# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREFACE</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>PREAMBLE</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>ACRONYMS</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>TITLE ONE: GENERAL PROVISIONS</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Article 1:</td>
<td>Short Title</td>
<td>15</td>
</tr>
<tr>
<td>Article 2:</td>
<td>Issuing Authority</td>
<td>15</td>
</tr>
<tr>
<td>Article 3:</td>
<td>Definitions and Gender Reference</td>
<td>15</td>
</tr>
<tr>
<td>TITLE TWO: THE MAIN GOVERNING BODIES OF THE UNIVERSITY</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Article 4:</td>
<td>Governing and Advisory Bodies</td>
<td>20</td>
</tr>
<tr>
<td>Article 5:</td>
<td>Responsibilities of the President</td>
<td>20</td>
</tr>
<tr>
<td>Article 6:</td>
<td>Responsibilities of the Vice Presidents</td>
<td>23</td>
</tr>
<tr>
<td>Article 7:</td>
<td>Responsibilities and Power of the University Senate</td>
<td>24</td>
</tr>
<tr>
<td>Article 8:</td>
<td>Members of the Senate</td>
<td>25</td>
</tr>
<tr>
<td>Article 9:</td>
<td>Sessions of the Senate</td>
<td>27</td>
</tr>
<tr>
<td>Article 10:</td>
<td>Term of Office for Elected Members of the Senate</td>
<td>28</td>
</tr>
<tr>
<td>Article 11:</td>
<td>Duties and Responsibilities of the Chairperson and Secretary of the Senate</td>
<td>29</td>
</tr>
<tr>
<td>Article 12:</td>
<td>Rights and Obligations of the Senate Members</td>
<td>30</td>
</tr>
</tbody>
</table>
Article 13: Senate Meetings and Decision Procedures .......................................................... 31
Article 14: Communication of Senate Decisions ........................................................................ 32
Article 15: The Senate Executive Committee ............................................................................. 32
Article 16: The Senate Standing Committees ............................................................................ 34
Article 17: The Academic Standards and Quality Assurance Committee (ASQAC) .................. 36
Article 18: The Admissions and Placement Committee .............................................................. 38
Article 19: The Research and Development Committee (RDC) ............................................... 40
Article 20: The Academic Staff Affairs Committee (ASAC) ...................................................... 42
Article 21: The Student Affairs Committee (SAC) .................................................................... 45
Article 22: Managing Council .................................................................................................. 46
Article 23: University Council .................................................................................................. 47

TITLE THREE: ACADEMIC AND TECHNICAL HUMAN RESOURCES ......................... 49
Article 24: Policy Premises on Academic Staