall invite two external evaluators in the applicant field of specialization, and forwards the promotion request to ASRPSEC, which in turn processes it within one month, and recommends to the Senate for the endorsement upon the request of AAVP.
- 37.1.11. Promotion requests to the rank of professorship that are endorsed by the Senate shall be presented by the president to the Board, for its final approval.
- 37.1.12. Promotion to the rank of professorship shall be communicated by the President to the candidate and relevant University bodies within two weeks after the approval of the same by the Board.
- 37.1.13. Rejected promotion requests may be reinitiated fresh and processed following the same procedure.

Article 38: Effective Dates of Promotion

- 38.1. Promotion to the rank of a lecturer and below shall be effective as of the date of approval by the respective Academic Commission
- 38.2. Promotions to the rank of Assistant and Associate Professor shall be effective as of the date of approval by the Senate;
- 38.3. Promotion to the rank of Professor shall be effective as of the date of approval by the University board;
- 38.4. Staff on study leave shall report to the university in a maximum of one month from the date of graduation approval. The date of promotion for such staff requesting reinstatement and rank adjustment shall be effective from the date the candidate reports on duty holding the appropriate credentials.

Article 39: Criteria for Promotions of Academic Staff**39.1. Principles Governing Promotions:**

- 39.1.1. For promotion to the Academic rank below Assistant professor the length of service, effectiveness in teaching, participation in the affair of the university given to the public at various capacities, and or publications shall remain to the basic criteria upon which the principles of academic promotion are based.
- 39.1.2. The components of the requirement that have to be met to fulfill each of these criteria and how these are assessed are outlined in this Senate Legislation. Promotion of existing academic staff, or determination of an academic rank for a transfer, or newly recruitment applicant, shall be initiated by the applicant, and to be reviewed at different stages by the department council, college/school academic commission, and to be decided at Academic Commission.
- 39.1.3. The criteria for promotion of existing academic staff will be based on the fulfillment of effective teaching, publication, and community service, and participation in university affairs; whereas the determination of an academic rank for a transfer or newly recruited academic staff shall be based on review and equivalence of the credentials.
- 39.1.4. The weighted average value for the above four criteria shall not be less than 80%

39.2. Length of Service with a Given Rank

- 39.2.1. The minimum number of years of service of the academic staff shall be assessed based on the criteria referred for a given rank.
- 39.2.2. The academic staff member who has served in other accredited institutions of higher learning or a recognized research institution shall be considered for an equivalent position before being appointed in a given Academic Unit. However, the candidate must serve at least one year at the SIU before applying for promotion.
- 39.2.3. However, the provision in Sub-article (39.2.2.) shall not apply where the length of service in other institutions of higher learning has been considered and used to determine the rank of academic staff at the time of appointment.
- 39.2.4. For persons who join the University as Academic Staff after a given number of service years in other non-higher education institutions or organizations except research institutes or centers, their half service years, and publications in such organizations

may be used to determine their academic rank and salary at the time of recruitment only. However, this provision shall not be applicable for the rank of Professor.

- 39.2.5. Promotion request of a staff member on any kind of leave shall not be entertained. However, the promotion request of a staff that fulfills all the requirements for promotion and submitted the application before taking the leave shall be entertained. Moreover, academic staff on leaves and who contribute a minimum of 50% of workload, which is expected from full-time staff, is eligible to apply for promotion. However, each year of study leave shall be counted as half of a year of service to the University.

39.3. Effective Teaching

- 39.3.1. Effective teaching for Academic Staff shall be determined by evaluations of students, Peers, and the Head of Department at the end of each semester or academic year as the case may be.
- 39.3.2. The contribution of each of the components of the system of evaluation to the overall rating of the teaching effectiveness of an Academic Staff member shall be as follows.
- Evaluation by students: 50%
 - Evaluation by Head of Department: 35%
 - Evaluation by Peers: 15%
- 39.3.3. For the fulfillment of the criteria of effective teaching, the weighted average of the evaluation over a given number of years the academic staff has served after his last promotion shall not be less than 75%.
- 39.3.4. In exceptional cases where an academic staff is not handling courses during the semester/academic year due to other assignments were given by the University or absence of courses, the weighted evaluation of students shall be waived and the rest criteria evaluation results are taken out of 100%.
- 39.3.5. An application for promotion submitted before an academic staff leaves for research or sabbatical or study shall be processed provided that all the requirements are fulfilled at the time of application.
- 39.3.6. The years of service an academic staff rendered to the University before sabbatical, research or study leave shall count towards the effective teaching requirement for promotion to the next rank.

39.4. Weighted Values of the Criteria for Academic Promotion

39.4.1. In the case of promotions to academic ranks below that of an assistant professor, it is sufficient that the candidate meets the minimum in terms of years of service, academic qualification and publications wherever applicable.

39.4.1.1. For promotion to the rank of Assistant Lecturer and below:

39.4.1.1.1. Effective teaching for two consecutive semesters: 60%

39.4.1.1.2. Participation in the given tasks, assignments, and/or other duties as may be assigned to him by the university, and based on the certificate that states the academic staff has successfully accomplished the given tasks/assignment/other duties: 40%

39.4.1.2. For promotion to the rank of lecturer

39.4.1.2.1. Effective teaching for two consecutive semesters: 50%

39.4.1.2.2. Publication (authorship or co-authorship of an article in a reputable journal): 30%

39.4.1.2.3. Participation in University affairs: 20%

39.5. Extra-ordinary promotion-appointments

39.5.1. In cases where there are candidates who have very exceptional merits, appointments to any of the academic ranks may be considered through extra-ordinary recommendations even where the candidates may not strictly fulfill the criteria contained herein. Guidelines shall be issued by ASRPSEC on the implementation of the provisions of this sub-article.

39.6. Criteria for Promotions of Academic Staff to the rank of Assistant Professor and Above

Harmonized Standard for Academic Staff Promotion in Public Universities set by the then Ministry of Science and Higher Education (**October 2020, attached at end of this legislation**) shall guide Academic staff promotion to the rank of Assistant professor and Above; Promotion for Academic staffs involved in Work of arts and Music; and University clinical services for promotion. In addition, the university considered and included clarification points made recently by MoE, and also customized some points in the existing promotion guideline that lacks simplicity to understand, follows:

39.6.1. The criteria for promotion of the academic staff will be based on the fulfillment of (1) effective teaching, (2) publication and patent, (3) community service and engagement, and (4) participation in university affairs. The weighted average value of each criterion shall not be less than 75%, and the total weighted average value of all criteria for promotion shall not be less than 80% for normal promotion, and 90% for accelerated promotion.

39.6.2. The issues of journal indexing that stated in article 4 sub-article 4.2.1 of the academic staff promotion directive/guideline shall be interpreted as: -the publications which are

published by peer reviewed international journal that indexed at the time of publication in Scopus or Web of Science or PubMed databases are accepted for promotion.

- 39.6.3. Article 4 of the promotion guideline (page 10), the stated ‘maximum’ term in Table 1 is replaced by the weighted percent value of each promotion criteria out of 100%.
- 39.6.4. Article 4 sub-article 4.3: Participation in university affairs
- 39.6.4.1. Computation and score of participation in university affairs: The weighing value for administration position, standing or ad-hoc committee position shall automatically be considered if and only if the service year is successfully accomplished.
- 39.6.4.2. An academic staff who has been successfully accomplished a service year for administration, standing or ad-hoc committee position, earns the full weighing value of the respective position; while for convincing reasons if an academic staff terminates from the position, weighing value shall be derived from the maximum weighing value of the respective academic position, and taking the time served into consideration. However, for the unconvincing reason, if an academic staff terminates the service year of any university affairs, the weighing value shall not be considered for promotion.
- 39.6.4.3. Remark number **5** under this sub-article of the directive/guideline shall be considered and interpreted as an academic staff who has shown willingness to participate in the academic administration, but didn’t get the opportunity, earns the weighing value derived from the length of time since the willingness has been shown and the maximum weighing value for each academic administration, provided that the academic staff presented certificate/letter for willingness at least two times for the academic administration, with the fulfilment of the minimum application criteria. However, the point earned from such willingness shall not exceed the maximum weighing value of academic administration that specified for the position of department head.
- 39.6.5. Article 4, Sub article 4.4/4.4.1 of the promotion guideline: The requirement for promotion with community service and engagement is corrected as stated below
- 39.6.5.1. The calculation of the weighing value of the participation in the professional community service and engagement shall be taken out of 15% and corrected as the following.
- Three or more professional community service/engagement....15%
 - Two professional community service/engagement.....10%
 - One professional community service/engagement.....5%
- 39.6.5.2. Under sub-article 4.4.1 of the standard, remark number 5 is canceled
- 39.6.6. Article 6, sub-article 6.2, No 2 of the promotion standards shall be interpreted as:
- Degree of doctor of philosophy (PhD), or MD/DVM/DDM with specialty and sub-specialty (which in other words details the requirement of PhD degree or specialty and sub-specialty [for MD/DVM/DDM professionals] to promote to the rank of an Associate Professor).
- 39.6.7. Article 12 No. 2 (Accelerated Promotion) of the promotion guideline shall be interpreted as:- a double of the minimum required publication points in the normal promotion at a given academic rank shall be required from such candidate. In this case, every 100 points above the required points for publications [for the normal

promotion] shall be considered equivalent to a year of effective teaching. However, a staff member should at least serve three fourth of the number years of the normal required term of the service for the rank.

Article 40: Appointment and Promotion Requirements for Teaching Staff

40.1. The appointment of the academic staff shall be implemented based on the requirements indicated below for each academic rank. However, during the appointment process, female academic staff shall get five additional points as affirmative action on the final result and be given priority when they have tie points with male candidates.

40.2. Graduate Assistant

40.2.1. A candidate with the qualification of a Bachelor's Degree in a three years program and with at least the level of a Cumulative Grade Point Average (CGPA) of 3.25 for male, 3.00 for female, and 2.75 for disabled Candidate. However, a minimum CGPA of 2.50 and above may be considered under special circumstances justified by an Academic Unit and approved by the AAVP.

40.2.2. Graduate Assistant are person employed for one year so that the University may assess their ability and develop their suitability for future permanent contract employment as regular Academic Staff members after attaining promotion to Assistant Lecturer.

40.2.3. Graduate Assistants shall be given every opportunity for gaining insight into as many aspects as possible of the work of the academic unit to which they are assigned as well as some opportunity to prepare themselves for the necessary advanced specialized study.

40.2.4. A graduate assistant shall normally assume tutorial responsibilities; but under exceptional circumstances, may be given teaching responsibilities at the level of lower-division courses and under the supervision of senior staff.

40.2.5. A Graduate Assistant may be given the following duties:

40.2.5.1. Assist in the instruction of special types of classes as well as large classes under the supervision of senior academic staff.

40.2.5.2. Give tutorial classes, provided that these classes are part of a regular course in the curriculum and giving of final grades in the course is the responsibility of the senior staff member to whom the course is assigned.

40.2.5.3. Take over classes with the approval of the head of the Academic Unit in emergencies such as sickness or other unavoidable absence of the course instructor and this instance a Graduate Assistant shall not be given the responsibility for more than half of the course time.

40.2.5.4. Assist in research activities under the supervision of senior staff members.

40.3. Graduate Assistant I**40.3.1. Appointment:**

A candidate with a qualification of a Bachelor's degree in a three-year program

40.4. Graduate Assistant II**40.4.1. Promotion:**

One year of effective performance as Graduate Assistant I; OR

40.4.2. Appointment:

A candidate with the qualification of a Bachelor degree in a four-year program

40.5. Assistant Lecturer**40.5.1. Promotion:**

One year of effective service as a Graduate Assistant II; OR

40.5.2. Appointment:

A candidate with the qualification of a Bachelor degree in a five-year program

40.6. Lecturer**40.6.1. Appointment:**

40.6.1.1. A candidate with the qualification of a Master's degree, and with at least CGPA of 3.00 for male, 2.75 for Female, and 2.50 for disabled under special circumstances during BA/BSc or first-degree studies. OR

40.6.1.2. Medical Doctor (MD) with no specialization or Doctor of Veterinary Medicine (DVM) or Doctor of Dental Medicine (DDM) with no specialization OR

40.6.1.3. The equivalent qualifications to be determined by the appropriate body

40.6.2. Promotion

A minimum of two years effective teaching as an Assistant Lecturer and indicators of academic progress:

40.6.2.1. Compiled teaching material that has been used by the students at least for two years, and positively and rigorously evaluated by internal and external assessors and efforts made by the candidate to keep abreast of new developments in a particular field of study. OR

40.6.2.2. Authorship or any form of co-authorship of an article in a reputable journal

Article 41: Promotion of Research and Adjunct Staff

- 41.1. Promotions pertaining to research staff shall follow the same roots as in the teaching staff as stipulated in Article 36 and 37 of this Legislation on condition that he invests 25% of his time for teaching and has produced 2 (two) times publications requirement of the teaching staff for respective academic rank.
- 41.2. Appointments and Promotions of adjunct staff and joint appointments shall be governed by the guidelines that would be formulated by ASQEC
- 41.3. Any professional who will be involved both in teaching and research without any pay from the University may be given a merit-based honorary academic rank.

Article 42: Honorary Academic Staff Appointment**42.1. Overview:**

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

42.2. Purpose:

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

42.3. Description:

The University may appoint as an Honorary Academic staff those professionals retired from the University, persons of great distinction and international standing who can serve the University in a teaching and/or research capacity but who, by the existing appointment, cannot be considered for a full-time position. Such appointments will not normally carry remuneration from the University. Reimbursement may be made for out-of-pocket expenses, for example, travel and accommodation, however, honorary appointees are not otherwise paid for contributions made.

42.4. Procedure:

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

- 42.4.1.1. Honorary Lecturer
- 42.4.1.2. Honorary Assistant professor
- 42.4.1.3. Honorary Associate Professor
- 42.4.1.4. Honorary Professor
- 42.4.1.5. Professor Emeritus

42.4.2. The candidate to be appointed with honorary rank should at least fulfill the requirements of the respective academic ranks as per Article 36 of this policy. Appointments and re-appointments of honorary academic staff up to the level of lecturers are approved by the relevant Head of Academic Unit up on the recommendation made by the College/Department council. Written support for the appointment must accompany the nomination. Appointments and reappointments of honorary staff at Assistant professor and above are recommended by the College/Department council and approved by the ASRPSEC. The AAVP will subsequently approve the appointment of Assistant and Associate Professor and report to the Senate any such appointments. Appointment of Professor and Professor Emeritus is approved by University Senate.

42.4.3. Nomination and appointment of honorary staff request of the College/Department or School/Department must contain the following specific information that should be addressed to the approving organ:

- 42.4.3.1. The duties and responsibilities of the proposed appointee;
- 42.4.3.2. How the appointment will advance the University's contribution to research, teaching, community or professional service or the University's links with industry or government;
- 42.4.3.3. The benefits that will flow through to the academic unit from the appointment;
- 42.4.3.4. In case of reappointment, how the University has realized the expected benefits from the previous appointment.

42.5. Offer of Appointments

After the honorary appointment has been approved, AAVP will arrange for an offer to be sent to the nominee. Appointments of the level of honorary lecturer will be referred to the relevant College/department. Appointments up to Honorary Associate Professor referred to the Academic Staff Recruitment, Promotions, Scholarship and Ethics Committee. Appointments of Honorary Professor will be approved by the University Board. All appointment and promotion are bound by the University staff appointment and promotion regulation.

42.6. Professor Emeritus:

Tenured professors or associate professors may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus in accordance with the provisions of this Senate Legislation.

42.7. Period of Appointment:

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

42.8. Renewal of Appointment:

42.8.1. The proposal for renewing the appointment must follow the same process as for the initial appointment but also include a reflection on the benefits realized from the previous appointment.

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

42.9. Conditions of Appointment:

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

42.10. Promotion:

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

42.11. Patents and Exploitation of Invention:

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

Article 43: Criteria for Appointment and Promotion of Professional Librarians**43.1. Assistant Librarian V**

A candidate with qualification of BA, BSc in Library, information sciences or related fields

43.2. Assistant Librarian IV

BA, BSc in Library and/or information sciences or related fields and One year of effective experience as an Assistant Librarian V in an academic library.

43.3. Assistant Librarian III

43.3.1. BA, BSc in Library and/or information sciences or related fields and two years of effective experience in academic library; OR

43.3.2. The degree of Master of Library Science or Master of Library and Information Science or its equivalent.

43.4. Assistant Librarian II

43.4.1. BA, BSc in Library and/or information sciences or related fields; and three years of effective experience in academic library, OR

43.4.2. The degree of Master of Library Science or Master of Library and Information Science or its equivalent; and one year of effective experience in library as an Assistant librarian III.

43.5. Assistant Librarian I

43.5.1. The degree of Master of Library Science or Master of Library and Information Science or its equivalent; and three years of effective experience, at the rank of an Assistant Librarian II; and at least one publishable bibliography/catalogue favorably assessed by competent librarians, preferably senior advisors OR

43.5.2. Two years of effective experience at the rank of an Assistant librarian II; and at least one publication in a reputable journal OR

43.5.3. The degree of Doctor of Philosophy in Library Science or its equivalent.

43.6. Associate Librarian

The degree of MSc/MA/PhD in Library Science or its equivalent; and at least Four years of effective library experience at the rank of Assistant librarian I; and active participation in the University affairs and community services and at least two articles published in a reputable journal(s) since becoming Assistant Librarian I.

43.7. Librarian

43.7.1. The degree of MSc/MA/PhD in Library Science or its equivalent; and

43.7.2. Four years of library service as Associate Librarian; and

43.7.3. Dedication to and creative participation in university affairs and in community services outside the University; and

43.7.4. Four articles published in reputable journals and

Article 44: Teaching and Research Load

44.1. Load

Load is defined as the total credit hours of teaching and related assignment an Academic Staff carries, which takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, student advising, female tutorial, administrative duties, community service, and other items that the Senate considers as a load. Any Academic Staff is expected to spend 39 hours of work per week in preparing for courses, teaching, research, community service, administrative work, committee assignment, student advising, and the like. The full teaching load of a full time Academic Staff is 12 LEHs. Based on the assumption given in sub-article 1 of this Article, 12 LEHs are equivalent to 36 hours of work per week. Moreover, an academic staff performs additional assignments given by the University up to three hours per week including advising and/or consulting students. Furthermore, an academic staff of the University is expected to engage in research and community service activities. Accordingly, the load distribution of the two categories of an academic staff shall be as follows:

- **Teaching Staff:** It is required to devote 60% teaching, 25% research and 15% Community Service.
- **Research Staff:** It is required to devote 60% research and 25% teaching, and 15% Community Service.

44.2. Measurement Unit for Teaching Load

44.2.1. Teaching Load

44.2.1.1. The teaching load of an academic staff in both the regular and continuing education programs shall be expressed in terms of Lecture Equivalent Hours (LEHs). LEH is normally 1 credit hour, and a credit hour requires three (3) hours of workload.

44.2.1.2. A course having only lecture hours in ECTS curriculum structure is in a straight line identical to conventional credit hour system by excluding home study hours billed in ECTS. Therefore, for such courses: Credit Point (CP) in ECTS = Conventional Credit Hours (Cr. Hr.) = Lecture contact hours.

44.2.1.3. For a course that has lecture and tutorial hours in ECTS, multiplying tutorial hours in ECTS by $\frac{2}{3}$ and adding the result to lecture hours of ECTS is equivalent to credit hours in conventional system. Therefore, for such courses:

44.2.1.4. Credit hours (Cr. Hr.) in conventional system = $a + (b \cdot \frac{2}{3})$, where a = lecture hours in ECTS, b = tutorial hours in ECTS.

44.2.1.5. For a course that has lecture, tutorial and laboratory/practical hours in ECTS, multiplying each hour specified in tutorial and laboratory/practical in ECTS by $\frac{2}{3}$ and adding the results to lecture hours of ECTS is equivalent to credit hours in conventional system. Therefore: Credit Hours (Cr. Hr.) in conventional system = $a + [(b \cdot \frac{2}{3}) + (c \cdot \frac{2}{3})]$, where c = laboratory/practical hours in ECTS

44.2.1.6. For a course that is selected for female tutorial, the LEH is one fourth of the total credit hours of the course

44.2.1.7. For the purpose of computing teaching load: course credits, lab/tutorials, senior project/essay or thesis advising, etc., are expressed in terms of LEHs according to the following category:

- One undergraduate course credit: 1.0 LEH
- One graduate course credit: 1.5 LEH
- One-hour undergraduate Lab/Practical or Tutorial session: 0.67LEH
- One hour graduate program Lab/Practical/ or Tutorial session: 1.00LEH
- One undergraduate student senior project/essay advising: 0.4 LEH
- Undergraduate senior project/essay group advising: 0.5 LEH
- One PhD student Dissertation advising: 2.0 LEH
- One PhD student Dissertation Co-advising: 1.5 LEH
- One Master's Thesis advising: 1.5 LEH
- Master's Thesis Co-advisory: 1.0 LEH
- One practical attachment advising: 0.2 LEH
- Advising one medicine or DVM student: 1.0 LEH
- Tutorial hours for female or low performers:- one fourth of the credit hours of the particular course

44.2.2. Research, and Community Service Load

44.2.2.1. The teaching staffs of the University shall be engaged in research activities, and community service. However, not to take a big share of the teaching time, teaching

staff is not expected to be engaged in research and community service work for more than 40% of their time.

- 44.2.2.2. The RCSVP shall coordinate the development of directives for lecture equivalent hours of research undertakings. Among others, the basis for developing the lecture equivalent hours of research undertakings shall include involvement in project formulation and preparation, implementation, reporting and dissemination.
- 44.2.2.3. Research loads shall be 2 LEH for principal investigators, project coordinators, and their equivalents, and 1 LEH for each co-investigator, and project coordinators.
- 44.2.2.4. Community Service Load shall be 1.8 LEH for sole Initiator; otherwise, 1.2 LEH for principal Initiator, and 0.6 for each co-Initiators.
- 44.2.2.5. Academic staff can conduct two researches, provided that conduct one research as a principal investigator, and the other one as a co-investigator within one academic year; or one Academic staff can conduct three researches, provided that conduct these all researches as a Co-investigators within one academic year.
- 44.2.2.6. One Academic staff can provide two community services, one community service as a principal initiator, and the other one as a co-initiator within one academic semester or year; or one Academic staff can provide three Community service, as a Co-investigators within one academic year.
- 44.2.2.7. The duration of every research and community service shall be determined by the appropriate office of the University.

44.3. Class Sizes for Undergraduate per Section

- 44.3.1. Lecture classes except for language major students shall be 60 students
- 44.3.2. Language courses, 40-45 for language major students
- 44.3.3. Practical Lab and field sessions/practicum/CBTP, 25-30 students
- 44.3.4. Tutorial and seminar classes, 25-35 students
- 44.3.5. Tutorial class size for freshman female students shall be 10-25.
- 44.3.6. Tutorial class size for female students placed to department shall be from 5 to 25.
However, if the number of eligible female students for tutorial is less than five, students from different sections/department will be merged for similar courses. For less than five students, tutorial is not allowed, but the department shall find ways of support for such students.
- 44.3.7. For clinical attachment, 15-20 students
- 44.3.8. For graduate program Lecture and Practical's, 25, 15 students respectively

44.4. Expected load for Academic Staff

- 44.4.1. Full-time Academic Staff in academic departments: 12 LEHs
- 44.4.2. Full-time teaching staff with approved Research and Community Service project(s): 7.2 LEHs; (Further, research and community service load is treated as article 44.2.2)
- 44.4.3. University approved project coordinators/equivalent: 9 LEHs
- 44.4.4. Module/Course Team Leaders: 11 LEHs
- 44.4.5. Freshman Common course coordinator: 8 LEHs
- 44.4.6. Department heads, Academic unit coordinators, and other equivalent position: 6 LEHs
- 44.4.7. Deputy Director, Vice Dean, university level coordinators, and other equivalent positions: 5 LEHs
- 44.4.8. Directors, and Deans, and other equivalent positions: 4 LEHs
- 44.4.9. Campus Heads /Senior Director/Executive Directors/equivalent: 3 LEHs
- 44.4.10. Full-time administrative staff with home base in Academic Units (salary not paid by Academic Units): 3 LEHs
- 44.4.11. Research staff: 3 LEHs
- 44.4.12. Vice President: 3 LEHs
- 44.4.13. President: 0 LEHs
- 44.4.14. Research institute staff with home base in academic departments: 6 LEHs
- 44.4.15. Full teaching load is the number of credit hours beyond which an Academic Staff is not required to teach without compensation (extra pay).
- 44.4.16. Except in extra ordinary situation which shall be approved by AC, an academic staff is not expected to handle more than two different courses.
- 44.4.17. In case a course is offered to more than one section each extra section will be treated as separate class.

44.5. Maximum Extra Teaching Load (Overload)

- 44.5.1. In order to avoid overloading an Academic Staff to the detriment of the quality of education, the total full extra teaching load in the University, in both the regular, and continuing education program shall not be more than two courses.
- 44.5.2. In cases where Academic Units have serious shortage of staff and recognized by AAVP, the extra semester work load of an academic staff in the regular program shall not exceed six 6 LEHs for each category of staff, but still another 3 LEHS can be allowed by AAVP in the cases of very critical shortage of human power in someone's area of specialization.

44.6. Average Teaching Load and Academic Staff Requirements

- 44.6.1. It is recommended that an average teaching load of 9 LEHs in the undergraduate programs and 6 LEHs in the graduate programs be employed as the basis for determining departmental staff requirements. The average teaching load will be determined on a semester basis.
- 44.6.2. The computation of teaching load shall take into account credit hour, the numbers of courses, sections, lab sessions, Tutorial sessions

44.7. Overload in Teaching Assignments

- 44.7.1. An Academic Staff who, due to a serious shortage of staff, is assigned to take teaching duties in excess of the full load specified in sub-article 44.5.2 of this Article for the regular program can be compensated through remunerative compensation using government approved payment rate for overloads.

44.8. Reporting Teaching Load

Teaching loads for all staff members engaged in teaching (full or part time) shall be reported each semester by college/department heads through their respective heads to the AAVP on forms prepared for this purpose before the end of the fourth week after the start of classes. Justifications shall be provided in writing in instances where the teaching load of a fulltime academic staff is below 50% of his full load or above his maximum load.

Article 45: Study Leave

- 45.1. 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 reputable University leading to a higher degree in a particular field of specialization may be granted a study leave provided that it is in line with the staff development plan worked out by the respective Academic Unit, and approved at the University level.
- 45.2. For all Academic Staff, the leave provided in this Article should be taken only after a staff member has served for a minimum of two years in home University following employment or reinstatement or transfer before a study leave. However, under special circumstances, Graduate Assistants can be granted a study leave in a shorter time frame. Such special circumstances include the following:

- 45.2.1. The Academic Unit to which such a Graduate Assistant and Assistant Lecturer belongs has a great shortage of qualified Academic Staff, and it has been decided a priori that the Graduate Assistant would be granted a study leave in a shorter time frame.
- 45.2.2. The condition in 45.2.1 above is in line with the staff development plan of the University and approved by ASQEC.
- 45.3. Payment of salaries to staff members on study leave shall be governed by the applicable Government policy during the tenure of the leave.
- 45.4. A staff member who is on a study leave shall keep the University informed on each semester starting from the date of leave. These regular reports shall in all cases be endorsed by the appropriate academic advisor/s, or main Professor of the staff member in the University or college he is attending. Failure to submit such reports may result in the discontinuation of payment of salary that may lead to other appropriate actions.
- 45.5. An Academic Staff who, for acceptable reasons, cannot complete the required studies within the originally granted period of absence has to formally request the University. Such an extension shall be limited to a maximum period of one year for those pursuing masters or its equivalent degrees and a maximum of two years (i.e one year two times) for those studying PhD degree or its equivalent. While extension due to enrollment into a higher degree is not normally desired; extension may be granted upon the recommendation of the AC, and the approval of the AAVP.
- 45.6. The University reserves the right to claim damages from staff members who fail to return to their respective duties within the periods of time specified in the agreement made between the Academic Staff and the University.
- 45.7. A staff member who fails to return to the University to resume required duties within the periods of time specified in this article or fails to complete required studies due to incompetence or for unjustified reasons shall lose standing with the University. In the event of reemployment, the case shall be handled as though it were employment of first instance and services rendered to the University prior to the award of the study leave shall not count towards any benefits that may accrue.
- 45.8. An academic staff who has got the opportunity to continue his horizontal learning shall be granted study leave if his study can be justified, justification is valid on academic grounds and does not adversely affect the existing staff development plan, and teaching and learning process. Moreover, this study leave should be endorsed by department council, and College Academic commission; and then finally approved by AAVP.

Article 46: Research Leave

- 46.1. A full-time Academic Staff member who has served in the home University for a minimum of four consecutive/uninterrupted years is entitled to a research leave for a maximum period of six months with full pay, provided that the applicant has not taken any other academic leave during the four years preceding the anticipated starting date of the leave sought.
- 46.2. A Staff member requesting research leave under this Article shall present a specialized program of study or research to improve scholarly capabilities to the respective Academic Unit. In certain cases, such a leave could be a study leading to certificate, diploma or higher degree (as long as it is within the leave time frame). The applicant is required to continue rendering services to the University for a Minimum of one year upon completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff during the leave period plus damages.
- 46.3. Application for research leave shall be submitted by the staff member to the appropriate Head of Academic Unit three months in advance of the start of the leave. The Head shall convene the AC on and decide on the application of the Academic Staff. The decision of the AC shall be sent to the AAVP. The AAVP in consultation with the ASQEC shall grant the leave confirming that the teaching activities of the Academic Unit shall not be affected due to the leave for the period sought in which the leave is to be granted for the period of one year.
- 46.4. An Academic staff that is granted research leave shall be required to sign an undertaking to continue services to the University for a minimum period of one year after the completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries that were paid during the leave plus any other damages
- 46.5. Research leaves provided in this Article shall be granted with full pay and benefits.
- 46.6. Research leave may be extended without pay for a period not exceeding six months on the condition that:
- 46.6.1. The Academic Unit confirms that such extension will not seriously impede its academic or research programs;
- 46.6.2. The staff member concerned produces satisfactory evidence that the leave is necessary to complete the on-going piece of research, the output of which is expected to enhance knowledge and improve the teaching and research skills of the staff member.

Article 47: Sabbatical Leave

- 47.1. A full-time academic staff member who has reached the rank of an Assistant Professor and above served the University continuously with full duty for a period of seven years is entitled for a sabbatical leave, as a right and with full pay for a period of one year; and intends to continue 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 in accordance with the following conditions:
- 47.1.1. A staff member requesting for sabbatical leave under this Article shall present to the respective Academic Unit a program of study or research/ or other academic duties related to a particular area of specialization for scholarly development. In certain cases, such leave could be a study leave leading to certificate, diploma or higher degree, consultancy, employment, community development work and etc.
- 47.1.2. The staff member shall further be required to issue an undertaking to continue his association with the University for an indefinite period of time after the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff and other benefits during the leave period plus damages.
- 47.1.3. 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.
- 47.1.4. A staff member who served as academic administrator for at least seven years is entitled to a sabbatical leave at the end of uninterrupted seven years' service to the university.
- 47.2. Application for sabbatical leave shall be submitted by the staff member to their respective Head of Academic Unit six months in advance of the start of the leave. But such an intention should not necessarily be considered as a final application for a leave, which should be submitted at least three months before the intended departure.
- 47.3. The Head shall convene the AC and decide on the application for the Academic Staff. The College/Department shall ensure that the normal function of teaching and research will not be adversely affected by the departure of the staff member in question.
- 47.4. The decision of the AC shall be sent to the AAVP for final approval, confirming that the teaching activities of the Academic Unit shall not be affected due to the leave for the period sought in which the leave is to be granted within the period of one year.
- 47.5. Academic Staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to their sabbatical leave if they can demonstrate to the satisfaction of

their Academic Unit and the University that returning to full time duty would seriously jeopardize the completion of work on which they had spent the full length of their sabbatical. This additional leave of absence can be granted only if the Academic Unit determines that teaching activities in the unit would not be compromised and the right of other staff member for leave would not be jeopardized by the granting of the leave. Such a determination should be endorsed by the SC/DC. The AAVP in consultation with ASQEC shall further approve the decision of the SC/AC before the extension is granted.

- 47.6. An Academic Staff who is granted sabbatical leave shall be required to sign an undertaking to continue services to the University for a minimum period of two years after the completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries that were paid during the leave plus any other damages.
- 47.7. A beneficiary of a sabbatical leave shall upon completion of the leave, submit a report detailing experiences and/or accomplishments to the respective Academic Unit. Such a report should be in line with the original proposal for the leave. Failure to do this will be considered as a serious breach of duty.

Article 48: Other Leaves

- 48.1. An Academic staff member of the University shall be granted sick leave with full pay for three months and an additional six months of leave with half pay in the event of protracted illness within a given year. However, such sick leave should not exceed 16 months in four years' time. In either case, the leave shall be granted only where the staff member produces proof from a recognized medical institution that such a leave is medically required.
- 48.2. A University-employed spouse of an Academic Staff member, who is on a study leave 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 study leave is at least two years long and that the University unit for which the spouse works confirms that the granting of such a leave would not cause a serious disruption of its normal functioning. However, such leaves should not contravene with agreements entered with the University
- 48.3. Occasional leaves including those to attend seminars, workshops, symposia, short courses/training, etc. may be granted with full pay for a period not exceeding a total of 30 calendar days continuously in one semester. If such leaves are required for longer than one month in a semester the following conditions must be met:
- 48.3.1. The teaching assignment of the Academic Staff can be covered by another staff

- 48.3.2. The training is relevant to the professional development of the Academic Staff and the capacity building of the University;
- 48.3.3. The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;
- 48.3.4. The maximum duration of such a leave should not be more than three months in one academic year and cannot be granted in consecutive years.
- 48.3.5. Such leave of absence must be approved and endorsed by AC/DC, and any leave longer than one month at a time should be approved by the AAVP.
- 48.4. A full time Academic Staff may be granted leave without pay for a maximum period of two years without extension provided that the following conditions are fulfilled:
 - 48.4.1. The staff member applying for the unpaid leave of absence had not benefited from a study leave, a research leaves or a sabbatical leave during the three years prior to applying for such a leave.
 - 48.4.2. That the granting of the leave will not seriously disrupt the normal functioning of academic activities in the Academic Unit.
 - 48.4.3. The period of time for which the Academic Staff member would be on such a leave shall not be counted as a period of service to the University.
 - 48.4.4. A staff member eligible for such leave must have effectively served the University for a Minimum of five years altogether.

Article 49: Accumulating Leaves

Sabbatical and research leaves can be split, but can't be accumulated.

Article 50: Tenure

- 50.1. An academic staff may have tenured employment, which shall constitute a privilege and an incentive for professional excellence; and an academic staff shall attain tenured employment through service and scholarly contribution in teaching and/or research or institutional leadership.
- 50.2. A tenured academic staff shall have job security, and may not be dismissed from his position unless he has committed a serious breach of discipline as stipulated by the Senate Legislation.
- 50.3. 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.

50.4. 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:

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

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

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

Article 51: Criteria for Awarding Tenure

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

51.1. Academic staffs who hold the rank of Professor/Associate professor, or Academic Staffs (Lecturer and Assistance Professor) who teach in the university for ten years; and

51.2. Demonstrates a desire to continue to serve the University as a staff member for an indefinite period; and has demonstrated throughout their professional career:

51.2.1. Scholarly ability through teaching, research, publications or other contributions to the advancement of the respective academic field; and

51.2.2. 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 52: Procedure for Awarding Tenure

The University may offer tenure appointments on request of the applicant, endorsement of the AC/DC and approval of the Senate.

Article 53: Right of Tenured Staff

Academic Staff member awarded tenure is guaranteed continued employment by the University at their present rank, or any rank to be promoted, and at their present or any other salary scale or salary scale to which the Staff member may be elevated, so long as the Staff member does not violate any of the conditions justifying discharge of Academic Staff members

Article 54: Property Clearance

54.1. University property clearance shall be required of all members of the Academic Staff at the termination of their contracts or upon being granted sabbatical, research and study leaves or any other leaves that extend beyond six months.

- 54.2. The University issues letters of support to appropriate organization, when these are required, only where the provisions of sub-article 1 of this Article are complied with and/or a guarantor is provided.
- 54.3. Without prejudice to other pertinent laws, any applicant to an academic staff position shall be considered for employment only if he presents clearance certificate /release from his past employer at the time of employment.
- 54.4. Without prejudice to other applicable laws, any academic staffs who has been terminated or absent from the work without having convincing reasons, and who has not completed contractual agreement terms clearance certificate and working certificate shall not be awarded.

Article 55: Academic Freedom

- 55.1. 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.
- 55.2. However, the academic freedom recognized under sub-article 1 of this Article should 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.
- 55.3. 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/DC and approval of the RCSVP.

Article 56: Dissemination of Findings

- 56.1. An academic staff member has the right to disseminate his findings within or outside the University through any media. He shall also have the right to demand the establishment of media for the dissemination of his findings where such appropriate media do not exist subject to feasibility and the University's competence.
- 56.2. Dissemination of research findings may not, however, be exercised in the name of the University without scrutiny of the College and RPD, and the approval of the RCSVP.

Article 57: Arrest or Conviction

An Academic Staff member who is arrested, charged with, or convicted of, any criminal offence, save for petty offences like violation of traffic regulations, and the like shall take all reasonable measures to inform anyone of the respective superiors.

Article 58: Working for other Institutions or Private Interest

- 58.1. An Academic Staff member shall give full energy and attention to the best of his ability, to the required duties in the University unless with the endorsement of head of the Academic Unit and approval of AAVP, assigns duties for other institutions.
- 58.2. No Academic Staff member shall undertake any outside activity which may tend to impair his usefulness to the University or conflict with their duties.
- 58.3. 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.
- 58.4. The provisions of this Article, however, shall not be deemed to constitute a bar on an Academic Staff member from participating in social organizations, civil societies, and professional associations without affecting the University working time.

Article 59: Breaches of Duty and Disciplinary Regulations**59.1. Minor Disciplinary Offenses**

The following acts and/or forbearances, which are not committed repeatedly, shall constitute non-serious breach of duty and/or violation of disciplinary regulations by an academic staff.

- 59.1.1. Unpunctuality to any of duties/responsibilities to be discharged in the University;
- 59.1.2. Dressing clothes below the standard of an instructor and inappropriate clothing which does not go with the profession of teaching;
- 59.1.3. Inappropriate wordings and annoying intonation in speeches;
- 59.1.4. Failure to give the appropriate responses to any requests presented by the concerned body of the University;
- 59.1.5. Absence from classes, invigilation duties, meetings, and extra without adequate reasons and prior permissions from the immediate responsible body of the University;
- 59.1.6. Negligence of responsibilities and duties;
- 59.1.7. Failure to submit grades on time according to the centralized schedule produced and distributed by the office of the Registrar).

59.2. Serious Breach of Duties

The following acts and/or forbearances shall constitute serious breach of duty and/or violation of disciplinary regulations by an Academic Staff.

- 59.2.1. Willful refusal to perform assigned teaching and/or research function or assignments of the University or college/department committee;
- 59.2.2. Willful failure to perform any one or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties and responsibilities specified under the provisions of Article 30 of this Legislation;
- 59.2.3. Continuation of a willful course of conduct, despite warning from the head of Academic Unit specifying the conduct disapproved of, that demonstrates open disloyalty to, and disrespect of, the University or causes unjustified embarrassment to the University and harm to its programs;
- 59.2.4. Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty;
- 59.2.5. Continuation of a willful course of conduct, despite warning by Academic Unit head specifying the conduct disapproved of, that exhibits neglect of duties, repeated absence from class/invigilation, failure in grade submission, habitual drunkenness or similar breaches of social decorum, which produce serious embarrassment to the University;
- 59.2.6. Abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned;
- 59.2.7. Favoritism in grading, sexual harassment, molestations, physical violence, incitements of riots and ethnic clashes, theft/breach of trust, abuse of power and accepting bribes.

Article 60: 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.

60.1. Measures to be taken for Minor disciplinary breaches

- 60.1.1. Oral warning;
- 60.1.2. Written warning;

60.2. Measures to be taken for serious disciplinary breaches

- 60.2.1. Final written warning;
- 60.2.2. Fine up to one month salary;
- 60.2.3. Fine up to three months' salary;

- 60.2.4. Withholding the next academic rank or salary increment up to the period of two years;
 60.2.5. Dismissal.

Article 61: Disciplinary Action by a Head of the Academic Unit

A head of Academic Unit may take measures specified under 60.1, 60.2.1, and 60.2.2, of Article 60. Any sanctions beyond these shall be referred to AAVP. An academic staff dissatisfied with the action taken by the head of the Academic Unit can appeal to the AAVP, whereas appeal against AAVP decision shall be submitted to the President, within two weeks.

Article 62: Academic Staff Disciplinary Committee (ASDC)

- 62.1. At each college or equivalent institute of the University there shall be established ASDC accountable to the respective head of the College.
- 62.2. When there are cross-cutting disciplinary that cannot be seen by the College/Institute ASDC, or in events that the AAVP finds it necessary to scrutinize the findings of ASDC, the AAVP/President shall set up an ad-hoc disciplinary committee. The composition of the committee is at the discretion of the AAVP. However, there shall, at least, be a member from the Academic Unit of the staff member, whose case is under scrutiny.
- 62.3. The ASDC shall be chaired by a senior Academic Staff member to be assigned by the head 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 campus from among the full-time staff members for a period of two years.
- 62.4. The ASDC shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations by an Academic Staff submitted to it in accordance with the provisions of sub-article 6 hereof.
- 62.5. 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.
- 62.6. An initiation of disciplinary proceedings shall be made in writing including the name of the accused particulars of the offense, the time and place of the offense, list of the evidences and contravened provisions of the law.
- 62.7. Proceedings before the ASDC may be initiated by:
- 62.7.1. The head of the Academic Unit where an Academic Staff is said to have committed a serious breach of duty or violation of disciplinary regulations;
- 62.7.2. Colleagues, students and/or any other officer of the University who have sufficient and substantiated reasons to believe that a staff member is responsible for violation of disciplinary regulations, serious or otherwise.

62.8. The findings of the ASDC and the recommendations of the sanctions to be applied thereon shall be submitted to AAVP.

62.9. The AAVP, upon the recommendation of the ASDC, shall take the sanctions under Article 60.2 (3-5).

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

Article 63: Disciplinary Actions by the AAVP

63.1. Upon the recommendation of the ASDC and endorsement of the same by the academic unit of the respective College, the AAVP, may take anyone of the sanctions under Article 62 sub article (7-9) against a staff member found to be responsible for serious breaches of duty and/or violations of disciplinary regulations.

63.2. In the event that the AAVP finds it necessary to scrutinize the findings of ASDC, he may set up an ad-hoc disciplinary committee. The composition of the committee is at the discretion of the AAVP. However, there shall at least be a member from the College of the staff member whose case is under scrutiny.

Article 64: Appeal

64.1. An academic staff member dissatisfied with the sanction taken by the AAVP in accordance with the provision of Article 60 and 63 may appeal within a week for reconsideration of the case by the President of University whose decision shall be final.

64.2. A party intending to lodge an appeal in pursuance of the provisions of sub-articles 10 of Article 62 and sub-article 1 hereof shall waive his right if he fails to file his appeal to the appropriate authority within two weeks after he has received a written notification of the decision he is dissatisfied with.

Article 65: Use of Salale University Property for Personal Purposes

The use of any SIU property by an academic staff member for personal purposes is subject to the written approval of the appropriate University authority.

CHAPTER FOUR

PROGRAM DEVELOPMENT AND REVIEW

Article 66: Procedures for Program Development and Review

66.1. Needs Assessment shall be carried out at two levels:

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

66.1.2. The program level need assessment refers to the investigation of the felt and anticipated need of the society for the specific program. At this stage the economic feasibility of the program is checked by preparing detailed business plan. Depending on the results of program level need assessment and/or business plan the need for initiating a program can be acceptable or unacceptable; in the latter case it can either be modified or dropped. In order to avoid unnecessary duplication and to comply with the government policy, the Ministry of Education is expected to periodically review national needs and issue directions on the fields to be launched.

66.2. Drafting the curriculum involves the following detailed activities:

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

66.2.2. Developing acceptable evidence to assure the desired results/outcomes are achieved;

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

66.2.4. Work out inputs required (facilities, human resource, and the like.);

66.2.5. Determine admission and certification/graduation requirements;

66.3. Review Workshop and Program Approval:

It is a forum where a completed draft curriculum is presented to internal and external stakeholders for further feedback and enrichment. After the review workshop the comments shall be incorporated and the final document shall be presented to AAVP for final approval. The program shall be approved by the University Senate following appropriate channel. The approved program/curriculum shall be sent for accreditation. However, the program can be launched without being delayed by the accreditation process. Moreover, the quality of the program shall be audited in accordance with the guidelines set by Higher Education Relevance and Quality Agency (HERQA).

CHAPTER FIVE

ACADEMIC RULES AND REGULATIONS

Article 67: Policy Premises

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

Article 68: Academic Calendar

68.1. In its regular program, the University shall have a two-semester calendar each of sixteen to twenty weeks running from September to June. In Continuing and Distance Education Program (CEDP), there are two semesters from sixteen to twenty weeks each the same with the regular program, and a summer term of eight weeks. Health Sciences Programs may employ a system of annual rather than semester course offerings.

68.2. The calendar for each year shall be prepared by the University Registrar in consultation with the AAVP and approved by the Senate. The University calendar, among other things, shall provide the following: admission, readmission and registration; adding and dropping of courses/modules, examination periods, beginning and end of semesters, inter-semester breaks, application of research, community service and teaching material proposals, proposal defense, annual research review, last date for reporting exam results to the registrar, date of submission of annual research progress reports to the office of the RCSVP, instructor evaluation weeks, the regular meetings of the Senate, final thesis submissions and open defense dates, etc.

Article 69: General Provisions on Admissions to Undergraduate Programs

69.1. Admissions to undergraduate programs of any institution from preparatory schools shall be based on completion of the preparatory program and obtaining the necessary pass marks in the Ethiopian Higher Education Entrance Examination (EHEE). 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.

69.2. Admissions to all undergraduate continuing education programs shall be processed, according to policies set for such admissions, through the Academic Units, in consultation with the University Registrar.

69.3. The University in certain circumstances may admit students jointly with other affiliated universities or institutes and such admission may be processed at any time of the academic calendar as deemed appropriate. Students should be admitted to only one program at a time.

69.4. Without prejudice to other provisions of this Article and the Proclamation and other applicable laws, every institution shall admit technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry.

Article 70: Admission Requirements

70.1. Regular Admission

Admission made as per the criteria set by the Ministry of Education.

70.2. Special Admission

70.2.1. Special admissions into some programs may be granted to attract potentially resourceful candidates such as mature students. Details shall be set by the APGC.

70.2.2. A student who has successfully completed a set of particular modules which entitles him to a degree may also peruse other related modules and earn another degree continuously. Details guidelines shall be worked out by ASQEC

70.2.3. Other special admission, such as students from disadvantaged areas, physically challenged student, student needing special training etc. may be granted by the decisions of the University.

Article 71: Private Admission

71.1. Private applicants who fulfill admission requirements as regular students and produce evidence of financial support to cover full tuition fees and other expenses may apply for admission into the regular program. However, it should be approved by the APGC.

71.2. Under any circumstances the private admissions to a regular program should not exceed 5% of the total students admitted in the program. The registrar's office shall set guidelines for such admissions which would be reviewed periodically and approved by the Senate.

Article 72: Advanced Standing Admission

A student may apply for advanced standing admission if he:

- 72.1. Has completed a minimum of one academic year of study in good academic standing in an Ethiopian institution of higher education or in a foreign institution recognized by the Ministry of Education or has a diploma in the same or related field he is applying for (if applying for admission into a degree program) from an institution of higher learning; and
- 72.2. Meets the special requirements of the College or Department he is applying to such requirements must have already been approved by the various relevant bodies of the University and are communicated to the Registrar well ahead of the dates of application;
- 72.3. A student admitted in accordance with the conditions set forth under the provisions of sub-article 1 of this Article may be exempted from courses of equivalent standard to the courses that he has already taken.
- 72.4. Without prejudice to the provisions of sub-articles 1 and 2 hereof, the Academic Commission shall draw up programs of study for students admitted on advanced standing basis that will lead them to qualify for the degree sought.

Article 73: Choice of Program of Study

- 73.1. Students will be admitted into the programs of their choice on a competitive basis using their grade as a measure. However, special provisions shall be made for female students and other socially disadvantaged groups that require affirmative action.
- 73.2. 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 need to be developed by the relevant Academic Units and approved by the APGC.
- 73.3. Students shall fill out application forms indicating their choices of discipline, grade and other particulars for review by the APGC.
- 73.4. 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, and the like.
- 73.5. Regular students sponsored by governmental institutions to fill specific vacancies shall be placed in the program of the desired study provided that they meet the minimum entrance requirement for the program and they provide letters from the heads of regional governments justifying the need for admission into the desired program. However, such admission depends on the availability of place in the particular program.

- 73.6. Physically challenged students shall be placed in accordance with the general regulations governing placement, taking into consideration wherever necessary, their specific needs.
- 73.7. When there are more applicants with the same grade indicating the same level of preference to a program than places therein, applicants with better grades in the specific entrance requirements shall be given priority.
- 73.8. The Academic Unit shall notify the relevant heads/director about placement results and if departments or students have complaints on the results, these should be attended to within one week following the announcement.
- 73.9. An applicant who believes that there was an error in the placement may report the case to the Academic Unit and University Registrar for review.
- 73.10. The Academic Unit, through the University Registrar, shall report to the Senate all admissions and placement made in the University.

Article 74: Registration

- 74.1. All students who have been approved for admission to the university must register in person. Registrar office conducts registration on pre-arranged day and time. Once the regular registration period is over, there is a further two-day late registration period; unless otherwise temporarily altered by the University Senate or Academic Commission.
- 74.2. Students are expected to register within the normal registration period which is fixed with due consideration to several factors. Student, who fails to register in this time due to unexpected, difficulties and delays, may register late, on the dates set by the university for this purpose. However, they must pay a penalty. Students who fail to register within the dates set for both normal and late registration are subject to disqualification from the university for at least one year.

Article 75: Withdrawal and Dropout

- 75.1. Students who intend to dropout or withdraw from the university for a semester or a year must discuss the matter thoroughly with their Academic Advisor. The university does not encourage dropping out or withdrawal unless the student's problem is a very serious one, and students who dropping out or withdraw for inadequate reasons will be denied readmission.
- 75.2. Application to withdraw must be made within six weeks after registration for the semester and presented to the respective department or school head. Reason for withdrawal must be supported by reliable medical or social evidence/s.

75.3. The application and necessary documents are then forwarded to the Academic Commission for a final decision. If permission to withdraw is granted, the Office of the Registrar must be notified immediately and the student must begin the clearance process.

Article 76: Clearance

76.1. Upon completion of each academic year, and upon graduation, students must undergo proper clearance procedures. If such procedures are not strictly followed, a student may later deny use of all university services.

76.2. Every student must collect three copies of clearance form from the Registrar Office or from their respective Department. After completing the forms and having them signed by appropriate offices, the student should submit one copy to the registrar, one to his school or department, and keep the last one for his own records.

76.3. No transcripts, degrees, diplomas and letters of recommendation or other services will be issued to students who cannot produce an appropriately signed clearance form.

Article 77: Major and Minor Fields of Study

When circumstances require the University may design major and minor courses and the proportion thereof may be decided by the guidelines to be developed by ASQEC.

Article 78: Transfer of Students

78.1. Regular Program

78.1.1. A student may transfer from one program to another program within or across Academic Units under the following conditions:

78.1.1.1. Students requesting transfers must have completed a semester in their departments but should not have completed beyond first year of their education.

78.1.1.2. If the transfer is within the same college, Head of the college involved, in consultation with the respective AC/DC approves the transfer. The decision shall be communicated to the Office of the Registrar.

78.1.1.3. If the transfer is inter-college/schools, the colleges deans in consultation with the respective schools/departments and the University Registrar approves the transfer.

78.1.1.4. All transfers must be processed by the University Registrar within two weeks following the beginning of classes.

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

78.1.1.6. Academic Units shall publicize transfer possibilities, if any, within the first week following the day classes are scheduled to begin.

78.1.2. Inter-University Transfer:

- 78.1.2.1. Students seeking transfer to the University from other universities should have stayed in their Academic unit/program of study of the previous University for at least one semester but not exceeding one third of the total duration of the program.
- 78.1.2.2. Admission on the basis of inter-University transfer shall be granted in a transparent manner, and the transfer process shall be handled by the University Registrar and Heads of Academic Units with the approval of the AAVP.
- 78.1.2.3. Inter-University transfer applies only as between the University and another public higher education institution, and A student can only be transferred to a program that is similar to his enrolment in his previous institution.
- 78.1.2.4. Applications for transfer shall be considered exceptionally and the university may accept only 5% of total students on the basis of availability of space, facilities and provided that the applicant has obtained grades that would normally be required of students for enrolment in the programs concerned.
- 78.1.2.5. The applicant shall have attended at least one semester in his previous institution at the time of request for transfer and must be in good academic standing. Students with F, NG, DO or I grade, and CGPA less than 2.00 will not be transferred.
- 78.1.2.6. Application for transfer to a university is accepted only if the applicant is free from any disciplinary records in his previous University.
- 78.1.2.7. Transfer may be permitted only when student will get a better learning environment as a result of the transfer and there are convincing reasons that supported by evidence from Hospital Boards or legal institutions (Woreda/Cities/Zonal office).
- 78.1.2.8. A student dismissed from his previous institution shall not be eligible for transfer.
- 78.1.2.9. Exchange of institution between or among students shall not be allowed.
- 78.1.2.10. The applicant shall produce from the institution of origin a letter that proves the consent of his institution and one which testifies that he has no academic problem.
- 78.1.2.11. The applicant has to present a letter of clearance and withdrawal from his previous institution after his transfer is accepted or endorsed.
- 78.1.2.12. Transfer shall be made twice in one academic year. Hence, application time for transfer is in July-August and January- February of each year.
- 78.1.2.13. In case of decline by respective office to approve the transfer request, students may appeal to the next higher office in the structure.

78.2. Continuing and Distance Education Program

78.2.1. Transfers from program to program or from one Academic Unit to another within CDEP shall be handled as per the provisions made for regular students.

78.2.2. Procedure of Transfer:

78.2.2.1. The Office of the Registrar shall request deans for the available space in all years of study for accommodating students to be transferred, and compile intake capacity of every department.

78.2.2.2. A student wishing to transfer will be required to fill in a Transfer Application Form which shall be available at the Registrar Office.

78.2.2.3. The form must be completed and returned to the Office of the Registrar during the registration week for the semester into which enrolment is required.

78.2.2.4. Documents to be deposited along with the application for transfer include:

78.2.2.4.1. Copy of the Original transcript;

78.2.2.4.2. Authentic and relevant evidence for transfer, approval letter of transfer from his previous institution and

78.2.2.4.3. Document that shows his academic status and results.

78.2.2.5. Upon receipt of the application, the Office of the Registrar shall consult the College Deans and Dean of Student Office for availability of space.

78.2.2.6. The dean shall inform the decision to the Registrar Office. Copy of the decision shall be communicated to the Office of the AAVP and Dean of Students' Office.

78.2.2.7. A student whose application for transfer has got acceptance shall report and get register, under pain of forfeiture, by the first week of the semester at the latest.

78.2.2.8. A student whose application for transfer has been rejected may appeal, within a maximum of eight days, to the Office of the AAVP whose decision shall be final

78.2.3. Transfer shall take place within the same programs only.

78.2.4. 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.

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

78.2.6. Academic Unit may accept or reject transfer requests on the basis of availability of place and facilities on a competitive basis. Such decisions shall be approved by the relevant AC/DC and forward to the Registrar.

78.2.7. All transferred students shall pay all fees applicable to CDEP under exceptional conditions, such students may be allowed to take courses offered in evening, Summer

or regular programs as their situation warrants such an arrangement and when approved by the AC/DC.

Article 79: Academic Advisor/ Guidance and Counseling

- 79.1. Each student is assigned to one academic staff member in his Academic Unit who serves as his Academic Advisor. Students shall have the right to discuss with their Advisor all personal, social and other any problems that threaten their academic performance.
- 79.2. The Academic Advisor shall keep close track of the students assigned to him and is available for consultation and advice on request.
- 79.3. The advisor shall maintain records of each student's performance, and advises the School/Department if serious problems arise requiring their intervention. All documents relating to a student are maintained in strictest confidence.
- 79.4. Students will also benefit from the guidance and counseling office if their problems are beyond the capacity of their advisors.
- 79.5. When there is change of advisors there should be proper handover of students' record.
- 79.6. The academic advisor in charge of this activity should be accountable and will be evaluated accordingly by the head of the academic unit.

Article 80: General Provisions on Modular Courses

- 80.1. All courses shall be modular.
- 80.2. While more than one module can be offered in a semester there shall not be a single module to be stretched to the next semester if the competence of the module to be measured is not a semester based.
- 80.3. All modules offered by the University shall be coded and the system of code numbering courses shall be provided by the Registrar as approved by the ASQEC of the Senate.

Article 81: General Education Modular Courses

- 81.1. All students pursuing undergraduate programs, in the University shall satisfy the general education requirements of this Article.
- 81.2. General education modular courses consist of courses selected for the purpose of:
- 81.2.1. Enabling students acquire necessary communication and analytical skills that enhance their capacities to benefit from their specialized training; and
- 81.2.2. Developing sound awareness in students' physical and social environment in which they will live and work.

81.3. The number of general modular education courses should depend on the extent of coverage of such courses in the curricula of preparatory schools or in their foreign equivalents and the minimum requirements approved in the curricula of each program.

Article 82: Elective Modular Courses

Each Academic Unit may provide its students with opportunities to take a certain number of elective modules.

Article 83: Phased-out Modular Courses

83.1. Students who have taken and passed phased-out modular course in the university system are not required to take the equivalent new course upon readmission into the program.

83.2. Students who have scored 'F' in phased-out courses shall be required to remove their F's by taking equivalent modular courses as determined by the AC/DC of Academic Unit in which they are enrolled. Course equivalence should be prepared for each modular course in the curriculum of a program. However, if equivalent course is not found, in the new curriculum the initial grade point shall be discarded regardless of any grade achieved.

Article 84: Semester Load for Regular Students

84. A minimum ECTS or credit hours for full-time regular students shall be 25 ECTS or 15Cr.hrs per semester. However, students with special needs may drop one course per semester from their batch to be approved by Department Council (DC). In a normal situation, the maximum load is 32 ECTS or 19 credit hours unless otherwise stated in the course catalogue/curriculum. However, with some special conditions, and based on the Senate approval, it may go up to 35 ECTS or 21 credit hours. A student who has justifiable reasons for deviation from the normal maximum load has to secure a special permission as mentioned below:

84.1. A non-graduating student wishing to deviate from this requirement (32/19 ECTS/Cr hrs.) shall obtain a special permission from the department in which he is doing his major work and the dean of his college, and approved by the AC. The maximum load with special permission may not, however, exceed 37 ECTS or 23 credit hours.

84.2. Notwithstanding the provisions of sub-Article 1 hereof, a graduating student may be granted special permission to take up to 39 ECTS or 24 credit hours.

Article 85: Semester Load for Continuing and Distance Education Program Students

85.1. The normal load in evening and weekend programs shall be 14 to 20 ECTS or 8 to 12 credit hours per semester unless otherwise prescribed in the course catalogue.

- 85.1.1. A student may be allowed to deviate from the maximum load i. e 20 ECTS/12 Cr.hrs with special permission as given hereunder:
- 85.1.2. A non-graduating student and a graduating student, wishing to deviate from this requirement (20/12 ECTS/Cr hrs.) shall obtain a special permission from the head of the department in which he is doing his major work and the dean of his college, and approved by the AC. The maximum load with special permission should not, however, exceed 27 ECTS or 16 credit hours.
- 85.1.3. The normal load for evening and weekend students in a summer semester shall be 10 to 14 ECTS or 6 to 8 credit hours.
- 85.2. The normal semester load in the continuing Education for summer students shall be 20 to 25 ECTS or 12 to 15 credit hours.
- 85.2.1. For the purpose of determining the academic status of students in summer in-service programs one summer term is called summer semester. Two summer terms and the distance semester (distance courses) shall be equivalent to first regular academic year. When the in-service summer program has distance education courses, one summer term and distance semester shall be considered as one regular semester and academic status shall be decided accordingly. Courses taken by summer students in between summer are calculated together with the results of the subsequent semester.
- 85.2.2. The Semester Average Number Grade (SANG) or SGPA calculated at the end of each Summer Semester (providing that the Cr. hrs. taken is equal to 15), in conjunction with Cumulative Student Status, shall be used to determine the academic status of a student.

Article 86: Duration of Study and Validity of Modular Courses

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

- 86.1. Study duration for undergraduate degrees in regular programs shall be from 4 to 6 years.
- 86.2. The duration of study for undergraduate degrees in the continuing education programs may be five to eight years depending on the program.
- 86.3. The maximum length of time students may stay in such programs (sub articles 1 and 2 of this article) may not exceed twice the normal study duration depending on the program.
- 86.4. A student who fails to complete any studies within the maximum length of time permitted (sub-articles 1 to 4 of this Article) shall be cancelled from that program. However, he will be certified for the modules successfully completed.

Article 87: Credit Requirements

- 87.1. A credit value is defined as 50 minutes in lecture, three (3) hours of laboratory/ practical and two (2) hours for one tutorial work guided activity. This definition shall not be applied to academic teaching and research load, but the actual staff load shall be determined as per Article 44 of this Legislation.
- 87.2. The minimum total credit points for four years bachelor program shall be 240 ECTS or 145 credit hours while the maximum is 260 ECTS or 155 credit hours.
- 87.3. The minimum total credit points for five years bachelor program shall be 300 ECTS or 182 credit hours while the maximum is 330 ECTS or 195 credit hours.
- 87.4. The minimum total credit points for six years professional doctoral degree program shall be 360 ECTS or 218 credit hours while the maximum is 510 ECTS or 270 credit hours.
- 87.5. The proportion of time (lectures, laboratory works, tutorials, home study, etc.) allotted for a particular course shall be determined by an Academic Unit offering that course and follows the approval of the AC/DC.

Article 88: Undergraduate Grading System

- 88.1. The grading system and grade point by letter for undergraduate program students shall be as indicated in the table below.

Raw Mark	Interval [100 %]	Grade Point by Letter	Status
[90,100]	4	A+	Excellent
[85,90)	4	A	
[80,85)	3.75	A-	
[75,80)	3.5	B+	Very Good
[70,75)	3	B	
[65, 70)	2.75	B-	Good
[60, 65)	2.5	C+	
[50, 60)	2	C	Satisfactory
[45, 50)	1.75	C-	Unsatisfactory
[40,45)	1	D	Very Poor
<40	0	F	Fail

- 88.2. For any module/course having lecture, laboratory/practice and tutorial, raw mark evaluation should be treated independently out of 100%.
- 88.3. The final grade is obtained based on the sum of the percentage of independent raw mark with its weight given for each course elements.
- 88.4. Semester Average Number Grade or Semester Grade Point Average is determined by dividing grade points earned by the number of ECTS/credit hours in a semester.

- 88.5. The final grade of a module is obtained based on the sum of the grades of independent courses with its weight given for each course in that module.
- 88.6. In cases where a student does not have full examination records, the instructor shall record “NG” for No grade. All “NG” s shall be changed to one of the following:
- 88.6.1. To an “I” (incomplete) by the AC/DC in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the modular course;
- 88.6.2. To a “W” (withdrawn) by the head/registrar for a student who has formally withdrawn from the program within Six weeks after the beginning of the semester; OR
- 88.6.3. To a ‘DO’ (dropout) by the Head/Registrar for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the University and the time limit specified in the provisions of sub-article 88.6.2 hereof or has not produced evidence justifying a failure to sit for the exam(s);
- 88.6.4. Neither ‘W’ nor ‘DO’ shall play any part in the computation of the semester Average Number Grade/Semester Grade Point Average;
- 88.6.5. A student who obtains a ‘DO’ for a course or courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by the University to the appropriate AC/DC within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic ‘F’ grade;
- 88.6.6. If a student repeats a course, the initial credit hour and grade shall appear on the transcript, but be ignored in calculating the SGPA/SANG whether or not there is a change in the grade;
- 88.6.7. All required non-credit work shall be recorded with a grade of “P” (Pass) and “F” (Failure), but neither shall be included in the computation of the SGPA/SANG;
- 88.6.8. A double asterisk (**) shall be entered in place of a letter grade in those rare cases where a course is in progress and no work has been completed to give the instructor a basis for giving a grade.

Article 89: Earning Credits on the Basis of Examination

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

- 89.1.1. If an Academic Unit offers courses for which it accepts the earning of credit through examinations alone, it shall submit a list of such courses to the Registrar's office to be approved by the ASQEC of the Senate.
- 89.1.2. Of the total number of credit points required by Academic Unit for graduation, not more than 20% shall be taken through earning credits on the basis of examination.
- 89.1.3. Any student that can present sufficient and convincing evidence to the head of the Academic Unit showing the acquisition of knowledge, insight or skills taught in any of the courses listed as per sub article of this Article, shall register during the regular registration periods to obtain credits through examinations only
- 89.1.4. Registration to earn credits on the basis of examinations should be approved by the concerned AC/DC and APGC.
- 89.1.5. Students who have registered for modules/courses 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 90: Student Academic Achievements

- 90.1. At the end of each semester, the Academic Unit will examine the case of student who fails to achieve the required academic standard in line with the University Legislation.
- 90.2. One semester in the regular program is equivalent to two semesters/terms in the continuing and distance education program. The academic status of continuing education student (evening/weekend) is, therefore, determined every other semester.
- 90.3. For summer programs, the academic status of the students shall be determined for a minimum of 15 Cr. hrs. Or 25 ECTS.
- 90.4. Grade report is issued for semester in which the status is determined by AC.

Article 91: Academic Status of Undergraduate Students

91.1. Academic status of undergraduate students is shown below:

91.1.1. First Year Students

91.1.1.1. A first-year student whose first semester SANG is greater than or equal to 1.75 can pass to second semester.

91.1.1.2. A first-year student whose first semester SANG is greater than or equal to 1.5 and less than 1.75 shall be warned and can pass to second semester.

91.1.1.3. A student who, at the end of the first semester, receives an SGPA/SANG of greater than or equal to 1.25 and less than 1.50 shall be academically dismissed with readmission (ADR).

91.1.1.4. A first-year student whose first semester SANG is less than 1.25 shall be academically dismissed (AD).

91.1.1.5. Accordingly, therefore, the status of First Year students in the first semester is determined as in the following table:

Year	Semester	Final Status	Previous Status	SGNA	CGNA	No of F Grade	Cr.Hrs
I	I	AD	Any	value < 1.25	Any	Any	Any
		ADR	Any	$1.25 \leq \text{value} < 1.50$	Any	Any	Any
		Warning	Any	$1.50 \leq \text{value} < 1.75$	Any	Any	Any
		Pass	Any	value ≥ 1.75	Any	Any	Any

91.1.2. First Year Second Semester and Above Students

91.1.2.1. A student, who fails to achieve either SGPA of at least 1.75 and/or a CGPA of at least 2.00 at any semester, shall be warned.

91.1.2.2. Students with the status of probation shall be further approved by academic commission

91.1.2.3. If a student's SGPA/SANG is less than 1.75 and his CGPA/CANG is less than 2.00 at any semester the student is subject to ADR.

91.1.2.4. A student who fails to achieve a SGPA/SANG of 1.00 at any semester is subject to Academic Dismissal (AD).

91.1.2.5. A student, who for a second consecutive semester scores either an SGPA /SANG of less than 1.75 or fails to maintain a CGPA/CANG of 2.00, is subject to ADR unless put on probation

91.1.2.6. A student who is academically dismissed with readmission may get probation based on the decision of the Department Council.

91.1.2.7. A student who is subject to dismissal can't claim probation as a matter of right.

91.1.2.8. Students who are academically dismissed with readmission may apply for readmission for the next year in the same semester.

91.1.2.9. A student who earns a "C" (2.0) grade or above in all courses of a semester shall be in good standing.

91.1.2.10. The head of the Academic Unit shall warn a student, when he/she falls under warning category as shown on the above table.

91.2. Any consecutive warning, except in the first year leads to Academic Dismissal with Readmission.

Year	Semester	Final Status	Previous Status	SGNA	CGNA	No of F Grade	Cr. hrs.
I	II	Pass	Any	value ≥ 1.75	value ≥ 2.00	Any	Any
		Probation	Warning	value ≥ 2.00	value < 2.00	Any	Any
		Probation	Pass	1.50 \leq value < 1.75	value ≥ 2.00	Any	Any
		Warning	Pass	value ≥ 2.00	value < 2.00	Any	Any
		Warning	Pass	1.00 \leq value < 1.50	value ≥ 2.00	Any	Any
		Warning	Pass	1.75 \leq value < 2.00	1.75 \leq value < 2.00	Any	Any
		ADR	Warning	value ≥ 2.00	value < 1.75	Any	Any
		ADR	Pass	1.50 \leq value < 1.75	value < 1.75	Any	Any
		ADR	Any	1.75 \leq value < 2.00	value < 1.75	Any	Any
		ADR	Any	1.00 \leq value < 1.50	1.50 \leq value < 2.00	Any	Any
		ADR	Warning	1.00 \leq value < 1.50	value ≥ 2.00	Any	Any
		ADR	Any	1.50 \leq value < 1.75	1.50 \leq value < 1.75	Any	Any
		ADR	Warning	1.75 \leq value < 2.00	1.75 \leq value < 2.00	Any	Any
		AD	Any	value < 1.00	Any	Any	Any
II and above	Any	Pass	Warning	1.75 \leq value < 4.00	2.00 \leq value ≤ 4.00	Any	Any
		Pass	Pass	1.75 \leq value ≤ 4.00	2.00 \leq value ≤ 4.00	Any	Any
		Probation	Warning	1.00 \leq value < 1.75	2.00 \leq value ≤ 4.00	Any	Any
		Probation	Warning	2.00 \leq value < 4.00	1.75 \leq value < 2.00	Any	Any
		Warning	Pass	1.75 \leq value < 4.00	1.75 \leq value < 2.00	Any	Any
		Warning	Pass	1.00 \leq value < 1.75	2.00 \leq value ≤ 4.00	Any	Any
		ADR	Pass	1.00 \leq value < 1.75	1.75 \leq value < 2.00	Any	Any
		ADR	Warning	1.00 \leq value < 1.75	1.75 \leq value < 2.00	Any	Any
		ADR	Warning	1.75 \leq value < 2.00	1.75 \leq value < 2.00	Any	Any
		AD	Pass	0.00 \leq value < 1.75	0.00 \leq value < 1.75	Any	Any
		AD	Pass	0.00 \leq value < 1.00	1.75 \leq value ≤ 4.00	Any	Any
		AD	Pass	1.75 \leq value < 2.00	0.00 \leq value < 1.75	Any	Any
		AD	Warning	0.00 \leq value < 1.75	0.00 \leq value < 1.75	Any	Any
		AD	Warning	0.00 \leq value < 1.00	1.75 \leq value ≤ 4.00	Any	Any
		AD	Warning	1.75 \leq value < 2.00	0.00 \leq value < 1.75	Any	Any

Article 92: Class Attendance

92.1. A student is required to attend all lecture, laboratory and practical sessions as well as field work of courses, except for courses in which earning of credits through examination alone is accepted.

- 92.2. Except for extenuating circumstances, students are required to maintain a minimum of 80% attendance to earn credit in the given course. However, some programs may demand 100% attendance. Where such full attendance is academically indispensable, Academic Units may not allow 20% non-attendance provision for certain portion of a course, lab or field experiences judged academically indispensable for the student.
- 92.3. A student who has missed more than 20% of attendance shall be given a grade of incomplete attendance and be required to provide acceptable reason for failure to attend.
- 92.3.1. If a student's incomplete attendance is proven for valid reasons, course registration will be cancelled and the student shall be permitted to retake the course.
- 92.3.2. If a student's incomplete attendance was due to reasons that were not valid, the IA grade shall be changed to an "F" at the end of the sixth week of the next enrolment in the program.

Article 93: Repeating, Adding and Dropping of Courses

- 93.1. A student may repeat a course or several courses to remove academic deficiency at the discretion of the Academic commission
- 93.2. A student who scored "F" in a course/module may repeat the course/module for a maximum of two-times. However, if the student does not remove an "F" grade after repeating twice, the student can request for course change or waiver as course allergic, and if such a course is not a major course the department shall recommend an equivalent course that should be approved by the Academic Commission. In special case, some disciplines such as Medicine can repeat courses as per the curriculum or guideline.
- 93.3. A student who has been allowed to repeat a course or who has been ADR and readmitted can repeat a course with 'C-', 'D' grade/s, but cannot repeat the course for more than twice unless it is required to remove his academic deficiency for graduation.
- 93.4. A grade of a student for repeated course shall be accepted as it is. The previous grade ("F" or "D" or 'C-') should be shown as cancelled on the transcript to indicate that the course has been repeated; and the new grade shall be included in the computation of SANG/SGPA in the new reporting period with asterisk (*) to mean that it is repeated.
- 93.5. If student repeat a course based on an original grade "F" or "D" or 'C-', and scores "F", the last "F" grade shall be final unless the student is allowed to take the course again.
- 93.6. Students repeating courses in which they scored "F" grades must register for the course and carry out all academic activities pertaining to the course.

- 93.7. Students repeating courses in which they scored “F” and/or “D” and/or “C” grades must register for the course and carry out all academic activities pertaining to the course.
- 93.8. Adding and dropping of the courses shall be treated as per the University’s Academic Calendar and guidelines to be provided by the Registrar.

Article 94: Assessment and Evaluation/General Provisions of Examinations

- 94.1. As a matter of general principle continuous assessment in the form of quiz, tests, reports, assignments, presentations, mid-examination, and the like should be made for every module/course in such a way that it measures the individual effort or capacity of the student. This shall count for greater than or equal to 50% of the total Module/course mark. The remaining less than or equal to 50% shall be allotted for a final exam at the end of module/course. However, some discipline such as Medicine may set their own general guidelines.
- 94.2. Examinations may be written, practical, oral, etc. depending on the nature of the course. However, in those cases where examinations are conducted orally, a written record of the student’s performance and the basis for the determination of grades shall be kept by the instructor (s).
- 94.3. The number, type and schedule of exams or tests in a course are determined by the modular team of the course but shall be stated on the course outline/syllabus to be issued to students at the beginning of the course.
- 94.4. A course outline/syllabus, as a matter of routine, shall include information on the distribution of points/mark among various types of exams and other works in percentage terms. A copy of the course outline shall be submitted to the Academic Units at the beginning of each module course.
- 94.5. Copies of all exams, tests and quizzes, along with their answer keys and marking schemes, which go into the determination of a student’s final grade in a course, shall be kept with the instructor for at least one year. However, copies of the periodic exams along with their answer keys and marking schemes shall be deposited with the Academic Unit within 5-10 days following the administration of the exams.
- 94.6. In those cases where a course is taught by the same instructor to more than one section of students in the same program, examinations shall be of the same form and content. The same scheme of grading shall also be employed.
- 94.7. A common examination paper shall be prepared in case where more than one instructor teaches a course with the same title and ECTS/credit hour to one or more sections.

- 94.8. Where common examination has to be given for a course taught by more than one module instructor, the Academic Unit that offers the course shall ensure that all instructors involved in the teaching of the course have reached an agreement on the content of the exam. The Academic Unit that offers such course shall workout procedure by which reviews of exam for such courses will be carried out by a full panel of instructors involved in the teaching of the courses. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such courses.
- 94.9. Where common exams are given or, where more than one instructor teaches a course, a panel of instructors shall work out a marking scheme and a copy shall be submitted to the Academic Unit before the completion of marking.
- 94.10. Examination papers prepared by the instructor or a panel of instructors shall be submitted to the module team of the Section for review and endorsement.
- 94.11. Final grades for all module/courses shall be reviewed and endorsed by module team. Then the grade shall be approved by the Academic Unit Heads in which the students are enrolled.
- 94.12. Final grades shall be submitted by the instructor to the registrar and with a copy to the head of the Academic Unit on duly signed official grade report form within 3-5 days from the final exam date for block courses and from the end of final exam schedule for semester-based courses. This document shall be prepared legibly with no alterations or erasures.
- 94.13. A copy of grade report sheets and minutes of the module team for all courses shall be kept at the Academic Unit.
- 94.14. An official grade report form shall be filled out only by the instructor who had taught the course, participated in setting of the exam questions and marked the exam papers.
- 94.15. When, for reasons beyond control, the provisions of sub-article 13 of this Article cannot be met, the setting of examinations and the marking of exam papers shall be carried out by a qualified member of staff designated by the Academic Unit head in consultation with the modular team.
- 94.16. In those cases where the head of Academic Unit had to designate someone other than the instructor who had taught the course to either set or mark the examination, the Head shall forthwith present the case to the DC for endorsement.
- 94.17. Students have the right to see their exam result and any other assessment results.
- 94.18. Official grade report forms shall be prepared by the Registrar and shall carry all the names, ID numbers of students who have been on the official class list for the course.

94.19. Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.

94.20. Grades shall officially be announced to students by the Registrar.

94.21. Academic Units must make sure that instructors going on leave have submitted grades of students before departure.

Article 95: Periodic and Internal Exit Examination

95.1. Without prejudice to the continuous assessments, students in the University shall sit for periodic/holistic and/or exit exams.

95.2. A student may sit for one of the two final/holistic exams to be administered consecutively at an interval of two weeks at each time.

95.3. Students shall be registered for exit exam upon successful completion of all the modules that may be required by the program.

95.4. Exit exam should be identified with course title & code.

95.5. The grade point of exit exam should not be included in the computation of either semester or cumulative status of the student.

95.6. The exit exam result shall be rated as Pass (P) or Fail (F) status. The pass mark at the exit exam shall be determined by respective program to qualify for graduation.

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

95.8. A student who fails the exit exam can repeat it twice but no special reexamination schedule shall be arranged for failing students. The student shall be academically dismissed for good if he/she fails for the third time. Detailed guidelines regarding exit exams shall be set by the ASQEC.

Article 96: Administration of Examinations

96.1. The number of candidates sitting for an exam in every exam hall shall be prepared in advance of the examination by the module/course team leader or delegate and shall be handed over to the invigilators for purposes of checking attendance in the exam.

96.2. No student may be admitted into an exam hall 20 minutes after the beginning of the examination.

96.3. No student may be allowed to leave an exam hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.

96.4. In the event that a student is forced to leave an exam hall for health reasons, and in so far as the student is in a conscious and sound state of mind, the invigilator in attendance

shall inform the student of the fact that certification from any legally established public medical institutions has to be obtained expeditiously to substantiate the claim of sickness.

96.5. Upon conclusion of an examination the invigilator shall submit a report on the conduct of the examination by completing a form prepared for that purpose. The report shall be submitted to the Head of the Academic Unit that offers the course.

Article 97: Violations of Examination Regulations

- 97.1. Any one of the following shall be interpreted as an act of cheating in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and for the determination of academic status of students.
- 97.2. Found in possession or copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted.
- 97.2.1. Working on or being found in possession of exam papers other than one's own.
- 97.2.2. Exchanging information in the exam hall through oral, symbolic, written, and electronic or (holding electronic devices) any other means where these are not specifically permitted.
- 97.2.3. Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
- 97.2.4. Submitting a work or works for which it can clearly be established that the work or part of it is not produced by the student claiming authorship or production.
- 97.2.5. Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own.
- 97.2.6. Sitting on an examination in a course for which one has not been registered.
- 97.2.7. Taking an examination by proxy, i.e., through a secondary party.
- 97.2.8. Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.
- 97.2.9. Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- 97.3. Any one of the following shall be interpreted as intention to cheat in an exam or in any other graded exercise, and shall have direct consequences on the marking and grading of all kinds of examination papers, term papers, projects or senior essay and for the determination of the academic status of students.

- 97.3.1. Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, and the like.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted.
- 97.3.2. Evading signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.
- 97.4. An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his behavior will be reported. The invigilator shall also make as detailed and complete a note of the incident(s) as possible in preparation for this reporting. The invigilator shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors, etc.).
- 97.5. Where the act or intent of cheating has been committed in an exam hall, the instructor or the invigilator shall allow the student to continue to work on the exam and report the case to the concerned Academic Unit.
- 97.6. Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the exam but shall be told that the behavior will be reported. The invigilator shall collect all evidences on intent to cheat in preparation for reporting.
- 97.7. All pieces of evidences on cheating or attempted cheating and reports in justification of decisions made by the invigilators on the spot shall forthwith be submitted to the course instructor who in turn present to the Academic Unit head in which student is enrolled.
- 97.8. The Head of the Academic Unit 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 candidate involved in the act of violation to testify.
- 97.9. In the event that the DC finds a clear case of cheating, it shall decide and inform the instructor of the course that the student obtains an “F” grade for the course/module. For other disciplinary breaches shown under article 148 that require measures including warning or suspension for at least one semester the case shall be forwarded to students’ discipline committee.
- 97.10. Without prejudice to disciplinary actions that may be taken on the student, cheating cases, including those of plagiarism, shall have consequences only on the grade points

the student would have earned from the exam or exercise on which cheating had occurred and not on the overall grade the student would earn for the course.

97.11. Where the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the Academic Unit head shall warn the student in writing and publicize the case within the campus.

97.12. A student who has been reported for cheating for the second time shall be suspended for at least one academic year by the DC. Any student who commits such an offence for the third time while enrolled in a program shall be dismissed indefinitely. Dismissal shall be recommended by the DC/AC and approval by the AAVP.

97.13. Where a cheating incident or intent to cheat involves more than one student the following procedure shall be followed:

97.13.1. If all students happen to be enrolled in the course in which the incident has occurred, they shall all be penalized in the same way and equally;

97.13.2. If any one of the students happens not to be enrolled in the course but happens to be a student of another year in the same Academic unit of the university system that student case shall be referred directly to the head of the College or AAVP and the provision sub-article 10 through 11 of this Article shall apply.

97.13.3. Where a student involved in cheating on assessment the result shall be zero point whereas, if the act of cheating on the final examination, the grade of the course shall be automatically "F" after investigation of clear evidence of the act.

Article 98: Marking of Examinations

98.1. General Provisions for Marking

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

98.1.1. Students have the right to see the results of their examination papers.

98.1.2. The petition shall be formally submitted to the head of Academic Unit within the time frame set in the Academic Calendar.

98.1.3. The maximum number of courses that the student can apply for marking shall be only two at any one time. However, if the marking result proved that the complaint of the student was correct, the marking shall not be counted against the student in which case the student may apply for additional marking as the case may be even after the time frame set in the Academic Calendar.

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

98.2. Re-marking Procedure

98.2.1. Each Academic Unit shall be in possession of the standard application form to be filled out by students who petition for remarking. Such forms shall require of the student to specify the reasons for disputing the earned grade.

98.2.2. Upon receipt of the petition for remarking, the Head of the Academic Unit will

98.2.2.1. Obtain all relevant exam papers and grade distribution scale employed by the instructor.

98.2.2.2. Obtain the answer sheets or papers written by the petitioning and other students in the section to which the student belongs.

98.2.3. The Head of the Academic Unit shall then assign at least two Academic Staff members who shall do the remarking separately and who, if necessary, may consult with the instructor who originally did the marking and report separately to the Head with a recommended grade.

98.2.4. The Head of the Academic Unit shall then decide on the bases of feedback obtained from the staff members. The Head then:

98.2.4.1. Signs and sends the hard and soft copies to the office of the Registrar;

98.2.4.2. Signs and sends one copy to the Head of the Academic Unit concerned

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

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

98.2.7. The case of such a student who had filed unfounded allegations against an instructor in connection with the marking of examination papers shall be forwarded by the module team leader which offers the course to the head of the Academic Unit in which the student is enrolled for disciplinary measures.

Article 99: Make-up Examinations

- 99.1. Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for final examination for extenuating circumstances, such as hospitalization or accidents, and therefore has an "I" (incomplete) grade against a course may be allowed to sit for a make-up examination in the course.
- 99.2. Any such student, or a person representing the student, shall submit in writing valid and documented reasons for not having sat for the examination to the Head of the Academic Unit within two weeks after the start of the subsequent semester.
- 99.3. If the make-up examination is pertinent to mid-term (maximum of continuous assessment), the case of the student can be decided by the instructor of the course and the head before the final examination.
- 99.4. Where the AC/DC finds that the student did not have valid reasons for not sitting for final examination, the "I" grade on the student's record shall be changed automatically to "F", SANG/SGPA shall be calculated and the status of the student shall be determined accordingly.
- 99.5. An actively enrolled non-graduating student who is allowed to sit for a make-up examination shall take the examination at the beginning of the next semester within three weeks' time like that supplementary examination.
- 99.6. A non-graduating student who is not actively enrolled but allowed to sit for a make-up examination shall apply and register for the examination at least one month (the dates to be announced by the Registrar) before the final examination of the course is scheduled to be administered.
- 99.7. A graduating student within the final semester who fails to sit for final examinations in one or more courses for valid reasons shall be allowed to sit for make-up examination within three weeks of the following regular semester. However, if such a student is in the first semester of the final year, shall be allowed to sit for make-up examinations in a maximum of two courses within three weeks of the following semester.
- 99.8. Notwithstanding sub-article 6 of this Article, a student who has three or more "I" grades in a semester and is legible to sit for a make-up examination shall withdraw irrespective of academic status, from the University for Academic Reasons and apply for make-up exam as in Sub-Article 6 hereof. No SANG/ SGPA shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.

99.9. A student who has less than three "I" grades in a semester and who is eligible to take a make-up examination may continue studies in subsequent semesters if the student score the required SGPA and CGPA for registration after the make-up examination grade/s is/are known, as in sub-Article 5 hereof.

99.10. Any "I" grade not removed within a year as per the provisions of sub-article 8 hereof and within three weeks' time as sub article 9 hereof shall be converted to an "F" grade.

99.11. If it is discovered by the concerned body that the student has intentionally submitted wrong evidences to sit for make-up examinations, shall be given an F in the courses and dismissed from the University for a semester. The remaining fate of the student shall be treated based his/her academic standing.

Article 100: Details on Minimum GPA Requirements of Students

100.1. First Year Students

100.1.1. A student who at the end of the first semester receives a GPA of less than 1.50 shall be dismissed for academic reasons.

100.1.2. A student who at the end of the first semester scores a semester GPA 1.5 up to 1.74, both inclusive, shall be warned.

100.1.3. At the end of the second semester a student who fails to achieve either semester GPA of at least 1.75 or CGPA of 2.00 shall be warned by the Dean.

100.1.4. A student who fails to achieve a SGPA of 1.75 or CGPA of 2.00 during the second semester of the first academic year is subjected to dismissal unless otherwise put on probation at the discretion of the Academic commission.

100.2. Students above First Year

100.2.1. Any student who does not get a SGPA of at least 1.75 and a CGPA of 2.00 shall be warned by the Dean. However, a student who fails to achieve a SGPA of 1.00 at any semester is subject to dismissal regardless of CGPA.

100.2.2. Any student who for a second consecutive semester either falls below a 1.75 SGPA or fails to maintain a cumulative average of 2.00 is subject to dismissal, unless put on probation at the discretion of the Academic commission.

100.2.3. A student placed on probation for one semester will be dismissed, if he does not remove himself by bringing his CGPA up to 2.00, unless the probation was given at the end of the first semester of the first academic year in which case a minimum CGPA of 1.75 would be required.

100.3. Graduation Requirements

100.3.1. A minimum of SGPA 1.75 and CGPA 2.00 and pass point in university exit examination shall be required for graduation in the undergraduate program.

100.3.2. No student shall graduate with an “F” grade in any course unless the course is obsolete and has no equivalent substitution whatsoever.

Article 101: Dismissal and Probation

101.1. Students subject to dismissal for academic reasons shall be dismissed unless placed on probation. No student subject to dismissal may expect probation as a matter of right. Probation is a discretionary decision to allow students failing below the academic requirements to continue their studies. Since the purpose of probation is to permit the academic rehabilitation of the student, the decision to permit a student to continue his studies on probation must be based on individual consideration of his case and a conclusion that, in view of all the relevant circumstances, there is reason to believe that the student can raise himself academically to the required levels of academic achievement

101.2. At the end of each semester, each College or Department, pursuant to procedures fixed by its academic commission, shall examine the case of each student subject to dismissal on academic grounds. The inquiry shall attempt to determine why the student failed and whether there is reason to believe that he will meet the required academic standards in the future. A student may be placed on probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and excuse his low GPA.

101.3. To the extent that an inquiry into the cause of probation indicates, those administering probation for a particular College may attach certain conditions to the granting of probation which must then be met if the student is to remain enrolled. These conditions may be restrictions designed to remove in whole or in part the cause of academic failure. Thus, where warranted, probation may entail restrictions or requirements relating to participation in extra-curricular activities, special tutoring to overcome academic deficiencies, class attendance, or other requirements designed specifically not as punishment but to bring about the student's academic improvement.

101.4. Where a student is placed on probation, he shall be notified by his Dean or his designate precisely of his status and what is expected of him by way of academic performance in the future and what restrictions or requirements he shall face as a condition of the probation and what will be the consequences of failure to meet these

conditions. The Dean of Students and the Registrar shall, in each case, receive a copy of the notice thus administered to the student. The Dean of Students shall enforce whatever probationary restrictions may have been imposed where the restricted activity comes within the purview of his office, for example, restriction on extra-curricular activities, which are under his administration.

101.5. Each college shall establish and maintain an advisory program so that each student is personally known to at least one college member who will be in a position to give a full report on the student under his charge, and competently advise those on probation, should the question of probation ever arise. In addition, each college shall provide an appropriate academic orientation to all of its entering students in order to advise them of academic performance, work and study habits expected of them.

101.6. The ASQEC of the Senate and each college shall, from time to time, undertake evaluation of the experiences acquired from the provision of the Legislation on administration of probation and dismissal so as to determine the causes of academic failure and take appropriate measures to remedy them.

Article 102: Additional Academic Requirements

With the approval of the Senate, Academic Units may fix additional academic requirements for students, and may see to it that students failing to meet the standard will be subject to dismissal.

Article 103: Re-admissions

103.1. Without prejudice to the provisions of sub-article 2 and 3 of this Article hereunder, all readmissions shall be processed in accordance with the procedures laid down by Senate.

103.2. Re-admission of students in good academic standing

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

103.2.2. Notwithstanding the provisions of sub-Article 1 of this Article, readmission of students in good standing is subject to availability of facilities and budget.

103.2.3. In those cases where there had been curricular changes in a program, the Academic Unit may require the readmitted student to take new courses that have replaced those taken and passed prior. However, where there is an equivalent course, such shall be done for the student.

103.2.4. Upon re-admission of a student in good standing, the Academic Unit shall supply a list of courses from which the student will be exempted and of new courses substituting phase out courses to be taken.

103.2.5. A student re-admitted into a program may not be entitled to dormitory and cafeteria services. Student seeking withdrawal shall agree that the university may not provide dormitory and cafeteria services which may depend on the availability of facilities at the time of readmission.

103.3. Re-admission of academically dismissed students

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

103.3.1.1. The dismissal was not due to acts of violation that resulted in his/her termination with the University and such readmission is subject to availability of facilities and necessary budgetary allocations;

103.3.1.2. The student may apply for readmission at least after one semester following withdrawal from the University except for CDEP students who may apply for readmission at any time. However, a student may only be readmitted into a semester when there are enough courses that the student is eligible to register for and there exists a likelihood that the student will raise his grade point to the required level after removing any deficiencies which should not take more than one year;

103.3.1.3. 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.

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

103.3.3. A student re-admitted into a program after dismissal may not be entitled to dormitory and cafeteria Services which is actually decided depending on the available facilities.

103.3.4. Separate guidelines shall be issued with respect to re-admission of CDEP students.

103.3.5. A cut-off SANG/SGPA and/or a CANG/CGPA for readmission of an academically dismissed student shall be as per article 91 of this legislation.

103.3.5.1. A first-year student, dismissed at the end of the first semester with a SGPA/SANG of not less than 1.25 shall be readmitted.

103.3.5.2. A first-year student dismissed at the end of the second semester with a CGPA/CANG of not less than 1.50 shall be readmitted.

103.3.5.3. A second-year student dismissed at the end of the first and second semester with a CGPA of not less than 1.67 and 1.75 respectively shall be readmitted.

103.3.5.4. The readmission cut off points for third year and above students at any semester shall be 1.8 (year three), 1.85 (year four), 1.90 (year five), 1.92 (year 6 and above).

103.3.5.5. Any readmitted student is allowed to repeat courses in which the student scored “C-”, “D” and “F” grades with the approval of the students’ academic advisor/head of the Academic Unit.

103.3.5.6. A student can be readmitted any numbers of times if he/she can graduate within the duration of study period as long resources are available.

Article 104: Re-Examinations

104.1. Re-examinations shall be allowed for

104.1.1. A student in any year who may not have a possibility of repeating a course(s) due to discontinuity of an academic program and/or

104.1.2. A graduating student.

104.2. The following shall be the conditions under which re-examination is to be granted:

104.2.1. Delayed graduate students may be allowed to take re-exam only on the final year rather than repeating course which will be decided by the senate in special case

104.2.2. The courses are those that the student had taken during the foregoing semesters of the program;

104.2.3. The maximum number of courses shall be two for a graduating student and a maximum of four for a student described under 104.1.1 and

104.2.4. The student’s CGPA/CANG must be such that when an input of minimum “2.0 (C)” grade on the course is made as a result of the re-examination, the student qualifies for graduation or promotion,

104.2.5. During the student’s tenure at the University, a student can sit for re-exam only twice in the same course and as per article 96, and any time during the study program.

104.3. A student who fails in the final year essay or project shall be allowed to re-register for the essay or project to have it completed during the subsequent semester.

104.4. A grade obtained after Re-examination shall be recorded as it is. However, previous grade or grades shall be shown as cancelled on the transcript to indicate that the course has been repeated.

104.5. The status of re-exam shall be determined as per the regulation approved by Senate.

104.6. Time and Administration

104.6.1. Time: 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 training, students shall be allowed temporary registration. Depending on the results, the registration may be cancelled or retained as soon as the status is determined.

104.6.2. Administration: The Academic Unit Head, on behalf of the AC/DC, shall determine and notify re-examines, set and announce dates of reexaminations to students and Academic Staff within three days after beginning of the semester. The course/module instructor shall submit students' grade to the registrar within three days of the examination dates.

Article 105: Small Academic Deficiencies at the Completion of a Study Program

105.1. Conditions

105.1.1. The student has taken all the courses in the designated study program and has completed the program of study unsatisfactorily.

105.1.2. The student has exhausted all entitlements (readmission, repeating of courses, re-examination).

105.1.3. The AC/DC has examined the academic files and proved beyond doubt that if the student is given this last chance and scores a minimum of "2.0 (C)" in each of the courses the student is allowed to repeat, the student can fulfill the requirements for graduation.

105.2. A student who meets the above conditions shall be allowed, as a privilege, the following: A student, who at the end of a study program, has a CGPA/CANG of at least 1.75 shall be allowed to raise the CGPA/CANG to 2.00 or more to graduate by repeating a maximum of four courses (an equivalent of 18 ECTS) over two semesters.

Article 106: Waiver

Where peculiar hardship and unique reasons exist, the ASQEC may, at the request of the concerned AC/DC, permit a waiver of course requirements for a particular student. The AC/DC, in recommending a waiver of the course requirements for a particular student, shall provide adequate justifications demonstrating existence of peculiar hardship and unique reasons. There could be circumstances where waiver cannot at all be allowed such as major area course(s).

Article 107: Graduation with Distinction and Great Distinction

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

107.1. A student who, upon completion of the requirements for the baccalaureate degree, has a cumulative grade point average of 3.75 or higher shall graduate with Very Great Distinction. If his/her grade point average is 3.50 to 3.75, he/she shall graduate with Great Distinction.

107.2. A student who, upon completion of the requirements for the diploma, has a cumulative grade point average of 3.25 to 3.50 shall graduate with Distinction.

Article 108: The Salale University Medal

108.1. University award shall be given to students per modality

108.2. The Gold Medal is a prize awarded for each year level to one outstanding graduate from each college/institute/school

108.3. The award is made on the basis of academic excellence, character, gender and participation in extra-curricular activities.

108.4. The DC/SC of each academic unit shall, each year, recommend the best achiever to college/institute.

108.5. Each college or institute or school recommends one outstanding candidate for each year separately to the Senate for the final approval.

108.5.1. The University Medal shall be awarded on the basis of the following criteria:

A. Eligible students for the award shall be differentiated by academic excellence (90%), & extracurricular activities (10%);

B. A student with disciplinary record cannot be considered;

C. In case of a tie:

I. A female candidate will be given priority,

II. regular student will be awarded rather than an advanced standing student, and

III. Student who completed his program in regular time shall get the award rather than the one who has taken repeated make-up examinations or delayed due to any other reason.

108.5.2. The following prizes will be exercised at Salale University based on the characters and the variety of durations of the programs:

108.5.2.1. A student can be a candidate for the gold medal award with a minimum CGPA of 3.50 (percent weight equivalent for medicine); other activities like extracurricular activities shall be considered (maximum 10%) that are decided by Academic Unit.

108.5.2.2. One medal is awarded at college level per modality. However, in one graduation convocation, if a particular college has programs that require different year of stay for completion the award is given by year separately. Accordingly, programs with different year will be considered separately

108.6. Special prize (pin award) shall be awarded to one best female student by year from each college per modality (CDEP student and Regular Students are treated separately). The minimum CGPA required by a female student to be eligible for the award competition should be 3.00.

108.7. One outstanding undergraduate student shall be awarded from each department

108.8. Recognition certificate shall be provided for one outstanding post graduate student from each department

CHAPTER SIX

INTERNAL ACADEMIC ORGANIZATION OF THE UNIVERSITY

Article 109: The office of President, and Vice-Presidents

109.1. The Presidents of the University shall exercise the powers and duties provided in this Legislation article 7, in addition to those entrusted to him under Article 53 of the Higher Education proclamation No. 1152/2019

109.2. The University shall have four Vice-Presidents which include: Academic Affairs Vice President (AAVP), Research and Community Service Vice President (RCSVP), Administration and Student Affairs Vice President (ASAVP), and Business and Development Vice-President (BDVP).

109.3. The Vice-Presidents of the University shall exercise the powers and duties provided in this Legislation article 8, in addition to those entrusted to them under Article 54 of the Higher education proclamation No. 1152/2019. The Vice-Presidents shall carry out such other activities which may be specifically entrusted to them by the Board, the President or the Senate.

109.4. The Vice-Presidents shall determine the organizational structure of their offices subject to approval by the President.

109.5. The Guideline for the Management of Federal Hospitals in Ethiopia, 2015 shall guide Organizational structure of Salale University Comprehensive Specialized Hospital which (include duties and responsibilities of Chief Executive director, and chief Directors) and others provision

Article 110: Directorate

110.1. General Provisions on the Organization of Academic Directorates

110.1.1. At the time of the issuance of this Legislation, the University has the following Academic Directors:

110.1.2. Public and External Relation Directorate Director, Planning Directorate Director, Gender and Youth Affairs Directorate Director, Good Governance Directorate Director, Anti-corruption Directorate Director, and Deliverology Unit Dean, which are accountable to the President.

110.1.2.1. In the academic affairs wing, the University shall have four Directors (Registrar and Alumni Directorate Director, Quality Relevance and Enhancement Directorate Director, Continuing and Distance Education Program Directorate Director, Library and Documentation Directorate Director, International Relation Directorate Director,

and Academic Program Directorate Director which are accountable to the Academic Affairs Vice president).

110.1.2.2. In the Research and Community Service wing there are three Directorate Directors (Research and Publication Directorate Director, Community Service Directorate Director, and University Industry Linkage and Technology Transfer directorate Director, which directly accountable to Research and Community Service Vice-President

110.1.2.3. There is Entrepreneurship and Business Incubation Directorate Director which is accountable to Business and Development Vice President.

110.1.2.4. Student Services Directorate Director and other Administration directorates Directors are accountable to Administration and Students Affairs Vice President.

110.2. Term of office for directorate's directors in the academic wing shall be three years.

Article 111: Academic Program Directorate

111.1. The Academic Program directorate shall have a Director;

111.2. Roles and Responsibilities of the director:

111.2.1. Coordinates and monitors the development and implementation of academic program internal system (strategies and Procedures) that shall be continuously improved;

111.2.2. Ensures appropriate guidance and support of university academic program procedures, policies and strategies

111.2.3. Overviews and facilitates the management of Academic Programs

111.2.4. Represents the University regarding academic program design to external bodies provides/facilitates training/ regarding academic program design to external bodies

111.2.5. Provide/ facilitates/ training/ awareness/ induction/workshop on academic program enhancement procedures, policies and strategies to the University academic staff

111.2.6. Conducts need and impact assessments so as to design new or terminate the existing undergraduate & post graduate programs with teams in the respective Colleges/Schools on annual basis

111.2.7. Undertakes & guides activities of curricular development, updating/revisions and implementation of same by the schools

111.2.8. Publish accurate, detailed and comprehensive annual educational statistical data within 120 days after the end of each academic year, except in the circumstances of force majeure

111.2.9. Prepares plan and budget for Academic program and related office activities

- 111.2.10.Solicits and manages funding for academic program and program design at the University
- 111.2.11.Initiates and inculcates organizational values, beliefs and team-sprit
- 111.2.12.Plays active role towards the implementation of Higher Education Proclamation (Pro No 650/2009), part II, section one: articles 21 & 22) at our University
- 111.2.13.Shall further have sufficient fiscal autonomy to carry out his/her assigned tasks

Article 112: Research and Publication Directorate

- 112.1.The Directorate shall have a Director, and Research, Community Service and Graduate studies Coordinator of the respective coordinators at each College/School/ Institutes in common with Community Service;

112.2. Roles and Responsibilities;

- 112.3.Ensures that researches conducted in the University are focused on promoting the relevance and quality of education and on the country's, development issues particularly on transfer of knowledge and technology;
- 112.4.Identifies the University's core research areas and themes on the basis of priority needs of the country and other institution's comparative advantages in consultation with stakeholders;
- 112.5.Prepare a clear guide line (manual) that describes the organization and management, rules and procedures on research, disseminate research outputs, code of professional ethics, norms and responsibilities that governs its operations and the activities of academic staffs;
- 112.6.Initiates that all academic staffs participate in research based on the priority needs identified;
- 112.7.Ensures appropriate guidance and support in implementing the guide line or manual by the research teams in each of the colleges/ schools/institutes;
- 112.8.Establishes a transparent system to conduct joint research projects with other national and international institutions, research centers, and industries;
- 112.9.Initiates and coordinates that research teams in different areas/themes develop research projects so as to secure research funds from external & foreign sources;
- 112.10.Develops and implements a strategy that contribute to equip students with basic skills and knowledge that enable them undertake further and relevant studies & research;
- 112.10.1.Ensures that sufficient fund is allocated every fiscal year from government budget particularly for research focusing on technology transfer and innovation fund;

- 112.10.2.Ensure that the establishment and execution of a transparent system of research fund management;
- 112.10.3. Sets a reward mechanism and recognition to outstanding and creative performance of academic staffs as the research team;
- 112.10.4. Establish a system of research and outreach service management for the University
- 112.10.5. Promote interdisciplinary and collaborative thematic research projects that could have a major impact on national development;
- 112.10.6. Establish Editorial Board for publication;
- 112.10.7. Support periodic research symposia on interdisciplinary topics dealing with issues pertaining to colleges, students, and staff on critical national issues and research problems.
- 112.10.8. Shall further have sufficient fiscal autonomy to carry out his assigned tasks;
- 112.10.9.Perform other activities that might be assigned by the RCSVP.

Article 113: Community Service Directorate

- 113.1. The office shall have Director, and Research, Community Service and Graduate studies Coordinator of the respective Colleges/Institutes/Schools;

113.2. Roles and Responsibilities;

- 113.2.1.Prepare a clear guideline that describes the organization and management, rules and procedures on Community Service, consultancy standards, code of professional ethics, norms and responsibilities that governs its operations and the activities of academic staffs;
- 113.2.2.Initiates that all academic staffs participate in community services based on the priority needs identified;
- 113.2.3.Ensures appropriate guidance and support in implementing the guide line or manual by the Community Service teams in each of the colleges/ schools/institutes;
- 113.2.4.Initiates and coordinates Community service teams in different areas/themes develop community service projects so as to secure funds from external;
- 113.2.5.Ensures that sufficient fund is allocated every fiscal year from government budget particularly for community service focus on technology transfer and innovation fund,
- 113.2.6.Ensure that the establishment and execution of a transparent system of Community service fund management;
- 113.2.7.Sets a reward mechanism and recognition to outstanding and creative performance of academic staffs as the community service team;

113.2.8. Shall further have sufficient fiscal autonomy to carry out his assigned tasks;

113.2.9. Perform other activities that might be assigned by the RCSVP.

Article 114: Registrar and Alumni Directorate

114.1. The Registrar and Alumni directorate shall have a Director which will be appointed as per this legislation, Associate Director, and Registrar Coordinator of the respective Colleges/Institutes/Schools

114.2. Roles and Responsibilities;

114.2.1. Develops and monitors strategic/annual plan and different guidelines related to student services in the University;

114.2.2. Collects and facilitates publicity of undergraduate & post graduate programs of the departments;

114.2.3. Gives academic orientation to the newly assigned students of the University

114.2.4. Explore and establish as necessary a system of pre-admission counseling of students on study choice

114.2.5. Provides assistance and supports for prospective students and answers their queries including information on tuition and other fees

114.2.6. Receives applicants for new admission, check the credential and facilitates that these applications are processed timely and efficiently

114.2.7. Announces the reporting date of students to the new academic year/semester via mass media and provide well-coming slip upon arrival which makes them legible to use campus facilities

114.2.8. Ensures that student hand book, academic calendar, campus maps, students' statistics, and the like are developed at university level and made available

114.2.9. Hosts & monitors remedial program, i.e., register participating students, prepares & communicates class and exam schedules to schools and also processes student record

114.2.10. Prepares orientation materials and schedule and also coordinates its provision for the new entry students

114.2.11. Coordinates and monitors the placement of students to academic programs as per the criteria and issue ID cards to admitted and placed students.

114.2.12. Process, and announces placement to schools/departments and students on time and hears complaints if any;

- 114.2.13.Process registration and course enrolment; schedule classes and exams; assemble and maintain student records; provide dispatch of academic record services to Alumni;
- 114.2.14.Process, coordinate and oversee graduate admissions and enrolments;
- 114.2.15.Develop and implement efficient and effective student information system (student record management) to collect, process, deploy and disseminate information and data on undergraduate and graduate field of studies, student population, and student activities;
- 114.2.16.Maintain up-to-date records on curricula of academic programs and ensure that rules and regulations are adhered to and observed;
- 114.2.17.Schedule and process the readmission of returning students;
- 114.2.18.Prepare and issue identification Card, attesting to the admission status of students;
- 114.2.19.Prepare and publish the yearly undergraduate and graduate catalogue;
- 114.2.20.Organize, maintain and disseminate up-to-date data on student enrolment, admissions, withdrawals, attrition/completion, dropouts and graduates;
- 114.2.21.Organize the registration of students to courses of study;
- 114.2.22.Prepare and disseminate academic calendars after approval by the senate of the University;
- 114.2.23.Facilitate the final approval of graduation of students;
- 114.2.24.Develop mechanisms for the early and timely certification of graduates;
- 114.2.25.Develop and execute mechanisms for the safe keeping of records such as keeping duplicate copies at different locations;
- 114.2.26.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;
- 114.2.27.Secure, maintain and ensure the integrity of all academic records;
- 114.2.28.Collects list of approved graduates and their transcripts form respective departments/schools and ensures proper documentation;
- 114.2.29.Organize the graduation ceremony and lead the event;
- 114.2.30.Prepare and issues original diploma and transcript/official transcript/ by checking clearance of students
- 114.2.31.Ensures that alumni membership records are obtained regularly
- 114.2.32.Arrange exit workshop/promotion to register new alumni

- 114.2.33.Explores and implements new technologies and methods to enhance alumni management
- 114.2.34.Collects, organizes and disseminates alumni feedbacks and suggestions prepare the academic calendar of the University each year in consultation with the Academic Affairs vice president and submit the same to the senate for approval;
- 114.2.35.Prepare the academic calendar of the University each year in consultation with the AAVP and submit the same to the Senate for approval;
- 114.2.36.Ensure that pertinent laws, this legislation, directives of the Senate and its committees and guidelines on students (admission, registration, graduation) and curricula (courses, credit requirements, etc.) are equitably, observed;
- 114.2.37.Maintain up-to date records on programs of study of the University;
- 114.2.38.Create and maintain up-to-date confidential, private, safe, and permanent records of all students, including drop-outs, dismissals, withdrawals, and alumni of undergraduate and graduate programs;
- 114.2.39.Create and maintain up-to-date and accurate information on student admission, placement registration, academic performance, retention, attrition, and graduation based on types programs and modes of delivery;
- 114.2.40.Prepare and issue the Academic Calendar, University Catalogue (s), and admission prospectus and students handbooks of the University on a regular basis;
- 114.2.41.Issue transcripts, degrees, diplomas and certificates;
- 114.2.42.Be responsible for the custody of the common seal of the University;
- 114.2.43.Support, coordinate and oversee the student academic units of the University;
- 114.2.44.Without prejudice to the proclamation, and upon approval of the President and Vice Presidents, consult with the Ministry of Education on intake capacity, admission and set university-wide general criteria for admission as per the decision of the senate and its committee;
- 114.2.45.Prepare list of graduates approved by the College/School/Institute commission for the award of degrees, diplomas and certificates;
- 114.2.46.Oversee all admissions of students from abroad as per the rules and regulations of the University;
- 114.2.47.Manage all finance related issues of the office;
- 114.2.48.Perform such other tasks consistent with the mission of the Office as may be assigned to it by the Senate, the president or the Academic Affairs Vice President;

114.3. The Associate Director for Registrar and Alumni Directorate

- 114.3.1. The Associate Registrar and Alumni shall be appointed based on merit-based competition as per the criteria set in this legislation and approved by the President.
- 114.3.2. The Associate Registrar and Alumni is accountable to the Director for Registrar and Alumni and shall be responsible for administration of tasks related with the Office of Registrar and Alumni in the respective Colleges/Schools/Institutes.
- 114.3.3. Performs other activities as may be assigned by the University Registrar and Alumni Director;
- 114.3.4. Develop and maintain admission procedures for the Registrar office;
- 114.3.5. Process all applications for admission in accordance with university policies and procedures;
- 114.3.6. Consolidate up-to-date statistics on admission, registration, and readmission on the basis of reports from registrar units;
- 114.3.7. Assist with the preparation of the University Catalogue, admission prospectus, brochure/flyer, student handbooks and other publications related to the office of the university Registrar;
- 114.3.8. Assist the Registrar units in developing and maintaining records;
- 114.3.9. Coordinate logistical needs for the activities of the office of the University Registrar such as registration, examinations, exemption, readmission, withdrawal, etc.;
- 114.3.10. Organize short term training for staff of the College/Institute/School record workers;
- 114.3.11. Establish efficient working mechanism to monitor and oversee the activities of College/Institute/School record offices;
- 114.3.12. Devise complaint hearing mechanisms;
- 114.3.13. Ensure that decisions and recommendations of College Academic Commissions are compatible with policies and directives issued by the senate and its committees;
- 114.3.14. Prepare booklets regarding educational policies, rules and regulations to students and members of the University community;
- 114.3.15. Interpret and implement rules and regulations of the university that are directly related with the functions of the office of the university Registrar in accordance with this legislation policies and directives; and
- 114.3.16. Ensure that services provided by the office of the University Registrar are professional efficient and speedy;

114.3.17. Perform other duties assigned to him/her by the Director for Registrar and Alumni

114.4. Other Units of the Registrar and Alumni Office

The Office of the Registrar and Alumni shall determine the organizational structure of all units under it to facilitate College/School/Institute records.

Article 115: Quality Relevance and Enhancement Directorate

115.1. The Quality Relevance and Enhancement directorate shall have a Director, which is accountable to the President;

115.2. The office shall have College/School/Institute level coordinators;

115.3. Roles and Responsibilities;

115.3.1. Coordinates and monitors the development and implementation of academic quality assurance internal system (strategies and Procedures) that shall be continuously improved;

115.3.2. Ensures appropriate guidance and support of University Quality Relevance and Enhancement procedures, policies and strategies;

115.3.3. Develop University level quality standard, undertake academic quality audit on periodic basis, follow up and rectify the deficiencies revealed by the audit, maintain appropriate documentation of the audit; and submit such document regularly to President;

115.3.4. Overviews and facilitates the management of external academic quality audits and similar events;

115.3.5. Represents the University regarding quality assurance design to external bodies;

115.3.6. Provides/facilitates training regarding quality assurance design to external bodies;

115.3.7. Provides/facilitates training awareness workshops regarding academic quality assurance procedures, policies and strategies to the University academic staffs;

115.3.8. Prepares plan and budget for Quality Relevance and Enhancement and related office activities;

115.3.9. Solicits and manages funding for academic quality assurance and program design at the University;

Article 116: Continuing and Distance Education Directorate

116.1. The Office of the Continuing and Distance Education shall have a Director which is accountable to AAVP;

116.2. Role and Responsibilities;

- 116.2.1. Develop policies and guidelines and frameworks to ensure the implementation of continuing and distance education programs by academic units;
- 116.2.2. Plan and coordinate the offering of education and training programs through continuing education, distance and summer programs;
- 116.2.3. Organize, coordinate and implement graduate and undergraduate programs in continuing and distance education;
- 116.2.4. 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 services;
- 116.2.5. Provide programs to enable professionals who may already have degrees to advance their careers by acquiring supplementary skills or capabilities;
- 116.2.6. Coordinate all activities of continuing education program;
- 116.2.7. Make continuing education accessible to everyone as a starting point for a lifelong learning process;
- 116.2.8. Develop, coordinate and implement more flexible programs compared to those executed at higher education institutions;
- 116.2.9. Ensure equal access to university academic resources for students enrolled in continuing education programs;
- 116.2.10. 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;
- 116.2.11. Prepare budget plan and ensure its implementation when approved;
- 116.2.12. Develop and oversee the implementation of guidelines, procedures and mechanisms for student success and reduction of attrition;
- 116.2.13. Collect, process, deploy and disseminate information and data in the form of catalogues on extension, in-service and distance programs;
- 116.2.14. Monitor and oversee the process of appointment of instructors for continuing education programs as per the legislation and applicable laws;
- 116.2.15. Facilitate revenue collection from Continuing and Distance Education related activities;
- 116.2.16. Authorize the signing of contract agreements and payment documents regarding continuing and distance education.
- 116.2.17. In addition, perform other activities that might be assigned by the AAVP.

Article 117: Student Service Directorate

117.1. The Student Service Directorate shall have a Director which is accountable to the ASAVP

117.2. The Directorate may have College/School/Institute level coordinators as needed and approved by the President;

117.3. Roles and Responsibilities;

117.3.1. Plans, monitors, support, and coordinate various activities of the process and shall sign and administer various contractual agreements with relation to students' services.

117.3.2. Develop different manuals concerning the basic activities of the process

117.3.3. Conduct researches focusing on improvement of activities of the process and communicate the finding to the concerning offices

117.3.4. Delegate duties and responsibilities to the implementers at operational level

117.3.5. Plan different benefit package and effect it to the implementers

117.3.6. Prepare monthly, biannual, annual reports of the process and shall submit to concerned offices

117.3.7. Plan technical training and facilitate experience sharing in order to make the implements effective on discharging their duties and responsibilities

117.3.8. Control the mobilize & distribution of vehicles allotted to the office

117.3.9. Monitor and control the quality of student services like; cafeteria, dormitory, postal services, recreation, student counseling and guidance, and student health services.

117.3.10. Administer student services

117.3.11. Ensure the physical and psychological well-being of students;

117.3.12. Arrange sports and recreational activities for students;

117.3.13. Solicit funds and provide financial aid for needy students, including administration of student stipends, part-time employment, and cost sharing programs;

117.3.14. Ensure the preparation of student handbooks in collaboration with the office of the University Registrar;

117.3.15. Determine whether there is sufficient ground for disciplinary proceedings and implement disciplinary decisions of units of the university empowered to entertain disciplinary matters;

117.3.16. Ensure the chartering and registration of all students' organizations in consultation with the senate committee for student Affairs and in accordance with the provisions of this legislation and any other relevant law of the country;

117.3.17. Administer all the students Organizations including election of Students' Union;

- 117.3.18. The administration of social and cultural activities for the benefits and personal development of students;
- 117.3.19. The administration of sports and other recreational activities
- 117.3.20. The administration of all University-wide programs to obtain and provide financial aid, stipends, employment for students;
- 117.3.21. The administration of all personnel matters relating to a particular office, including facilitation of employment of staff;
- 117.3.22. The preparation of student handbooks in cooperation with the University Registrar;
- 117.3.23. The initiation and handling of disciplinary proceedings in consultation with any relevant College/School dean;
- 117.3.24. The implementation of any properly decided disciplinary sanctions in consultation with any concerned College/School dean;
- 117.3.25. The administration of student organization and overseeing unions, councils, and clubs that operates under the organization;
- 117.3.26. The facilitation of the services provided to the students by other units of the University such as library, registrar, campus police, academic and administrative departments through playing mediator and advisory role regarding the guidelines and working procedures of these units;
- 117.3.27. Supervision of special activities directed to assist disadvantaged students
- 117.3.28. The administration of an office for foreign students as applicable
- 117.3.29. The promotion of creativity of students in various fields
- 117.3.30. Shall further have sufficient fiscal autonomy to carry out the assigned tasks.

Article 118: Industry Linkage and Technology Transfer Directorate

- 118.1. The Office of University Industry Linkage and Technology Transfer shall have a Director which is accountable to the RCSVP;
- 118.2. The detail duties and responsibilities of the office will be determined in the future and will be approved by the President.

Article 119: Gender and Youth Affairs Directorate

- 119.1. The Gender and Youth Affairs Directorate shall have a Director which is accountable to the office of the President.
- 119.2. The directorate has two coordinators under it which includes Gender and Youth Affairs Directorate, which are accountable to the Director;
- 119.3. Gender and Youth Affairs Directorate Director role and responsibilities:

- 119.3.1. Identify challenges faced by female students and staff of the University and provide/suggest solutions;
- 119.3.2. Mainstream gender in the teaching learning process, training and research activities of the University;
- 119.3.3. Raise the awareness of students and other members of the University about existing gender issues within the University in collaboration with other relevant bodies;
- 119.3.4. Follow up and coordinate supports provided to female students by the University and other stakeholders;
- 119.3.5. Work on different gender-related issues raised by students and staff and report to relevant offices, take appropriate actions and follow up progress;
- 119.3.6. Motivate female and students with special needs by providing awards to outstanding female students;
- 119.3.7. Provide guidance service to female and students with special needs,
- 119.3.8. Facilitate activities planned to support female and students with special needs such as tutorials, trainings on assertiveness, study skills, etc. create networking with other similar offices in higher education institutes;

119.4. HIV/AIDS Prevention and Control

The duties and responsibilities on HIV/AIDS Prevention and Control are the following:

- 119.4.1. Raise the awareness of the University community and the society at large on the HIV/AIDS Pandemic
- 119.4.2. Coordinate HIV/AIDS prevention efforts of the University
- 119.4.3. Organize and deliver short trainings, seminars, workshops etc.
- 119.4.4. Promote a healthy sexual behavior
- 119.4.5. Care and support victims of HIV/AIDS disease
- 119.4.6. Fight against stigma and discrimination of people affected by HIV/AIDS
- 119.4.7. Carry out research on various aspects of HIV/AIDS prevention and controlling mechanisms in collaboration with RCSVP.

Article 120: Organization of Academic Units

General Provisions on the Organization of Academic Units

120.1. At the time of the issuance of this Legislation, the University has Academic Units:

120.1.1. College of Agriculture and Natural Resource

- 120.1.1.1. Department of Animal Science
- 120.1.1.2. Department of Plant Science;
- 120.1.1.3. Department Horticultural Science

- 120.1.1.4. Department of Agricultural Economics
- 120.1.1.5. Department of Natural Resource Management
- 120.1.1.6. Department of Agribusiness and Value Chain
- 120.1.1.7. Department of Rural Development and Agricultural Extension
- 120.1.1.8. Department of Veterinary Science
- 120.1.1.9. Department of Forestry

120.1.2. College of Business and Economics

- 120.1.2.1. Department of Management;
- 120.1.2.2. Department of Accounting and Finance;
- 120.1.2.3. Department of Economics;
- 120.1.2.4. Department of Marketing Management
- 120.1.2.5. Department of Logistic and Supply Chain Management
- 120.1.2.6. Department of Tourism and Hotel Management

120.1.3. College of Health Sciences

- 120.1.3.1. Department of Public Health;
- 120.1.3.2. Department of Nursing;
- 120.1.3.3. Department of Medical Laboratory Science
- 120.1.3.4. Department of Midwifery
- 120.1.3.5. Department of Medicine

120.1.4. College of Natural Sciences

- 120.1.4.1. Department of Biology
- 120.1.4.2. Department of Chemistry
- 120.1.4.3. Department of Mathematics
- 120.1.4.4. Department of Physics
- 120.1.4.5. Department of Geology
- 120.1.4.6. Department of Statistics
- 120.1.4.7. Department of Computer Science
- 120.1.4.8. Department of Sport Science

120.1.5. College of Social Sciences and Humanities

- 120.1.5.1. Department of Geography and Environmental Studies
- 120.1.5.2. Department of History and Heritage Management
- 120.1.5.3. Department of Sociology
- 120.1.5.4. Department of Social Anthropology
- 120.1.5.5. Department of Civics and Ethical Studies

120.1.5.6. Department of English Language and Literature

120.1.5.7. Department of Afan Oromo Literature and Communication

120.1.5.8. Department of Amharic Language and Literature

120.1.5.9. Department of Journalism and Communication

120.1.6. College of Engineering and Technology

120.1.6.1. Department of Civil Engineering

120.1.6.2. Department of Electrical and Software Engineering

120.1.6.3. Department of Hydraulic and Water Resource Engineering

120.1.7. School of Law

Article 121: College Academic Commissions

121.1. For each College there shall be established Academic Commission (AC) which is responsible through the Dean to the AAVP

121.2. Composition: The AC shall consist of:

121.2.1. Dean of the College, Chairperson;

121.2.2. Heads of the Departments of the College;

121.2.3. College Research, Community Service and Graduate studies Coordinator

121.2.4. College Registrar Coordinator, Secretary

121.2.5. College Continuing and Distance Education Program Coordinator (if any);

121.2.6. College Quality Relevance and Enhancement Coordinator

121.2.7. College Student Dean, wherever applicable

121.2.8. College/School Teachers' Association, Representative;

121.2.9. College Administrative Team Leader;

121.2.10. College Students' Representative;

121.2.11. College Gender office's Representative;

121.3. Organization

121.3.1. The terms of service of elected member of the AC shall be two years;

121.3.2. The AC shall have its own rules of procedure;

121.3.3. The AC shall have the following standing committees:

123.3.3.1. College Academic Standards and Quality Enhancement Committee (CASQEC);

123.3.3.2. College Academic Staff Recruitment, Promotions, Scholarship and Ethics Committee (CASRPSEC);

123.3.3.3. College Research and Community Service Committee (CRCSC);

123.3.3.4. College Disciplinary Committee (CASDC);

- 123.3.3.5. College Students' Affairs Committee (CSAC);
 - 123.3.3.6. College Practical Attachment Committee (CPAC);
 - 123.3.3.7. College Clean and Green Environment Committee (CCGEC)
 - 123.3.3.8. AC may establish ad-hoc committees to perform specific tasks;
- 121.3.4. AC may, from time to time, co-opt other persons to attend its meetings. However, such persons shall not have voting rights.

121.4. Meetings of Academic Commission

- 121.4.1. The AC shall meet at least once every month and shall maintain a proper system of agenda and minutes for its meetings.
- 121.4.2. It is mandatory for the Chairperson of each AC to send its minutes to the President, Vice Presidents, the Registrar and CDEP Director, accordingly.
- 121.4.3. Meeting may be called at any time by the Dean or when requested in writing by more than a third of its members.
- 121.4.4. Quorum shall consist of more than half (50%+1) of the members including chairman

121.5. General Powers and Responsibilities of Academic Commission

- 121.5.1. The AC shall be the highest body of college/School/Institute for educational/research matters and shall exercise such powers as may be conferred upon it by the Senate or the President.
- 121.5.2. Without prejudice to the generality of the foregoing, the AC shall:
 - 121.5.2.1. Arrange for coordinate and control the teaching-learning process and the setting/marking of examinations in the College in accordance with rules and regulations approved by the Senate and issue general and specific guidelines for exercising these duties and powers;
 - 121.5.2.2. Recommend to the Senate the establishment of new programs and modifications of existing programs pertaining to studies and research in the college;
 - 121.5.2.3. Consider and decide upon all cases presented to it through the college standing committees (Sub-article 3.3 of this article);
 - 121.5.2.4. Recommend all leaves of academic staff members;
 - 121.5.2.5. Promote research works within the college, issue guidelines on their execution, on the basis of regulations issued by the Senate and follow-up/monitor their implementations;
 - 121.5.2.6. Review the missions and objectives of the college on a periodic basis and monitor their realization;

- 121.5.2.7. Promote the welfare of staff and students and ensure observance of discipline within the College;
- 121.5.2.8. Review grades and determine academic status of students every semester;
- 121.5.2.9. Recommend to the Senate the graduation of students of the College;
- 121.5.2.10. Review and recommend budget proposals and allocate approved budgets for the various activities of the college;
- 121.5.2.11. Develop staff development schemes for the college; and prioritize training programs for the staff and approve candidates for training;
- 121.5.2.12. Issue guidelines on conditions of engagement and remuneration for consultancy services in the college in line with the general the University policies;
- 121.5.2.13. Receive and assess the results of the periodic evaluation of performance of the staff members of the college and advice the dean on the possible actions to be taken as a result of the evaluation;
- 121.5.2.14. Issue guidelines for promotion of links with relevant external bodies and organizations with a view to enhance the college's academic/research functions in line with the rules and regulations of the University;
- 121.5.2.15. Initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the college;
- 121.5.2.16. Determine the allocation and appropriate utilization of the physical resources of the College based on considered recommendations of the dean;
- 121.5.2.17. Issue guidelines and procedures on the functions and activities of the AC standing committees established under sub-article 3.3 of this article as well as the DC and its sub-committees established under article 124; and
- 121.5.2.18. Perform such other functions relevant to the betterment of the teaching learning processes and promotion of research in the College.

Article 122: College Managing Council

Without prejudice to the power of the Dean to include other pertinent officers, the council shall constitute the Dean, Vice Dean, Quality Relevance and Enhancement coordinator, one Department head (elected by the AC) and the Administrative Coordinator/Director.

122.1. The Dean shall chair the managing council. In the absence of the Dean, his delegate shall convene and chair the council meetings.

122.2. The quorum for holding a meeting shall be more than half (50% + 1) of the members including the chair.

- 122.3. The college managing council shall advise the Dean on strategic issues and on other cases that the Dean believes require collective examination as well as serve as a forum for monitoring, coordination, and evaluation of the affairs of the college.
- 122.4. The College managing council shall meet regularly at least twice a month on a regular day and time that shall be determined by the Dean.
- 122.5. Minutes of sessions of the College managing council shall be taken by a secretary designated by the Dean/Head.
- 122.6. The Dean/Head shall ensure free and open expression of views in managing council sessions. The Dean may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions.
- 122.7. No member other than the Dean or a person instructed by the Dean/Head shall communicate to third parties the council's deliberations and the results thereof.

Article 123: College/Institute/School/ Deans

123.1. Appointment

The Dean of each College/Institute/School shall be appointed based on merit-based competition as per the criteria set in this legislation and approved by the President.

123.2. Term of office

The term of office of a dean shall be 3 years.

123.3. Role and Responsibilities

123.3.1. The Dean as the chief executive officer of a college, acts as a representative of the AAVP in the College and is accountable to him.

123.3.2. The Dean shall:

- 123.3.2.1. Be the Chairperson of the AC;
- 123.3.2.2. Execute all decisions of the AC with respect to appointment and promotion, renewal of contracts, admission of students, graduation etc., in accordance with the rules and regulations of the University;
- 123.3.2.3. Endeavour to promote multidisciplinary academic/research programs;
- 123.3.2.4. Propose to the AC the establishment of new programs; revision of existing programs; dissolution or amalgamation of programs, etc.
- 123.3.2.5. Follow-up on the periodic review and improvement of curricula and recommend changes to the AC;
- 123.3.2.6. Direct and coordinate the preparation of college plans, programs and budgets in collaboration with Department heads, Vice deans and coordinators and submit to

the AC for review and endorsement, and also recommend to the AC schemes for the allocation of the approved budget among the various units of the College and follow-up on the implementation of the AC's decisions;

123.3.2.7. Direct and coordinate the activities of the teaching departments and other units of the College;

123.3.2.8. Coordinate all research activities of the College;

123.3.2.9. Oversee continuing and distance education programs, professional development courses, seminars, workshops and similar other non-formal educational programs in the College;

123.3.2.10. Administer and oversee the proper utilization of the physical and other resources of the College;

123.3.2.11. Issue rules and procedures for the proper administration of the College in line with the overall policies and regulations of the University;

123.3.2.12. Ensure that the policies, rules and regulations of the University are well known by the staff and students of the college;

123.3.2.13. Endeavour to foster good working relationships with the relevant research institute and other faculties of the University;

123.3.2.14. Endeavour to promote external links with relevant institutions in consultation with the President or AAVP.

123.3.2.15. Promote the good image of the College with clients of the University by providing appropriate and full information on the activities of the College; and seek the participation of professionals from outside in support of teaching and research in the College;

123.3.2.16. Plan and execute schemes and programs that promote academic excellence and welfare of both staff and the students;

123.3.2.17. Ensure the proper maintenance of student records in the College in accordance with guidelines to be set by the Registrar;

123.3.2.18. Carry out other tasks assigned to him by the University authorities and the AC;

123.3.2.19. Submit quarterly and annual reports to the University and the AC on the activities of the College.

123.4. College Vice Dean

123.4.1. Term of office

The term of office of a dean shall be 3 years.

123.4.2. Role and Responsibilities

- 123.1.1.1. Responsible for academic matters including assessment of student learning and curriculum effectiveness, alumni relations, productivity of the college on teaching, scholarly activity, research and service, and the professional experience program;
- 123.1.1.2. Liaise with departments and college registrar, provide support on academic matters including student admissions, advising, curriculum, peer-learning;
- 123.1.1.3. Oversee and coordinate teaching and learning process, strategic developments, scholastic standards, and quality management and enhancement in the college;
- 123.1.1.4. Follow up and execute the decisions and recommendations of the AC;
- 123.1.1.5. Liaise with departments and college coordination offices initiate and prepare plans and programs of the college and closely follow up its implementation.
- 123.1.1.6. Recommend budgets, physical resources and human resources demand in collaboration with academic departments and concerned offices;
- 123.1.1.7. Collect performance report from departments, and prepare performance report of the college; then submit the performance report to the dean and present to AC.
- 123.1.1.8. Evaluate all requests from the various departments and Coordination offices, and make recommendation to the Dean
- 123.1.1.9. Follow up and facilitate the process of, appointments, academic promotions, benefits, recruitment/employment and termination of academic staff of the College, and recommend and present cases to the Dean and Academic Commission.
- 123.1.1.10. Coordinate and oversee examination matter and its administration in the college
- 123.1.1.11. Coordinate Information Technology and laboratory related to education, and oversee library services and resources in the college
- 123.1.1.12. Coordinate and evaluate all professional programs both under graduate and post graduate programs in the College
- 123.1.1.13. Direct and coordinate the Academic activities of the college;
- 123.1.1.14. Support and advise the Dean of the College accordingly
- 123.1.1.15. Delegate the college dean in his absence
- 123.1.1.16. Perform all other duties assigned to him by the Dean or the University authorities.
- 123.1.1.17. Accountable to the Dean, and shall be responsible for the academic affairs in the respective college/institute/school.

123.2. College Research, Community Service and Postgraduate studies Coordinator**123.2.1. Term of Office**

The term of office of a Coordinator shall be 2 years.

123.2.2. Role and Responsibilities

- 123.2.2.1. Ensures that researches are need based and linked to academics and development
- 123.2.2.2. Manages field research sites, ensures the effective and efficient use of research funds and timeliness of research projects.
- 123.2.2.3. Represents the college in matters related to Research, Community Service and Postgraduate studies
- 123.2.2.4. Ensures mobilization of resources at college level for RCSPG activities
- 123.2.2.5. Takes administrative actions based on the report of monitoring unit
- 123.2.2.6. Reports monthly to the dean and to director for Research and Publication, Graduate Studies, and Community service director.
- 123.2.2.7. Facilitates the dissemination of research outputs (Knowledge and technology) of staff, graduate and under graduate students of the college in collaboration with the concerned units.
- 123.2.2.8. Coordinate the activities of Editorial boards and coaches and coordinates the review board at college level.
- 123.2.2.9. Organizes journal clubs and ensures the attendance and participation of academic staff on journal clubs.
- 123.2.2.10. Organizes public defense of proposals, and research output
- 123.2.2.11. Organizes stakeholders meeting to prioritize research and community service areas of the college
- 123.2.2.12. Solicits training opportunities for the staff
- 123.2.2.13. Coordinate training on software application, research methods and avail software and training materials.
- 123.2.2.14. Develops, manages and updates research data base (Repository) from field research centers
- 123.2.2.15. Coordinates the use of earmarked vehicles, field research centers and other research inputs.
- 123.2.2.16. Monitoring data collection process at the field level or in the lab and the progress of the research project
- 123.2.2.17. Develops data use protocol/ guideline including commercialization of data
- 123.2.2.18. Looking for external funding sources and networking for research collaboration
- 123.2.2.19. Coordinate all the graduate related activities at college level
- 123.2.2.20. Prepare annual plan regarding research, community service and graduate studies

123.2.2.21. The College Coordinator of Research, Community Service and Graduate is accountable to the respective college/institute/school Dean, and shall be responsible for the administration of college/institute/school Research, Community Service and Graduate Studies related tasks and perform other duties as may be assigned to him.

123.3. College/Institute/School Registrar Coordinator

123.3.1. Term of Office

Term of office for the coordinator is two years

123.3.2. Role and Responsibilities

123.3.2.1. The Registrar Coordinator of each College/Institute/School shall be appointed on merit-based competition as per the criteria set in this legislation.

123.3.2.2. Develops and monitors strategic/annual plan and different guidelines related to student services in the college;

123.3.2.3. Ensures that all academic programs of the college are properly announced and prospective clients/students get enough information;

123.3.2.4. Ensures and/or assists that service agreements or cost sharing are properly signed;

123.3.2.5. Ensures that students are well oriented and get registered;

123.3.2.6. Ensures the proper provision of academic advisory services to students;

123.3.2.7. Ensures that student records are properly administered;

123.3.2.8. Ensures and supports graduation approval,

123.3.2.9. Assists students to get affordable, clean dormitory and cafeteria services in collaboration with dean of students' service;

123.3.2.10. Follow up class and exam schedules are prepared as per the academic calendar;

123.3.2.11. Assists in processing & replying to enquiries on admission, readmission, advance standing and transfer cases.

123.3.2.12. Submits the list of applicants along with their documents to the student Registry and Record Management Office for admission, registration and scheduling.

123.3.2.13. Arranges the preparation and issuance of ID cards to admitted students.

123.3.2.14. Maintains files for admitted students in the Regular and Continuing Education Programs.

123.3.2.15. Receives copies of final and official grade reports from departments, and updates student records, compute grade point average and prepare student status.

123.3.2.16.Ensures that documents for admission, grades, clearances and so of each student are compiled properly and transferred to the main registrar for the necessary information & documentation;

123.3.2.17.Prepare and issue transfer, withdrawal, regrading, etc. request forms upon request.

123.3.2.18.Maintains accurate and up-to-date inventory of classrooms, lecture halls, laboratories of the college and their utilization.

123.3.2.19.Ensures that student grade complaints are resolved per the rules and regulations

123.3.2.20.Continuously up–date student files.

123.3.2.21.College Registrar Coordinator is accountable to the college/institute/school Dean, and shall be responsible for the administration of college/institute/school Registrar tasks and perform other duties as may be assigned to him.

123.4. College/institute pre-Engineering coordinator

123.4.1. Term of Office

Term of office for the pre-Engineering coordinator is two years

123.4.2. Roles and Responsibility

123.4.2.1.Directs the teaching activities of the college for the students in pre- engineering semester

123.4.2.2.Promotes the enhancement of the quality and relevance of teaching in pre-engineering

123.4.2.3.Follows up and executes the decisions and recommendations of the AC.

123.4.2.4.Seeks to provide opportunities for educational and professional development of the students of the college (specifically pre-engineering students).

123.4.2.5.Ensures the efficient running of the office.

123.4.2.6.Prepare plans activities within the jurisdiction and closely supervises its implementation.

123.4.2.7.Prepare relevant information on the teaching process of pre-engineering students.

123.4.2.8.Assigns an academic advisor, examiners for mid-exam and final exam for pre-engineering student.

123.4.2.9.Supervises the proper use of resources within the office.

123.4.2.10.Ensures that teaching staff members handled courses for pre-engineering students submit periodic reports on their teaching and, in consultation with the AC, take appropriate actions on issues raised in such reports.

123.4.2.11.Ensures Conducive environment for the students in selection of departments at the end of pre-engineering semester in accordance of AC decision and submit necessary reports to the deans per procedures on these matters.

123.4.2.12.Keeps or ensures the keeping of proper academic records of students of the pre-engineering semester.

123.4.2.13.Delegates his powers to other full-time academic staff members of the college where necessary.

123.4.2.14.Carries out other tasks assigned to him by the Dean or the University authorities.

123.4.2.15.Accountable to the Dean, and shall be responsible for the academic affairs in the respective college/institute/school.

Article 124: Department Council

Each department of every College shall have a department council (DC) the composition, powers and duties of which are set forth as follows.

124.1. Composition

124.1.1.The DC is composed of all full-time teaching staff of the department.

124.1.2. Quorum shall be 50%+1 of the number of teaching staff in the department at the time.

124.1.3.The department head shall act as Chairperson of the DC.

124.2. The DC shall have its own rules of procedure within the framework of this Legislation.

124.3. The DC shall have the mandate to establish sub-committees accordingly or as required in line with the University policy and guidelines.

124.4. Powers and Duties of Department Council

124.4.1. Prepare the department's short- and long-term objectives, plans and programs, and necessary budgets for their execution and submit the same to the Dean through the department head;

124.4.2. Recommend to the AC criteria for the selection of students joining the department;

124.4.3. Ensure that all examinations for undergraduate courses are reviewed by the Quality Relevance and Enhancement committee for completeness of content, and soundness;

124.4.4.Review grades and recommend the academic status of undergraduate students to the AC every semester;

124.4.5.Recommend graduation of undergraduate students;

124.4.6.Plan and co-ordinate regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, merger of courses, conduct of research, proper

utilization of departmental resources, maintenance of academic standards and quality of the programs of the department

124.4.7. Recommend to the Dean, through the department head ideas regarding:

- Promotion of the well-being of the staff and the students of the department;
- Staff development scheme for the department; and
- Institution of scholarships, fellowships, prizes and other awards to department's students;

124.4.8. Recommend to AC through the department head, the appointment and promotion of college members of the department;

124.4.9. Recommend to AC scholarship award as well as research and sabbatical leaves of college members of the department;

124.4.10. Review and approve research proposals and funding presented to it through its research and publications sub-committee;

124.4.11. Promote and co-ordinate consultancy services in the department; and ensure that procedures for their proper conduct are adhered to; and

124.4.12. Consider and decide on disciplinary cases of students pertaining to academics.

124.4.13. Handle all academic and related departmental issues that are brought to its attention.

Article 125: Department Heads

125.1. Each academic department shall have a head that shall be accountable to the Dean of the College/Institute/School.

125.2. Appointment

125.2.1. The academic Department Heads shall be appointed based on merit-based competition as per the criteria set in this legislation and approved by the Dean.

125.2.2. The candidate shall be a full-time teaching staff member of the department with a minimum rank of lecturer or above, where possible, who has worked in the department at least for a year. In situations where an academic staff member with the required rank is not available in a department, the Dean of the College shall temporarily delegate a College member from another department with the consent of the AAVP. Such a department head shall be delegated for only a period of time until a staff member with the required rank is available in the department.

125.3. Term of Office

The term of office of a head of department shall be two years.

125.4. Role and Responsibilities of Department Head

125.4.1. Directs the teaching and research activities of the department.

- 125.4.2. Promotes quality enhancement and teaching and research relevance in the department
- 125.4.3. Initiate proposal for deliberations by DC on matters within the jurisdiction
- 125.4.4. Follows up and executes the decisions and recommendations of the AC and the DC.
- 125.4.5. Seeks to provide opportunities for educational and professional development of the staff and students of the department.
- 125.4.6. Follows up on the processing of appointments, promotions, salary increments and other benefits due to the staff members of the department in accordance with the rules and regulations of the University.
- 125.4.7. Ensures the efficient running of the department.
- 125.4.8. Prepares plans, programs and budgets for the activities of the department and closely supervises the implementation of approved plans, programs and budgets.
- 125.4.9. Creates conducive atmosphere for the expansion of academic and research efforts in the department.
- 125.4.10. Prepares relevant information on the teaching, research and service capabilities of the department and disseminates the same.
- 125.4.11. Assigns:
 - A. An academic advisor for each student; and
 - B. Advisors for senior essays or projects and examiners for the same.
- 125.4.12. Supervises the proper use of resources within the department.
- 125.4.13. Ensures that teaching staff members of the department submit periodic reports on their teaching and research activities and, in consultation with the DC, take appropriate actions on issues raised in such reports.
- 125.4.14. Keeps records of activities of every staff member of the department to serve as inputs for evaluation of staff members. Such records shall, among other things include reports on research work, publications, conference papers and talks, status of works in progress during that year, public services and participation in the University Affairs.
- 125.4.15. Conducts performance evaluation of each staff member at the end of academic year
- 125.4.16. Ensures that students' evaluations and peer reviews of staff members of the department are properly conducted and the necessary reports are submitted to the dean as per procedures on these matters.
- 125.4.17. Keeps or ensures the keeping of proper academic records of students of the department
- 125.4.18. Delegate his power to other full-time academic staffs of the department if necessary.
- 125.4.19. Carries out other tasks assigned to him/her by the Dean or the University authorities.

Article 126: Role and Responsibilities of Module/Course Teams

A module team shall consist of academic staff members from related discipline who shall work in team pertaining to academic and other related matters. Without prejudice to the mandate of the AC/DC, a module team shall exercise the following role and responsibilities:

- 126.1. Arrange, co-ordinate and control the teaching-learning process in the module in accordance with rules and regulations approved by the Senate;
- 126.2. Recommend to the AC/DC addition, deletion or modifications of existing courses within the module.
- 126.3. Recommend to the AC/DC launching of new graduate programs and modifications of existing programs;
- 126.4. Examine and decide on the academic questions of students received from the College/Department head; and then communicate its decision to the College/Department for endorsement. Such cases may include, but not limited to, management of NG cases, supplementary and make up exams, course equivalence, course exemptions and waivers and the like;
- 126.5. Determine the appropriate staff profile and recommend recruitment;
- 126.6. Recommend all leaves of Academic Staff members except sick and annual leaves, which could be approved by the head;
- 126.7. Set and/or review exam questions, mark papers, follow up the implementation of continuous assessment, review and approve grades for all courses existing in module;
- 126.8. Examine staff promotion requests in line with the rules and regulations of the University; present at AC/DC through the team leader;
- 126.9. Initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the module team;
- 126.10. Issue team charters and procedures on the functions and activities of the team;
- 126.11. Perform such other functions relevant to the betterment of the teaching learning processes in the module;

Article 127: Criteria for the appointment of Academic Directors

- 127.1. Any academic directors are appointed through criteria-based appointment which consists document, work plan presentation and presidents joint voting system.
- 127.2. The Director shall be appointed by criteria (70%), evaluated by directors, deans and department heads through public presentation of their work plan (20%) and 10% will be evaluated by presidents (jointly), and notified within a week from announcement.

127.3. The criteria are:

127.3.1. The latest two semesters' efficiency (10%, calculated as 100=10)

127.3.2. Practical service years (supported by official letters if it is other organizations' service) (10%, calculated as 10 and above= 10)

127.3.3. Community service-supported by either certificate or official letters (10%)

127.3.3.1. Five rounds and above=10

127.3.3.2. Four rounds =8

127.3.3.3. Three rounds =6

127.3.3.4. Two rounds =4

127.3.3.5. One round = 2

127.3.4. Research (15%)

127.3.4.1. Two published original research (project) paper on reputable journal or at least three published original research on proceeding = 15

127.3.4.2. One published original research (project) paper on reputable journal or at least two published original research on proceeding = 12

127.3.4.3. At least one published original research on proceeding or at least two completed research (project) in the university =9

127.3.4.4. At least one completed research (project) in the university =6

127.3.4.5. Ongoing research/project in the university =3

127.3.4.6. Proposal presented at university level-including rejected proposals=2

127.3.5. Involvement in the committee (5%)

127.3.5.1. Officially appointed in 3 and above committees=5

127.3.5.2. Officially appointed in 2 committees=4

127.3.5.3. Officially appointed in 1 committee =3

127.3.6. Academic rank (10%)

127.3.6.1. Professor= 10

127.3.6.2. Associate professor = 8

127.3.6.3. Assistant professor = 6

127.3.6.4. Lecturer = 4

127.3.7. Previous academic position/s experience (10%)

127.3.7.1. Related and equivalent positions for three years = 10

127.3.7.2. Related and equivalent positions for two years = 8

127.3.7.3. Related and equivalent positions for one year = 6

127.3.7.4. Related and un-equivalent positions for three years = 8

127.3.7.5. Related and un-equivalent positions for two years = 6

127.3.7.6. Related and un-equivalent positions for one year = 4

127.3.7.7. Unrelated and equivalent positions for three years = 6

127.3.7.8. Unrelated and equivalent positions for two years = 4

127.3.7.9. Unrelated and equivalent positions for one year = 2

127.3.7.10. Any unrelated and un-equivalent positions are calculated as = 0

127.3.8. Affirmative action (5%)

127.4. Based on the result of the competition (out of 70%), only top three scorer candidates will be recruited for the next competition.

127.5. Generally, for this appointment the candidate expected to be those who:

127.5.1. Accept policy and strategy of the University

127.5.2. Has good relationship with the staff members

127.5.3. Has no disciplinary problems (i.e., who hasn't received at least warning letter from officially appointed discipline committee or another Official/s)

127.6. The term of office for the Directors shall be three (3) years and he/she may only be competing for one more consecutive term.

Article 128: Criteria for the appointment of Deans, or Vice Deans

128.1. Any academic Deans are appointed through criteria-based appointment which consists document, work plan presentation and presidents joint voting system.

128.2. The Dean shall be finally appointed by the President in accordance with regulations set in this legislation,

128.3. The Dean shall be directly responsible to the Academic Affairs Vice President.

128.4. The Dean shall be responsible for the academic and administrative matters concerning his/her College pursuant to the University policies, rules and regulations.

128.5. The term of office for the Dean shall be three (3) years and he/she may only be competed for one more consecutive term.

128.6. The Dean of the Colleges/Graduate studies/School and the Vice Deans shall be appointed by criteria (70%), vote by AC member through open public presentation of their work plan (20%) and president and AAVP through interview (joint decision) (10%), and notified within a week from announcement.

128.7. The criteria are:

128.7.1. The latest two semesters' efficiency (10%, calculated as $100 - 10 = 90$)

128.7.2. Practical service years (supported by official letters if it is other organizations' service) (10%, calculated as 10 and above= 10)

128.7.3. Community service-supported by either certificate or official letters (10%,)

128.7.3.1. Five rounds and above=10

128.7.3.2. Four rounds =8

128.7.3.3. Three rounds =6

128.7.3.4. Two rounds =4

128.7.3.5. One rounds =2

128.7.4. Research (15%)

128.7.4.1. Two published original research (project) paper on reputable journal or at least three published original research on proceeding = 15

128.7.4.2. One published original research (project) paper on reputable journal or at least two published original research on proceeding = 12

128.7.4.3. At least one published original research on proceeding or at least two completed research (project) in the university =9

128.7.4.4. At least one completed research (project) in the university =6

128.7.4.5. Ongoing research/project in the university =3

128.7.4.6. Proposal presented at university level-including rejected proposals=2

128.7.5. Involvement in the committee (5%)

128.7.5.1. Officially appointed in 3 and above committees = 5

128.7.5.2. Officially appointed in 2 committees = 4

128.7.5.3. Officially appointed in 1 committee = 3

128.7.6. Academic rank (10%)

128.7.6.1. Professor = 10

128.7.6.2. Associate professor = 8

128.7.6.3. Assistant professor = 6

128.7.6.4. Lecturer = 4

128.7.7. Previous academic position/s experience (10%)

128.7.7.1. Related and equivalent positions for three years = 10

128.7.7.2. Related and equivalent positions for two years = 8

128.7.7.3. Related and equivalent positions for one year = 6

128.7.7.4. Related and un-equivalent positions for three years = 8

128.7.7.5. Related and un-equivalent positions for two years = 6

128.7.7.6. Related and un-equivalent positions for one year = 4

- 128.7.7.7. Unrelated and equivalent positions for three years = 6
- 128.7.7.8. Unrelated and equivalent positions for two years = 4
- 128.7.7.9. Unrelated and equivalent positions for one year = 2
- 128.7.7.10. Any unrelated and un-equivalent positions are calculated as = 0
- 128.7.8. Affirmative action (5%)
- 128.8. Based on the result of criteria-based competition (out of 70%), only top three scorer candidates will be recruited for the next competition.
- 128.9. Generally, for this appointment the candidate is expected to be those who:
 - 128.9.1. Accept policy and strategy of the university
 - 128.9.2. Has good relationship with the staff members
 - 128.9.3. Has no disciplinary problems (i.e., who hasn't received at least warning letter from officially appointed discipline committee or another Official/s)

Article 129: Criteria for the appointment of Department Heads, and Coordinator

- 129.1. The Head of a Department shall be appointed by the criteria (80%), vote (10%) of DC members and vote by dean and vice dean (joint decision) through interview (10%) and approved by the Dean, and notified within a week from the announcement.
- 129.2. The coordinator shall be appointed by the criteria (80%), vote (10%) of the Academic Commission members and vote by dean and vice dean (joint decision) through interview (10%) and approved by the Dean, and notified within a week from the announcement.
- 129.3. The appointment criteria for both Head of Department and Coordinator are:
 - 129.3.1. The latest two semesters' efficiency (20%, calculated as $100=20$)
 - 129.3.2. Practical service years (supported by official letters if it is other organizations' service) (10%, calculated as 10 and above= 10)
 - 129.3.3. **Community service-supported by either certificate or official letters (10%)**
 - 129.3.3.1. Five rounds and above=10
 - 129.3.3.2. Four rounds = 8
 - 129.3.3.3. Three rounds =6
 - 129.3.3.4. Two rounds =4
 - 129.3.3.5. One round = 2
 - 129.3.4. **Research (15%)**
 - 129.3.4.1. Two or more published original research (project) paper on reputable journal or at least three published original research on proceeding = 15

- 129.3.4.2. One published original research (project) paper on reputable journal or at least two published original research on proceeding = 12
- 129.3.4.3. At least one published original research on proceeding or at least two completed research (project) in the university = 9
- 129.3.4.4. At least one completed research (project) in the university = 6
- 129.3.4.5. Ongoing research/project in the university = 3
- 129.3.4.6. Proposal presented at university level- including rejected proposals = 2
- 129.3.5. Involvement in the committee (5%)**
- 129.3.5.1. Officially appointed in 3 and above committees = 5
- 129.3.5.2. Officially appointed in 2 committees = 4
- 129.3.5.3. Officially appointed in 1 committee = 3
- 129.3.6. Academic rank (10%)**
- 129.3.6.1. Professor = 10
- 129.3.6.2. Associate professor = 8
- 129.3.6.3. Assistant professor = 6
- 129.3.6.4. Lecture = 4
- 129.3.7. Previous academic position/s experience (10%)**
- 129.3.7.1. Related and equivalent positions for two years = 10
- 129.3.7.2. Related and equivalent positions for one year = 7
- 129.3.7.3. Any unrelated and equivalent positions for two years = 7
- 129.3.7.4. Any unrelated and equivalent positions for one year = 4
- 129.3.8. Affirmative action (5%)
- 129.4. Based on the result of criteria-based competition (out of 80%), only top three scorer candidates will be recruited for the next competition.
- 129.5. Generally, for this appointment the candidate expected to be those who:
- 129.5.1. Accept policy and strategy of the university
- 129.5.2. Has good relationship with the staff members
- 129.5.3. Has no disciplinary problems (i.e., who hasn't received at least warning letter from officially appointed discipline committee or another official/s)
- 129.6. The Head of a Department is directly responsible to the Dean of the College;
- 129.7. The Head of a Department shall be responsible for all matters concerning his/her department pursuant to the University policies, rules and regulations;
- 129.8. The term of office of the Head of Department shall be two years and he/she may only be competing for one more consecutive term.

CHAPTER SEVEN

CONTINUING AND DISTANCE EDUCATION PROGRAM

Article 130: Functions of the Continuing and Distance Education Program

CDEP in consultation with college identify the educational needs of the people and make provisions to meet these needs by proposing degrees and/or diplomas/certificate programs, short courses, seminars, workshops and the like.

Article 131: The Role of Colleges in Continuing and Distance Education

131.1. The decision to initiate and offer a program leading to a degree or diploma and the academic aspects of its implementation shall be the responsibility of the college that awards the same. However, all programs offered in the University should be approved by the Senate before implementation.

131.2. Courses offered in CDEP, shall have the same content and carry the same credits as those offered in the regular program and be taught at accepted the University standards. Such course credits shall be transferable where appropriate.

131.3. Courses shall be taught by department members in whom the courses are being offered and/or other part-time instructors having the commensurate qualifications.

131.4. Academic staffs that handle CDEP courses shall be paid according to the regulations.

Article 132: Admission to Continuing and Distance Education Program

132.1. The relevant provisions of this Legislation shall apply to all candidates who seek to be admitted to degree and diploma programs.

132.2. An applicant to a program leading to a degree or diploma may be admitted if he/she meets specific criteria set for the program or course arrangements.

132.3. A limited number of students who qualify under the following criteria may be admitted to continuing and distance education programs.

132.4. Candidates must have completed preparatory schools and possesses necessary entrance point as per the Ministry of Education cutoff point or must have its equivalent qualification (diploma, or TVET with level IV and above plus COC).

132.5. They must pass entrance examination to be administered by the University.

132.6. The candidate should produce evidence of financial capability for the tuition fee and other related fees to the program before enrollment.

Article 133: Other Provisions

The CDEP shall set guidelines that shall periodically be updated and approved by the Senate.

CHAPTER EIGHT

LIBRARY AND DOCUMENTATION DIRECTORATE

Article 134: General Provisions on the Library and Documentation Directorate

- 132.1. The University Library System consists of the Central Library and such other constituent libraries as are recognized by the University.
- 132.2. The University may, when it finds necessary, allocate funds to maintain any recognized constituent library. The University shall not be responsible for any library which is not a recognized part of its library system.
- 132.3. Academic unit of the university may have constituent libraries

Article 135: The Library and Documentation Directorate Director

135.1. Appointment

The University Librarian shall be appointed based on merit-based competition as per the criteria set in this legislation and approved by the President as the director of the University Library System.

135.2. Duties and responsibilities

- 135.2.1. The University Librarian is responsible for planning, budgeting and development of the library and for promulgation of all rules governing use of the library by students, college and external users.
- 135.2.2. Ensures timely acquisition and adequate collection of relevant books, journals, teaching materials and other publications.
- 135.2.3. Improve the organization and delivery of services of the library.
- 135.2.4. Improve the library's information and documentation system.
- 135.2.5. Foster external linkages with other libraries and supporting agencies.
- 135.2.6. With respect to constituent libraries the chief librarian shall:
- 135.2.6.1. Ensure the availability of trained library staff in adequate capacity;
- 135.2.6.2. Ensure adherence to uniform accession and cataloguing of books and other working procedures;
- 135.2.6.3. Develop a system which enables that all materials in The University System are available, on reasonable terms, to all the University students subject to the priority of meeting the academic needs of the college housing the constituent library;
- 135.2.6.4. Receive, from time to time, such statistical information from each constituent library; and
- 135.2.6.5. Inspect all the constituent libraries to ensure certain minimum standards are met.

Article 136: Library Staff

The library system shall be staffed with professional librarians and other support personnel. Professional librarians may be required to teach or assist in teaching courses in their areas of specialization. In such cases the employment, terms of engagement, promotion and termination of service of professional librarians shall be governed by the rules and regulations applicable to academic staff whenever appropriate.

CHAPTER NINE

RESEARCH, PUBLICATIONS AND CONSULTANCY SERVICES

Article 137: Policy Premises on Research and Publication

- 137.1. Research is an essential component of the University functions. Teaching faculties and research institutes, when such institutes are established, should work hand in hand for the purpose of offering education and training in various disciplines that are relevant to the development needs of the country, promotion of scholarship, advancement of the frontiers of knowledge and carrying out research which shall contribute to capacity building and continued growth of the University as well as the development of the arts, science and technology in the Nation.
- 137.2. Although the primary responsibility of teaching faculties is in the area of training, research is an integral part of their activities since academic staff members in teaching faculties are expected to devote minimum of 25% and 15% of their time to research, and community service respectively. Conversely, staffs of research institutes are expected to have a home base in an academic College or department where they are expected to devote 25% of their time to teaching.
- 137.3. The University shall endeavor to build its own capacity to publish teaching materials and research finding.
- 137.4. Research findings should be disseminated through publications of books and periodicals, presentation of occasional papers and participation and conduct of seminars, symposia and workshops etc.

Article 138: Procedures for Initiating and Conducting Research

- 138.1. A research proposal of an academic staff member for which internal or external funding is sought shall be submitted to the department council for review and endorsement. Academic staff members carrying out research without the need for financial support shall also have their research project approved by the respective departments.
- 138.2. Proposal reviewed and endorsed by the DC shall need to be approved by the College Research and Community Service Committee on behalf of the respective AC.
- 138.3. Where funds are sought from sources internal to the University, the proposal shall be presented to the Senate RCSC for appropriate action. The RPCSC reserves the right to

have the proposal reviewed by independent professional assessors notwithstanding the provisions of sub-Article 2 of this Article.

138.4. Where funds are sought from sources external to the University, the proposal shall be reviewed and approved by the RCSC and handled through the Research and Publication Office. However, this should not prevent individual researchers from securing research funds directly from potential donors.

138.5. The modalities of initiation, review, endorsement and approval of research proposals at the various levels shall be issued in the form of guidelines by the RCSC and /or Research and Publication Coordinator of the University.

Article 139: Administration of Research

139.1. The overall administration of research in the University is vested in the Research and Publication Office.

139.2. The implementation of guidelines to be issued by the Senate, the RPC, or the Research and Publication Coordinator is the responsibility of deans.

139.3. Researchers whose proposals have been approved and funded shall submit periodic reports to department heads, Deans, and the Research and Publication Office in accordance with guidelines set by the RPD.

139.4. All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the Research and Publication Director or his designate.

139.5. The financial administration of research funds shall be governed by the existing financial policy and procedure manual of the University and such other relevant guidelines as may be issued by the University.

Article 140: Property Rights on Research Findings and Research Property

Without prejudice to the relevant provisions of Federal and/or State laws and unless otherwise expressly provided under individual research agreements, the University shall have proprietary rights on research findings and/or products conducted as per the relevant provisions of this Legislation.

Article 141: Research Priorities

The following are guidelines for the setting of research priorities in the various sectors:

141.1. The setting of research priorities shall be the responsibility of each department.

141.2. In determining their research priorities, departments shall take into account:

141.2.1. The needs and priorities of the country;

- 141.2.2. The missions and objectives of the department, college, and the University;
- 141.2.3. The magnitude of the problem (present/future); and
- 141.2.4. Its contribution to the development of Science and Technology.
- 141.3. The decision of a department on its priorities shall be accompanied by the minutes of the meeting of the department that deliberated on the issue.
- 141.4. The College Research and Publication committees and the College academic commissions shall approve the research priorities of departments.
- 141.5. Inter-college commissions should be set up to deal with multidisciplinary subjects.
- 141.6. Colleges shall submit their decisions to the RCSC of the Senate.
- 141.7. Departments shall revise their priorities every 3-5 years.

Article 142: Consultancy Services

142.1. Policy Premises on Consultancy Services

The University as an institution or through its staff members shall render consultancy services to fulfill the outreach mandates of the University, and enhance the professional development of the University staff, and contribute to income generation.

142.2. General Provisions on Consultancy Services

- 142.2.1. For this Legislation, consultancy service is defined as any form of professional or technical service rendered through an appropriate University channel or individual staff links for remuneration or otherwise by a staff member of the University to any organization or individual.
- 142.2.2. The types of consultancy services include research, training, program/project planning and evaluation, production of materials, advisory, or any other related services of a professional nature.
- 142.2.3. Responsibility Centers on Consultancy Services
- 142.2.4. The University organs responsible for conducting and handling consultancy services are the Research and Publication Office, University-Industry Linkage office, and the concerned colleges, schools, and departments.
- 142.2.5. The responsibilities of the Research and Publication Director shall be
 - 142.2.5.1. To coordinate all consultancy activities of the University;
 - 142.2.5.2. To register consultancy activities;
 - 142.2.5.3. To make periodic follow-up and monitoring of consultancy activities;
 - 142.2.5.4. To play an active role in developing markets for consultancy services in collaboration with relevant units and individuals of the University;

142.2.5.5. To prepare contract formats in collaboration with the Legal Advisor/Services/Division of the University,

142.2.5.6. To develop and, when approved, communicate consultancy policies; and

142.2.5.7. To take the necessary corrective measures, in case of complaints, in line with the rules and regulations of the University.

142.2.6. The responsibilities of Colleges/Institutes/Schools and departments shall be:

142.2.3.3.1. To oversee and coordinate consultancy activities of individuals within departments and faculties;

142.2.3.3.2. To register consultancy services;

142.2.3.3.3. To prepare consultancy proposals and technical documents;

142.2.3.3.4. To negotiate terms of consultancy contracts;

142.2.3.3.5. To verify terms of consultancy service contracts, sign contracts when necessary and deposit the same at the Research and Publication office;

142.2.3.3.6. To make periodic follow-ups on consultancy works and submit reports to the Research and Publication Office;

142.2.3.3.7. To execute consultancy services;

142.2.3.3.8. To authorize payments as per the terms and conditions of the contract;

142.2.3.3.9. To purchase goods required for consultancy services per the contract agreement and the relevant rules and regulations of the University;

142.2.3.3.10. To play an active role in developing markets for consultancy services; and

142.2.3.3.11. To make other decisions related to consultancy services.

142.3. Determination of Cost for Consultancy Services

142.3.1. Consultancy contract preparations shall involve the determination of the proper and accurate cost of the consultancy service to be rendered. Due regard is given to the special expertise required in the determination of consultancy costs, each college and department shall take full responsibility in the determination of the parts that should be considered.

142.3.2. All cost components shall be considered in the determination of consultancy fees.

142.3.3. The academic staff member (or a group of academic staff members) engaged in the consultancy service is entitled to 75-90% of the total consultancy fee.

142.3.4. A maximum amount of 20% consultancy fee of the total personnel charge shall be set aside to be shared among the College and the department by a ratio to be determined by a guideline to be issued by the Research and Publication Committee of the Senate;

- 142.3.5.A 5% overhead charge shall be utilized by the University for the promotion of research activities;
- 142.3.6. When the consultancy service is carried out using the University time and facilities (office, computers, etc.) a maximum of 20% and 5% of the consultancy fee shall be utilized by the University as personnel and overhead charges, respectively
- 142.3.7. When the consultancy service is given without using the University facilities, the rates for personnel and overhead charges shall be 15% and 5% of the total consultancy cost, respectively.
- 142.3.8. When the consultancy service is given without using the University facilities and time the rates of personnel and overhead charges shall be a total of 10%.
- 142.3.9. Where individuals engaged in a consultancy service belong to different departments and/or faculties the share of the fee shall be based on the ratio of the number of consultants involved and/or benefits accrued to the individuals.
- 142.3.10. Any employee of the University who is found involved in any form of consultancy service (any type of paid service for that matter) without the consent of the College Dean shall be considered to have seriously breached the University regulation and will be subject to the disciplinary hearing.

142.4. Sub-contracting Consultancy Service Agreements

Where the college or department cannot execute all the components of the consultancy service agreements, it may involve individuals or organizations outside the University in consultation with the Research and Publication Office. In such cases, the terms and conditions of involvement should be specified.

Article 143: Publication and Intellectual Property Rights

- 143.1. The respective rights on the direct and indirect intellectual products obtained as a result of the consultancy service rendered shall be set out in the framework of the contract.
- 143.2. The consultant or researcher may seek the proprietor's permission to publish the research results and to use the scientific data obtained. However, in any published material the names of both the consultant or researcher and the College or department shall appear with the proper acknowledgment to the proprietor. All intellectual property rights shall belong to the proprietor unless specified otherwise in an agreement between the two contracting parties under the country's laws on intellectual property rights.

CHAPTER TEN

STUDENT AFFAIRS

Article 144: Policy Premises on Student Affairs

- 144.1. Achievement of University goals depends partly on the commitment and sense of belongingness of its students as members of the University community.
- 144.2. The University is committed to foster a positive environment for learning and ensuring the safety, rights, and dignity of every member of the community. To this effect, the University encourages every student to assume individual responsibility of respecting the rights and dignity of others and helping to promote the free and open exchange of ideas in the atmosphere of mutual respect.
- 144.3. Students of the University are free, in so far as the requirements of curricula permit, to inquire into many subjects that interest them, to organize discussion groups or study clubs for the consideration of any subject, and to invite and address them any speaker they may choose. The responsibility and accountability of students' publications shall be under the rules and regulations of the University and the general press.
- 144.4. Every student has the right to petition or disseminate information on campus as per the code of conduct on the freedom of speech. However, those who circulate petitions must identify themselves to the appropriate administrative body before circulating such petitions. Students have the right to picket peacefully in the University.
- 144.5. Any type of discrimination based on ethnicity, sex, religion, national origin, political ideology, disability, marital and retirement status is prohibited. Equal opportunity and access to rights and privileges are the University's core values addressing unity in diversity. Judgments about students shall be based on their abilities and performances.
- 144.6. Academic integrity is a fundamental university value. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and their respect for others' academic endeavors. Academic dishonesty includes, but is not limited to, the following: submitting somebody's work, plagiarism, cheating, falsification of academic materials, misrepresentation of documents, selling academic or computer assignments, misuse of computing resources.
- 144.7. As a community, which strive always toward the ideals of a community of scholars and a community of people of integrity, the University relies as far as possible upon a system of self-discipline founded upon a tolerance for differences and mutual trust and respect of governing relationships among its members.

144.8. Nevertheless, like any other community, Salale University's community requires rules to safeguard its effective institutional functioning, fair procedures for the investigation of charges of violation of these rules, and sanctions to deter persons violating the rules and to penalize those who are not deterred effectively. The law of the community governs. However, the University is neither a law reinforcement agency nor a "sanctuary" for lawbreakers." The University has been and continues to be concerned whenever students are involved in legal problems or misconduct they be adequately advised and counseled to correct themselves.

Article 145: Duties and Responsibilities of Students

145.1. A student of the University is required to be engaged in a sustained and independent pursuit of truth, transmission, and application of knowledge, and nation-building in a coupled interactive relationship with university scholars. It shall be a student's primary duty to conform to the academic functions and regulations of the University.

145.2. Without limitation to the generality of the provisions of sub-article 1 of this article, a student of Salale University shall:

145.2.1. Attend classes, examination sessions, and other forms of instruction or evaluation procedures in line with the policies and guidelines set forth by the University.

145.2.2. Accept homework, project assignments, practical attachments, laboratory or field tasks, and other forms of engagement intended by an instructor or department to create learning opportunities for the student.

145.2.3. Do research that would contribute to professional growth and benefit society.

145.2.4. Cooperate with the academic department and its staff in running academic functions to meet its objectives.

145.2.5. Seek information, assistance, and necessary guidance according to the arrangement of consultation and student advising.

145.2.6. Demonstrate honesty and integrity in behavior and performances

145.2.7. Demonstrate self-discipline, respect for others' ideas, tolerance of differences, and nondiscrimination.

145.2.8. Take good care of university properties under possession.

145.2.9. Reporting to the concerned bodies any willful violation of rules and regulations by any member of the University's community.

145.2.10. Respect for elders, instructors, advisors of college, and other members of the University Community.

145.2.11. Demonstrate belongingness to the University

145.2.12. Abide by the rules and regulations of the University.

Article 146: Student Service Office

146.1. Appointment of Student Service Director

The Student Service Director shall be appointed by the President or ASAVP as per the criteria set in this legislation and given the staff, supervisory powers, and authority, to operate the office on a fixed budget to discharge all the responsibilities enumerated below.

146.2. Term of Office of Student Service Director

146.2.1. The terms office of the Student Service Directorate shall be three years.

146.2.2. However, the incumbent Student Service Director can be reappointed subject to periodic performance evaluation which may result in termination of office.

146.3. Powers and Duties of Student Service Director

The Office of Student Services is responsible for the duties and activities listed under article 117 sub-articles 3 of this legislation.

146.4. Support Staff for Student Affairs Administration

Heads of the Office of Student Services for Guidance and counseling, Students dormitory, Students Cafeteria service, Sport and Recreation, Students' Clinic, foreign Students, etc may be assigned with the necessary support staff and logistics to enhance the activities of the Student Service.

146.5. Student Affairs Committee

Students' Affairs Committee (SAC) shall have members indicated in Article 22 sub-article 1 and duties and responsibilities indicated under Article 22 sub-article 2.

146.6. Student Discipline Committee

146.6.1. Students ought to know their rights, duties, and responsibilities strictly; any disciplinary breach is subject to a disciplinary measure. Student Discipline Committee (SDC), which shall be established by the Administration and student affairs Vice President of the University, shall investigate disciplinary breaches.

146.6.2. In each College, there shall be one Student Discipline Committee headed by the College Student Service coordinator assigned in each campus/college to help facilitate suitable management of student disciplinary affairs. On the main campus, there shall be two Student Discipline Committees as the number of students is very large. Yet if the disciplinary cases are University-wise and pervasive, the

Administration and student affairs Vice President would form an ad-hoc committee to investigate the cases.

146.6.3. Student Discipline Committee shall have the following members:

- Student Service Director, Chairperson
- College academic Staff Representative, Member
- Representative of Gender Office, Member
- Representative of University Police, Member
- Student Representative, Member

Article 147: Codes of Conduct

147.1. Violation of the University Student Codes of Conduct may result in disciplinary sanctions. The student discipline committee of the University or campus shall initially consider cases of violation of codes of conduct.

147.2. The purposes of codes of conduct are to prevent abuse of the rights of others and to maintain the public order appropriate to a University campus without which there can be no intellectual freedom, and they shall be interpreted to that end.

147.3. Violations of University Codes of Conduct includes, but not limited to, the following

147.3.1. Willfully causes physical injury to any other person, or threaten to do so for any purpose

147.3.2. Physically, verbally, graphically, or electronically harass any person on campus or outside (this includes: intentional insults, stalks, assaults, strikes, threats, intimidations based on one ethnic, religious, political, social, etc. backgrounds)

147.3.3. Willfully damage or destroy the property of the institution or remove or use such property without authorization.

147.3.4. Enter into prohibited areas, facility, or private office of a staff member without expressed or implied permission.

147.3.5. Refuse to leave any such building, facility, or private office after being required to do so by any authorized person.

147.3.6. Temper with the fire safety equipment, electricity, water pool that may cause danger

147.3.7. Obstruct the free movement of persons or vehicles in any place

147.3.8. Deliberately disrupt or incite others to disrupt the peaceful conduct of teaching, research administration, disciplinary proceeding or other University functions.

147.3.9. Possession of any riffle, shotguns, pistols, ammunitions, or other firearm or weapon upon any promises.

- 147.3.10. Possession of any prohibited substances in any premises of the University. These substances include, but are not limited to, alcohol, beverage, chat, heroin, cocaine,
- 147.3.11. Take or steal any property
- 147.3.12. Harbor stolen property
- 147.3.13. In any manner deface walls or any structure of the institution
- 147.3.14. Carelessly litter walkways, residence and classroom areas
- 147.3.15. Picket and demonstrate on campus without order or in a way that jeopardize public order and peace
- 147.3.16. Dress oneself in culturally and morally indecent manner, in sexually provoking manner or against standards of professional ethics.
- 147.3.17. Misuse or abuse laboratory equipment, library, sport field, classroom and computing resources without due attention to safety and property regulations
- 147.3.18. Failing to present identification upon request by a concerned University staff and or to comply with proper and lawful and of a University official
- 147.3.19. Failing to appear for a disciplinary proceeding to respond to allegation or witness
- 147.3.20. Violate any published laws of the state, region, and municipality or Kebele ordinance and published University rules or guidelines of the University service units or any disciplinary sanctions.
- 147.3.21. Attempt, aid, conspire, hire or be an accessory to any prohibited act by these codes of conduct
- 147.3.22. Furnish any false information and or withhold any true information before a hearing or at the time of admission, examination or withdrawal
- 147.3.23. Retaliate or intimidate by stalking or threaten or harass complainant or other person alleging misconduct.
- 147.3.24. Attempt or make sexual assault or contact, including but not limited to, inappropriate touching or founding, against the person's will.
- 147.3.25. Any Political, religious, and ethnic based movement/conflict in the university.
- 147.4. The University reserves the right to investigate and adjudicate the cases where a student is alleged to have been violated any part of the code of conduct of a campus.
- 147.5. The Proceedings under the code of conduct shall not be stalled or postponed merely because the complainant is proceeding against the accused under any other provision of civil or criminal law.
- 147.6. The provision of these codes of conduct shall apply in line with relevant law, Statues, Ordinances, Regulations, Proclamations, Directives and Rules of country.

Article 148: Sexual Harassment and Abuse

Salale University, as a higher learning institution, envisages a learning environment free from sexual harassment and abuse. One of the core values of the University is gender sensitivity with due emphasis to equity that enable the University to render equal and fair opportunities and services regardless of the gender.

148.1. Sexual Harassment Dimensions

Sexual harassment is deemed to include, but is not restricted to:

148.1.1. Unwanted sexual attention by a person who knows or ought to reasonably know that such an attention is unwanted.

148.1.2. Expressed or implied promise of reward for complying with a sexual oriented request

148.1.3. Actual reprisal or an expressed or implied threat of reprisal for refusal to comply with a sexually oriented request.

148.1.4. Actual denial of opportunity or an expressed or implied threat of denial of opportunity for refusal to comply with such a sexually oriented request

148.1.5. Sexually oriented behavior or gender-based abusive and unwelcome conduct or comment, which has the purpose or effect or creating an intimidating, hostile or offensive environment.

148.2. Violations of the codes of sexual conduct

148.3. Violations of the codes of sexual conduct shall result in sanctions indicated below under Article 149 Sub article 3

Article 149: Handling Cases of Violations of the Codes of Conduct**149.1. Grievance of Process**

The codes of conduct serve as conduct standards at the University to give the students general notice of the prohibited acts. University shall secure equitable and transparent treatment of every party to a dispute relating to students. To this end, the University oversees the grievances process through conduct offices paying heed not only to procedural integrity, but also to considerations of substantive fairness.

149.2. Hearing Procedures

149.2.1. The aim of the student conduct proceeding is to determine whether the standard of conduct is violated, and not to determine criminal guilt.

- 149.2.2. Any member of the University, third party, or outsider may initiate a complaint against a student for an alleged violation of these codes of conduct writing to the Office of Student Service and or Gender Office.
- 149.2.3. Any such complaint in writing has to be signed by the person making the complaint with clear and authenticated identity and address. The complainant will at this stage be afforded full confidentiality.
- 149.2.4. In the event of the complaint being made to the concerned body, within not more than five working days, the responsible authorities to whom the complaint is made shall communicate to the student discipline committee of pertinent College for hearing.
- 149.2.5. The student discipline committee of pertinent College shall pursue student conduct proceedings to judge cases of violations of these codes of conduct.
- 149.2.6. The University will pursue working guidelines for the student discipline committee.
- 149.2.7. Student conduct proceedings shall be informal in nature and need not comply with formal processes associated with the criminal and civil courts, but still being valid.

149.3. Range of Sanctions

The committee shall have power to recommend the following one or more range of sanctions:

- 149.3.1. Verbal warning
- 149.3.2. Notation on record at college dean's office
- 149.3.3. Restitution
- 149.3.4. Loss of privileges
- 149.3.5. Written warning
- 149.3.6. Disciplinary probations with/without loss of designated privileges for specified time
- 149.3.7. Suspension from the University for a definite period of time subject to the review
- 149.3.8. Expulsion from the University subject to the President's review. Other sanctions may be approved by the University disciplinary bodies.

149.4. Rights in the Students Conduct Proceedings

- 149.4.1. The following rights apply to a student conduct proceeding that might results in any of the sanctions indicated in the codes of conduct. An accused student, subject to less severe sanctions, at the discretion of the Student Discipline Committee, be afforded but not guaranteed these rights.
- 149.4.1.1. Right to be informed verbally or in writing of all charges at least three class days before any hearing may proceed.

- 149.4.1.2. Right to reasonable access to the case file which is with the college student discipline committee.
- 149.4.1.3. Right to question witnesses
- 149.4.1.4. Right to review all evidences for alleged violation of codes of conduct
- 149.4.1.5. Right to present witness
- 149.4.1.6. Right to access a written statement and or an audio record of the outcome of the proceeding.
- 149.4.2. Both the accuser and the accused have the right to appeal to the next higher body in the event of either aren't satisfied with the decision of the student discipline.
- 149.4.3. The accused shall remain not responsible unit it is proven that the violation of the code occurred
- 149.4.4. The burden proof results with those bringing the charges. The said burden of proof shall be by preponderance of the evidence considered credible by the hearing.

Article 150: Student Organizations

150.1. Policy Premises on Student Organizations

The University has the duty to encourage formation of student organizations, and to charter them. Student self-government and actual participation in democratic process is an essential part of education.

150.2. Purpose of Chartered Student Organizations

In order to promote the enrichment of the University experience, the University will encourage the formation of the student organizations for the following purposes.

- 150.2.1. To promote communications among students and between students and other members of the University community;
- 150.2.2. To ensure more effective consideration, by all members of the University community, of all problems concerned with the relationship between students and other members of the University.
- 150.2.3. To promote study, discussion and expression on an academic level concerning intellectual, social and other problems; to supplement the academic curriculum by film and art exhibitions; and
- 150.2.4. To promote other intellectual, social, economic and recreational activities among members of the University community and members of the larger community.

150.3. Right of Students

All students of the University, regardless of their admission category, have the right to form/join University Student Associations and or clubs that go in line with this Legislation.

150.4. Limits of the University Responsibility

Salale University will encourage majority participation in student organizations and it may be the University's responsibility to acquaint incoming students with patterns of the University student organizations and to promote democratic conduct of the elections. However, the University takes no responsibility for the activities of any organizations that are not chartered in accordance with the procedures described in the section. Normally, a charter only approves specified on-campus activities. However, a student organization may be permitted to carry on clearly defined educational activities off-campus and the University will give support and assistance to chartered organization which wish to pursue legitimate educational and extra curriculum interest off-campus.

150.5. University's Limited charter Power

As a privilege to those persons who desire, the University will continue to charter organizations of members of the University with purpose to carry on legal educational and extracurricular activities. However, the University is not mandated to charter organizations whose membership will extend beyond university members, whose activities will be illegal, or whose activities will be simultaneously to side the scope of educational and extracurricular activities, physically outside the University, and directed principal to persons not members of the University community. Students wishing to form organizations have the choice of taking advantage of this privilege or not, as they choose.

150.6. Activities of Student Organizations

In order to achieve the purpose, set out in the previous section, any duly chartered student organization may engage in activities as set forth below.

150.6.1. To govern itself in accordance with its constitution;

150.6.2. To arrange gatherings outside of normal class hours by prearrangement with university authorities, for such purposes, including fund-raising to support legitimate programs of the organization;

150.6.3. To give an appropriate leadership to student's participation in community development endeavor

150.6.4. To present considered views or grievances to relevant authorities by peaceful means;

150.6.5. To express and discuss national and international issues and concerns in rational ways consistent with the intellectual standards of the University.

150.7. Principal Student Association

Active involvement in self-government is an essential part of the educational process. Without prejudice to the existence of other student organizations for self-government, it is therefore stipulated that in each campus where the University offers residential instruction, there shall be a student council which is responsible to represent the interest of the University student of the location, chartered according to the provisions given below.

150.8. Chartered Restrictions

Any organization must comply with the provision of this Title in order to obtain and retain a University Charter by

150.8.1. Ensuring protection of the rights of the members of the organization vis-à-vis the officers thereof,

150.8.2. Complying with University regulations including the Codes of Conduct, and

150.8.3. Ensuring that University facilitates and financial resources, when rendered, shall be used in accordance with the purpose for which they are intended.

150.9. Prerequisites and Procedures for Obtaining Charter

150.9.1. Procedure

Applications for the University charter must be submitted to the Office of Student Service director. The Office of Student Service director, in consultation with the Senate Student Affairs Committee, shall decide whether the prerequisites for a charter have been met. Before any application for a charter is finally denied, the students requesting it shall have the right to be heard by the head of the Office of Service and the Student Affairs Committee.

150.9.2. General Constitutional Requirements

No student organization will be chartered unless it submits to the Head of the Office of Student Services a constitution containing at least the following provisions:

150.9.2.1. The name of the organization and a comprehensive but brief and precise statement of purposes which is consistent with the policy principles set out in this Title.

150.9.2.2. Identification of the students who are entitled to memberships in the organization and who it purports to represent.

150.9.2.3. Identification of the titles, terms of office and duties of those officers who will manage the affairs of the organization and delineation of the extent of their authorities to speak for it to other members of the University Community.

150.9.2.4. Provision for a means for the selection of officers by secret ballot, which will enable the membership of the organization, and the persons it represents to exercise a reasonable voice in its affairs. The top three officers must each have completed at least one full semester of study at Salale University.

150.9.2.5. Probationary status does disqualify a student from holding office in student organizations. However, a duly qualified academic or disciplinary body may prohibit office holding by individual students in such organizations if it sees unfit.

150.9.2.6. Provision for a means whereby the constitution may be amended upon petition or by secret ballot of a majority of its members or those whom the organization represents, and a means whereby the proposed amendments will be filed with and approved by the Head of the Office of Student Services in consultation with student Affairs Committee before being put into effect.

150.9.2.7. Provision for the keeping of complete financial records of the organization, for an annual audit of those records by competent persons not member of the student body and for the immediate publication to Student Affairs Committee and all members, of a thorough report of the auditors. The University may assist in accomplishing such an audit if requested to do so by the organization.

150.9.2.8. Provision for informing the Head of the Office of Student Service of the names of the newly elected officers and, in advance of all meetings proposed to be held on university property and of all other uses desired to be made of university facilities.

150.9.2.9. Provisions for a means for the conduct of meetings, and

150.9.2.10. Procedures for the recall of officers

150.9.3. **Grounds for Denial of charter**

The sole grounds for denial of a charter are as follows:

150.9.3.1. Except with respect to student government, if a charter has been granted to one organization represent a given group of students for certain purposes, no other organizations will be chartered to represent the same group for the same purposes.

150.9.3.2. Organizations with restricted membership may be chartered only as follows:

150.9.3.2.1. Restrictions with respect to gender may be permitted under certain circumstances.

150.9.3.2.2. Discipline based associations or clubs are expressly permitted. Such club is one whose members have a common academic field of study or interest and a common interest in the problems of the field, both theoretical and practical.

150.9.3.2.3. No charter may be granted to an organization to carry out activities in of the principles stated above.

150.9.3.2.4. No proposed organization will be chartered until it has complied with the general constitution requirements set out above.

150.9.3.2.5. No organization to be chartered by Salale University may include in its membership any person who is not a student of the University. Senate Student Affairs Committee shall take up the questions of the organizational rights Continuing Education Program and Part time students.

150.9.4. Amendment of Constitution of Chartered Organizations

150.9.4.1. Grounds for Disapproval

The Head of the Office of the Student Services, in consultation with the Senate Student Affairs Committee, shall disapprove of a proposed constitutional amendment only if the constitution, as amended, would violate relevant provisions of this Legislation.

150.9.5. Revocation of Suspension of Charter

A charter may be revoked or suspended by the Head of the Office of Student Services in consultation with Student Affairs Committee only on the following grounds.

150.9.5.1. The organization has clearly violated its constitution to the detriment of the University or its members.

150.9.5.2. The organization has ceased to exist, either pursuant to a constitutional provision or otherwise.

150.9.5.3. The organization has sponsored or encouraged activities violating the University Codes of Conduct.

150.9.6. Procedure for Revocation

If a student organization shall fail to comply with this Legislation, the Head of the Office of Student Service may ask the Student Affairs committee to consider suspension or revocation of the organization's charter for a specified period of time. Appeal regarding such a suspension order shall be made to the Senate.

150.9.7. Use of University Facilities

150.9.7.1. No student organization or group shall use University facilities for meetings or other purposes without first requesting in writing, permission from the Head of the

Office of Student Services or in appropriate case the Assistant head, and if so required, agreeing to pay for any damage that may be caused to the facilities.

150.9.7.2. The Head of the Office of Student Service or the Assistant shall grant permission for such use, unless the facilities requested have been previously reserved for someone else for the same time, or the Dean or the Assistant Dean, in consultation with Student Affairs Committee as the case may be, concludes that there is reasonable ground to believe that damage to the University facility is likely to occur if permission is granted for their use.

150.9.8. Disciplinary Provisions

150.9.8.1. Consequences of Failure to comply with any Article on Code of Conduct: any student organization or group which uses University facilities without first securing permission as provided in Article on Codes of Conduct shall be denied further use of University facilities. Any student who organizes or participates knowingly in prohibited use of university facilities shall be considered to have violated the codes of Conduct and be subject to disciplinary action.

150.9.8.2. Continued disruptive activity any individual, despite warning, activities within the University on behalf of an unrecognized organization, with the effect of disrupting the University or interfering with the legitimate activities of chartered organization, shall be considered to have violated the code of conduct and be subject of disciplinary action.

150.9.9. Policy Premises on Student Publications

150.9.9.1. Freedom of Expression

University students have the same rights as other citizens of Ethiopia to freedom of speech and the press. The University as an academic institution encourages the exercise of these rights to their full extent.

150.9.9.2. Responsibility

Similarly, students, like others, are fully responsible for any abuse of their freedom of speech and subject to prosecution or disciplinary action, as appropriate, for publication or any other printed matter that may infringe the provisions of national law or of the code of conduct. The University in no way take any responsibility for any publications or printed matter not issued in compliance with this Legislation.

150.9.9.3. The College of Advisors

The Senate strongly recommends that the student groups wishing to publish or issue writings have, either officially or unofficially, a college advisor to advise them on such matters as

literary quality, proper use of language, measures to ensure factual accuracy and, if they wish, legality of proposed publications. Such an advisor could help ensure that any material published would clearly convey the author's meaning.

150.9.9.4. Publication Under University Auspices

150.9.9.4.1. Like other members of the University, students who wish to publish or otherwise print a material other than those under the auspices of the University must submit their substantial final manuscript for review by the Board of Student Publications. The procedures for such review are described below.

150.9.9.4.2. Board of Student Publications: This Board will be established as a subcommittee of Student Affairs Committee, subject to approval by the Senate. Staff and student membership shall be in the same proportion as in Students Affairs Committee.

150.9.9.4.3. Function of the Board: Any student or student organization who wishes to publish or otherwise print a material under the auspices of the University must submit all substantially final manuscripts to be published or printed to the Board of Student Publication. The Board shall consider such manuscripts from the standpoint of compliance with the standards of academic freedom, and the code of conduct. If it finds that the proposed publication conforms to these standards, it shall approve it for publication. If the proposed publication does not meet these standards, the Board shall disapprove it in whole or in part as appropriate, stating the reason for the disapproval. Failure to disapprove within 30 days from the date of submission for approval, or such other period as student Affairs Committee may establish from time to time, shall be deemed approved for the manuscripts for publication.

150.9.9.4.4. Disciplinary Provision: No publication issued otherwise than in accordance with the above provisions may bear the University's name. Any student or student organization who issues a publication bearing the University's name in violation of this regulation shall be considered to have breached the codes of conduct and be subject to disciplinary action. Furthermore, the University shall not be responsible for the publication issued in such manner.

150.9.9.4.5. Public circulation: Student publication may, if they satisfy the Legislation, be sold and circulated off campus as a public educational service.

CHAPTER ELEVEN

BESTOWAL OF HONORARY DOCTORATE

Article 151: Honorary Doctorate/Doctor Honors Causa

151.1. Principles

151.2. The rank of honorary doctorate or doctor honoris causa (conferred as a token of respect/honor, literally meaning “for the sake of honor”) is an honorific title granted by a special procedure to persons of exceptional achievement.

151.1.2. 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.

151.1.3. 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:

151.1.3.1. Recognizing an outstanding person who contributed notably to his field of expertise;

151.1.3.2. Exercising the rightful social roles of a university, and improving its public image as an institution that give high regards to outstanding intellectual and creative accomplishments, thereby allowing the University to make public declaration of its values. In selecting candidates, the University shall attempt to choose individuals of such a caliber that in honoring them, it too is honored.

151.2. Fields for Conferring doctor honoris causa

The common fields for conferring doctor honoris causa and the appropriate nomenclature of the degrees shall include, but are not restricted to, the following fields of knowledge:

151.2.1. Doctor of Laws, honoris causa (LL. D) Awarded for outstanding scholarly achievement in law or for exceptional public service;

151.2.2. Doctor of Letters, honoris causa (DLitt) Awarded for outstanding achievement in the humanities, social sciences, or in the performing arts of a scholarly or creative nature;

151.2.3. Doctor of Humane Letters, honoris causa (DHLitt) Awarded for outstanding achievement in the humanities, social sciences, or in the performing arts, of a scholarly or creative nature with more contributions to social well-being and humanity; or

151.2.4. Doctor of Science, honoris causa (D.Sc.) - Awarded for outstanding achievement in the pure and applied sciences, usually of a scholarly nature.

151.3. Criteria 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:

151.3.1. Accomplishments: outstanding intellectual/academic work of an exceptional and exemplary nature, distinctive for creativity and for contribution to the general welfare of the Ethiopian society; service to the public: outstanding leadership in education, business, public service, or other appropriate sectors of society;

151.3.2. Service to the University which supports/constitutes for the most significant element in the growth and development of the institution.

151.4. Nomination and Approval of Honorary Degrees

151.4.1. All aspects of the nomination process shall be confidential;

151.4.2. Nominations may be submitted to the office of President by staff members, Academic Units, Senate and Board members of the University, anonymously if need be

151.4.3. Each nomination shall include the full name of the nominee, the degree proposed and a biographical sketch of the candidate, a summary of the accomplishments or deeds for which the nominee would be honored along with supporting documents;

151.4.4. A person so nominated shall not be consulted beforehand, or at any time prior to the Senate decision on the proposal, and all deliberations, investigations and recommendations relating to the nomination shall be treated as strictly confidential by all persons concerned therewith;

151.4.5. The Executive Committee 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.

151.5. Award of Degrees

The Senate, when presented to it by the President, shall decide the occasion for the award of doctor honoris causa.

151.6. Title of Address

A person holding the title of Honorary Doctorate shall be entitled to use the title 'Honorary Doctor' with his names and the title shall be abbreviated as Hon. Dr.

151.7. Restrictions

151.7.1. No person who is employed by the University and affiliated to it in some formal way, including through its faculties and members of the University Board, may be granted an honorary degree until after he/she has relinquished to hold that position.

151.7.2. A degree honoris causa shall not be awarded posthumously or in absentia.

151.7.3. Notwithstanding the provisions of sub-Articles 151.3 and 151.4 the University Senate shall judge exceptional circumstances.

151.8. Testimonial

The conferral of a degree of honoris causa shall be evidenced by a testimonial (Testamur) issued under the seal of the University.

151.9. Additional Guidelines

151.10. The Executive Committee shall develop additional guidelines on procedures and schedule of activities.

CHAPTER TWELVE

ACADEMIC RULES AND REGULATIONS FOR GRADUATE STUDIES

Article 152: General Provisions on Graduate Program

- 152.1. Each academic unit may offer programs of study and research leading to the Master of Arts (M.A.), the Master of Education (M.Ed.), the Master of Science (M.Sc.), Masters of Law (LL.M), Master of Business Administration (MBA), Master of Public Health (MPH), Master of Technology, Specialty Certificate and similar other post-graduate degrees. The academic unit may also, as conditions permit, offer such programs of study and research leading to PhD degrees and post-graduate diplomas.
- 152.2. The academic units shall function through Department Graduate Committees (DGC).
- 152.3. All University-wide policies, rules and regulations shall *mutatis mutandis* apply to the program.
- 152.4. Academic unit may run joint graduate programs in collaboration with other universities until it develops the necessary capacity to run programs on its own and/or complement each other for better competency of the graduates. In such cases special procedures may be set to administer such programs in agreement with the collaborating institution.
- 152.5. A minimum academic rank of staff offering courses in the graduate program should be assistant and associate professor for masters and doctorate degrees, respectively. However, in case of staff shortage the DGC shall propose staff with merit with highly qualified by the needed specialization (courses), experienced, and committed lecturer rank (for master's program) and Assistant Professor (for PhD program) who has published at least one article after his last promotion shall offer courses with the approval of dean/director.

Article 153: School of Graduate Studies office

153.1. Appointment

The Dean of School of Graduate Studies shall be appointed based on merit-based competition as per the criteria set in this legislation and approved by the President.

153.2. Term of office

The term of office of a dean of School of graduate studies shall be 3 years.

153.3. Duties and Responsibilities of School of Graduate Studies Dean

153.3.1. The Dean, as the chief executive officer of a school of Graduate studies, and is accountable to AAVP.

153.3.2. Coordinate and follow up issues of postgraduate programs at University level;

- 153.3.3. Formulate standards, and work procedures relevant to the Post graduate studies
- 153.3.4. Prepare strategic, Annual and operational plans of the office in consultation with colleges and follow its implementation
 - 153.3.4.1. Develop policies and guidelines related to postgraduate studies
- 153.3.5. Ensures effective implementation of the policies laid down by the Senate for the proper administration of graduate programs, and the welfare of students.
- 153.3.6. Prepare and send reports regarding School of Graduate studies and make any recommendations thereof to the AAVP and other appropriate bodies of the University.
- 153.3.7. Makes recommendations for the strengthening and development of existing programs or for commencement of new ones and carry out any other task that fosters the development of graduate studies in the University.
- 153.3.8. Represent the School of Graduate Studies in the University-wide Regulatory and Consultative bodies (such as the Senate and the University Council)
- 153.3.9. Studies and recommends the initiation of inter-disciplinary and multi-disciplinary post graduate programs;
- 153.3.10. Monitor the management of graduate programs in colleges and forward recommendations;
- 153.3.11. Handle all matters related to examination of theses and dissertations including selection of examiners, their payments, dissertation and thesis evaluations, and handling complaints arising thereof as well as administer regular budget related to these activities allocated and transferred to it by the University;

Article 154: The Department Graduate Committee (DGC)

There shall be established a Department Graduate Committee (DGC), hereinafter referred to as the DGC.

154.1. Compositions and Term of Office.

- 154.1.1. The DGC shall be composed of the Department Head as Chairperson and at least three staff members but not exceeding seven with the rank of Assistant Professor or above to be elected by the SC/DC. In the absence of staff members with the required ranks, senior lecturers may be elected.
- 154.1.2. The term of service of elected members of the committee shall be three years.
- 154.1.3. A member shall be eligible for re-election.

154.2. Duties and Responsibilities

The DGCs shall:

- 154.2.1. Supervise all activities of the programs;
- 154.2.2. Approve status of the students, and review and endorse grades;
- 154.2.3. prepare periodic reports on its activities and submit the same to the academic unit;
- 154.2.4. recommend and/or approve a research adviser for each graduate student;
- 154.2.5. Recommend members of examining Board for thesis, dissertation and other qualifying examinations for approval by the SC/DC;
- 154.2.6. review and approve thesis research proposals submitted by graduate students under the supervision of their academic advisors;
- 154.2.7. oversee settings of entrance examinations and screen candidates and approve for admission;
- 154.2.8. screen and assign graduate students eligible for teaching assistantship;
- 154.2.9. attend to all academic problems that concern the academic unit at graduate studies level;
- 154.2.10. Suggest revision and amendment of policies, rules and regulations governing graduate studies in the academic unit;
- 154.2.11. approve graduate program course offerings and thesis research proposals of graduate students;
- 154.2.12. endorse proposals of the SC/DC concerning new graduate programs for subsequent approval by the Senate and periodically assess and evaluate existing ones;
- 154.2.13. accomplish all other duties assigned by the SC/DC and the University
- 154.2.14. Consider any matter entrusted to it by the Senate or the academic unit head;

Article 155: Admission to the Graduate Program (GP)**155.1. General Admission Provisions**

- 155.1.1. A candidate who has a high scholastic standing, whose professional experience has been superior and who has received good recommendations shall be given priority for admission. Moreover, priorities in admission may be granted to government sponsors as per the pressing need of the government.
- 155.1.2. The minimum intake capacity for a Master program shall be five students for regular programs, and ten for CDEP program. However, the maximum number of students in the different graduate programs shall be determined by the respective AC taking into

consideration the number of staff, availability of space and demand for training with the approval of AAVP.

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

155.2. Admission Requirements for the Masters Programs

155.2.1. Academic Requirements

155.2.1.1. The applicant must have completed the academic requirements for the Bachelor's Degree in the specific/related field(s) of study at the University or any other recognized institution of higher learning as recommended in the respective curriculum.

155.2.1.2. The applicant must meet satisfactorily the selection criteria which may include the entrance examination to be administered by the academic units concerned. Foreign applicants may, in lieu of sitting for entrance examination, submit results of GRE/TOEFL/IELTS or equivalent, language proficiency examinations, for applicants whose undergraduate medium of instruction is not English, etc.

155.2.2. Non-academic Requirements

155.2.2.1. Academic units may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval of ASQEC.

155.2.2.2. Academic units may also set appropriate work experience requirements after obtaining the bachelor's degree subject to the approval of the ASQEC.

155.2.2.3. As an affirmative action, female candidates may receive 5% extra marks on their entrance exam result.

155.2.2.4. The candidate must produce a minimum of two letters of recommendation from undergraduate instructors, employers or professional Associates.

155.3. Provisional Admissions

155.3.1. Students admitted to a program from a field of specialization other than the intended area of specialization will be required to take undergraduate courses which will be determined by the SC/DC.

155.3.2. A student given provisional admission has to complete the prescribed courses before being formally accepted as a regular graduate student. The performance of the student in the prescribed undergraduate courses will not be considered for SANG/SGPA and/or CANG/CGPA calculation but will appear on the transcript.

155.3.3. 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.

155.3.4. A provisionally admitted student who has satisfactorily completed the prescribed undergraduate courses shall be granted regular graduate student status.

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

155.3.6. Such a student must obtain a grade of at least C in the undergraduate courses taken as prescribed in sub-article 3.3 of this Article.

Article 156: Enrollment and Registration at the GP

156.1. Application for admission into the graduate program is normally processed before the beginning of each semester.

156.2. Every student of the PG must register at the beginning of each semester in order to keep enrollment active. A student who fails to maintain continuous registration without officially withdrawing from GP shall be considered to have dropped out. If such a student wishes to resume studies, the student must apply in writing for readmission to the GP. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.

156.3. The Academic units may provisionally register candidates, but such cases must be presented within six weeks for approval by the DGC followed by official registration if the admission is approved.

Article 157: Program of Study for Graduate Studies

157.1. Within the general program of the academic units, candidates shall have their programs of study approved by the DGC of the academic unit in which they are enrolled. The program shall be based on thesis and course-work or course-work alone under special conditions. The candidate shall study under a thesis advisor who may be assisted by a co-advisor and/ or an advisory committee for the student if and when required. At least one member of the committee should be nominated by the academic unit on its behalf. The supervisor and the student advisory committee shall be approved by the DGC.

157.1.2. The DGC shall present its program of graduate studies to the SC/DC which, after careful consideration, shall present it to the ASQEC which in turn shall present it to the Senate for approval before implementation.

157.1.3. The DGC determines credits for all course work and thesis, which is to be approved by the ASQEC. One credit of study shall be one lecture hour or two to three hours of laboratory/practical hours per week for a semester. Literature reviews, laboratory reports, term papers, etc. (with/without presentation) shall normally be required for each graduate course.

Article 158: Credit Requirements and Course Load at the GP

158.1. A total of 12 to 15 credit hours per semester shall normally be regarded as typical full load for a full-time Masters candidate for programs requiring thesis work, whereas a minimum of 15 credit hours is required for non-thesis programs.

158.2. A total of 9 to 12 credit hours per semester shall normally be regarded as full load for full time PhD candidate.

158.3. A total of six cr.hr shall be allotted to thesis and 12 cr.hr for Dissertation.

158.4. Notwithstanding the provisions of sub-articles 1 and 2 hereof, the credit requirements for candidates of master's program shall be determined by the DC.

Article 159: Duration of Study at the GP

159.1. The Master's programs shall normally take two academic years for completion in all academic units.

159.2. No Master candidate may anticipate finishing a program in less than one and a half academic year.

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

159.4. 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.

159.5. The PhD programs shall normally take three to four academic years for completion in all academic units.

159.6. No PhD candidate may anticipate finishing a program in less than two academic years.

159.7. 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.

159.8. The duration of post graduate diploma program shall be 6-12 months.

Article 160: The Grading System at the GP

160.1. Examinations are graded by the letter grading system with corresponding points.

Raw Mark Interval [100 %]	Corresponding fixed Number grades	Corresponding Letter grade
[90,100]	4	A+
[85, 90)	4	A
[80, 85)	3.75	A-
[75, 80)	3.5	B+
[70, 75)	3	B
[65, 70)	2.75	B-
[60, 65)	2.5	C+
[50, 60)	2	C
[0, 50)	0	F

160.2. Clinical specialty programs use different grading system.

160.3. To complete courses in a program and graduate, a candidate needs to obtain a minimum CGPA of 3.00 and a maximum of one “C” grade in all courses for Master and no less than “B-” grade for PhD candidate.

Article 161: Academic Status of Graduate Students

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

161.2. At the end of each semester the DGC shall examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the candidate failed, and whether there is reason to believe the candidate will meet the required academic standards in the future. A candidate may be placed on discretionary probation if, 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.

161.3. To the extent that 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.

- 161.4. When a candidate is placed on probation the candidate shall be notified by the head of their status and what is expected of them by way of academic performance in the future, the restrictions or requirements stipulated by the probation and the consequence of failure to meet these conditions.
- 161.5. Probations are given if a student's semester GPA (SGPA) or cumulative GPA (CGPA) fails below 3.00.
- 161.6. A first-year graduate student is subject to dismissal without first being put on probation if academic performance falls below 2.50 in the first semester results.
- 161.7. Any first-year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by the DGC and any such student who 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.
- 161.8. If a student (in sub-article 7 above) who had been placed on probation for the first time in literature-based thesis programs, achieves a SGPA of 3.00 or above but still retains a CGPA below 3.00, the DGC may place the student on final probation in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.
- 161.9. For research-based thesis programs, if a student who had been placed on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but the CGPA still falls below 3.00, the DGC may recommend such a student to repeat courses.
- 161.10. A student who had been placed twice on probation shall be dismissed for failing to achieve a CGPA of 3.00 in the next semester.
- 161.11. Consecutive probations are given a maximum of two times.
- 161.12. No candidate subject to dismissal may expect discretionary probation as a matter of right.

Article 162: Repeating Courses at Graduate Program

- 162.1. 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" in Master's programs. For PhD students all courses with "C+" grades or lower shall be repeated. However, Courses with "B-" or lower grades may be repeated when the CGPA of the student is less than 3.00 in Master and PhD programs only for the graduation requirement.
- 162.2. The SC/DC, with the recommendation of the course instructor and the DGC, may allow a student with a grade of "C" or lower to take re-exam, instead of repeating the course,

by assessing the overall performance or special conditions of the student on an individual basis.

162.2.1. A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.

162.2.2. 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.

162.2.3. A Master student is allowed to graduate with a minimum CGPA of 3.00 and only one “C”. However, students having two “C +” shall be allowed to graduate as long as the CGPA is not below 3.00 but a mixture of “C” and “C+” is not allowed.

162.2.4. Delayed graduate students may be allowed to take re-exam rather than repeating courses which will be decided by the senate in special cases

Article 163: Withdrawal from and Readmission to the Graduate Program

163.1. Withdrawal

163.1.1. 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.

163.1.2. Unless there are compelling reasons, official withdrawal forms shall be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement shall not be eligible for readmission.

163.2. Readmission

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

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

163.2.3. A candidate may be readmitted only where the withdrawal is affected owing to any of the reasons specified hereunder.

163.2.3.1. If the candidate cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.

163.2.3.2. If the University is unable to carry out the relevant program and advises the candidate accordingly.

163.2.3.3. If the candidate is unable to continue due to force majeure other than those outlined in (a) and (b) above.

163.2.3.4. A candidate who wishes to withdraw for reasons mentioned under 2.3 of this Article shall petition the concerned DGC stating the justification for, and the duration of, absence sought.

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

163.2.4.1. If the student at the end of the first semester obtained a SGPA of not less than 2.25.

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

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

163.2.6. A candidate who withdraws from the GP without the approval of the concerned DGC as in 2.4 of this Article shall not be eligible for readmission.

163.2.7. Where withdrawal is affected with the approval of the concerned DGC, a copy of the official withdrawal from submitted to the admission officer shall be accompanied by the minutes of the DGC meeting in which permission for withdrawal is granted.

163.2.8. 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 164: Transfer of Postgraduate Students: Internal and External

A student may transfer within program under the following conditions. All transfers must be processed by the University Registrar within two weeks following the beginning of classes.

164.1. Internal Transfer

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

164.1.2. The candidate must have valid reason(s) for requesting the transfer.

164.1.3. The candidate must present a letter in support of the desired transfer from a sponsor where applicable.

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

164.1.5. The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.

164.1.6. Dismissed students may not be allowed to transfer.

164.1.7. The approval of the concerned DGC and SC/DC must be obtained in consultation with the registrar.

164.1.8. A student may transfer within program under the following conditions.

164.1.8.1. If the transfer is within the same academic unit, the concerned DGC and SC/DC in consultation with the registrar approves the transfer.

164.1.8.2. Students in CDEP (Weekend and Summer) may transfer to regular programs as private students upon approval by the concerned SC/DC and endorsed by

164.1.9. APGC provided they meet the conditions set forth below

164.1.9.1. Transfer to the regular study program is to enable CDEP students to complete studies quicker and will not change their admission classification from CDEP to a regular program and does not entail waiver of tuition fee.

164.1.9.2. Students who would complete their studies within one academic year can apply for transfer and selection will be made on a competitive basis. But such students may not exceed 2% of the total students enrolled in the batch of the program of study.

164.1.9.3. Transfer shall take place within the same programs only.

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

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

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

164.2. External Transfer

164.2.1. Qualified persons may apply for advanced standing admission which is determined by the concerned DGC if applicants:

164.2.1.1. Have successfully completed minimum and Maximum of one semester of study in a similar graduate program in another institution; and

164.2.1.2. Meet the special requirements of the program they are applying to.

164.2.2. Upon admission of such a student, the DGC shall determine the courses from which the student is to be exempted.

Article 165: The Graduate Thesis**165.1. General Requirements**

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

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

165.2. Selection and Approval of Thesis Topic

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

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

165.3. Format of Thesis

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

165.4. Submission of Thesis

165.4.1. No candidate may be permitted to submit a thesis in less than one academic year from the date of initial registration except with a special permission of the SC/DC.

165.4.2. A candidate may submit the thesis at any time during or after the last semester of course work and no later than the end of the fourth semester after the initial registration with the exception of candidates allowed for extended residency.

165.5. Procedures for Examination and Submission of Thesis

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

165.6. Thesis Evaluation and Rating**165.6.1. Evaluation**

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

165.6.1.1. Accepted

- A. Accepted with no change,
- B. Accepted with minor changes to be made to the satisfaction of the advisor, or
- C. Accepted with major modification to be made to the satisfaction of the external examiner and the rest of the Board of Examiners; under certain circumstances the external examiner may delegate the Board of examiners.
- D. If a thesis requires substantial changes in substance, which are to be made to the satisfaction of members of the examining Board or its designate, the examining Board's report shall include a brief outline of the nature of the changes required and indicate the time by which the changes are to be completed.

165.6.1.2. Rejected if:

- A. The work does not meet the required standards; or
- B. The work is plagiarized as judged by the examining Board; or
- C. The work has been already used to confer a degree from this or another University.
However, this shall not preclude the candidate from submitting such work provided enough extra work has been done to expand the scope and depth of the subject.
- D. For modalities not mentioned in this sub-Article, separate guidelines shall be issued.

165.6.2. Thesis Rating

Name of Candidate: _____

1.	Thesis Components	Points
1.1.	Abstract	5%
1.2.	Materials and methods	15%
1.3.	Literature Review	10%
1.4.	Result and Discussion	40%
1.5.	Summary and Conclusion	10%
2.	Defense	Points
2.1.	Manner of presentation	5%
2.2.	Confidence in the subject matter	5%
2.3.	Ability of answering questions	10%
	Total	100%
Name of Examiner: _____ Signature: _____ Date: _____		

3. Evaluation result (Excellent (A), Very Good (B+), Good (B), satisfactory(C)), Fail (F)

4. The Grading scales of each rank are as follows

Rank	(%)*
Excellent	≥ 85
Very Good	$75 \leq X < 85$
Good	$60 \leq X < 75$
Satisfactory	$50 \leq X < 60$
Fail	< 50

- * *Evaluation weight (%) = $0.60 \times \text{External examiner's} + 0.30 \times \text{Internal examiner's} + 0.05 \times \text{Chairperson} + 0.05 \times \text{Main Advisor}$*
5. A Thesis that is defended and accepted may be rated "Excellent", "Very Good", "Good" or "Satisfactory" which may appear on the transcript but will not be used for calculation of the CGPA of the student.
6. A rejected thesis shall be rated "Fail".

165.7. Final Thesis

The candidate should correct the thesis in accordance with the decision of the Board of Examiners and submit it to the Chairperson of the DGC. The DGC should deliberate on the thesis and submit its recommendations to the SC/DC. Then the academic unit will accept five copies of the typed final thesis, both in electronic and hard copy, from the candidate and it will be verified by the DGC.

165.8. Publications

- 165.8.1. A PhD graduate is expected to publish three articles in peer reviewed journal from the result of the thesis work. However, no PhD candidate shall graduate without publishing at least one article in peer reviewed journal and should submit the monograph of the thesis.

Article 166: Advisor-ship

166.1. Selection of Advisor(s)

The DGC normally recommends the selected thesis advisor(s) to the SC/DC

- 166.1.1. The Thesis advisor(s) shall be:

- 166.1.1.1. A full-time academic unit member with the academic rank of Assistant Professor and above for Master's Program and Associate Professor and above for PhD. OR
- 166.1.1.2. A person(s) outside of the University in the required area of specialization with a PhD degree or MD with specialty who will be able to submit a letter of commitment in advising the student and who will be in the country at least for a year or more. In such cases, it will be mandatory to have a co-advisor(s) from the University.

166.2. 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.

166.3. The optimum number of students that an instructor can advise shall be determined by the DGC taking into consideration the workload of the instructor, the number of students in the academic unit, and other prevailing conditions.

Article 167: The External Examiner

167.1. Purpose

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.

167.2. Functions

167.2.1. The main function of the external examiner is to serve as a member of the Board of examiners a determining role in examining and deciding the fate of the Thesis.

167.2.2. The external examiner shall also comment and give advice on course content, balance and structure.

167.3. Selection and Appointment

167.3.1. Normally, one external examiner is required for each student/Thesis except for PhD and Master Thesis in situations where the nature of the Thesis work requires more than one external examiner.

167.3.2. The DGC selects external examiners and recommends to the SC/DC

167.3.3. Appointment is made by the head of the academic unit after the recommendation of the DGC is approved by the SC/DC.

167.3.4. The program seeking the appointment for an external examiner should submit to the SC/DC the biographical data including academic achievements, publications, and experience as external examiner of the nominee.

167.3.5. The approving the nomination of an external examiner, the SC/DC shall ascertain the following:

167.3.6. 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 SC/DC on a case-by-case basis when presented to it by the concerned DGC.

167.3.7. An external examiner in general must be external to the University. Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.

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

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

167.4. Participation in Assessment Procedures

167.4.1. The views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular unit of assessment.

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

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

167.5. Discussion of Course Structure

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

167.6. Reports

167.6.1. External examiners may make written confidential reports to the academic unit head at the end of their visits. They are free to make any comments they wish, including observation on teaching and course structure and content.

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

Article 168: Graduation and Award of Credentials to Graduate Students

A candidate who fulfills the requirements laid down in this Legislation shall be recommended by the head of the academic unit on behalf of SC/DC to the University Senate, through the Office of the Registrar, for the award of the appropriate credential

CHAPTER THIRTEEN

MISCELLANEOUS PROVISIONS

Article 169: Forgery and False Statements

Without prejudice to laws governing such conduct, any member of the University who has presented forged credential, document or who has willfully misrepresented himself in written or verbal forms, shall be liable to disciplinary measures.

Article 170: University Rules and Regulations Inconsistent with this Legislation

All University rules and regulations inconsistent with the provisions of this Legislation shall not apply on matters covered under this Legislation.

Article 171: Power to Issue Directives and Guidelines

170.1. The Ministry of Education may periodically issue directives to Higher Education Institutions of the country that may take precedence over some articles of this Senate Legislation.

170.2. The President or the Senate of the University may issue guideline

170.3. s for the proper implementation of the provisions of this Legislation.

Article 172: Obligation to Comply

171.1. All members of the University's community shall have the obligation to comply with the provisions of this Legislation.

171.2. All units of the University shall have the obligation to implement this Legislation.

Article 173: Amending the Legislation

This Legislation can fully or partly be amended by the Senate when deemed necessary.

Article 174: Effective Date

This Legislation shall enter into force since the approval date by the Senate (June 30, 2022 or Sene 23, 2014 EC).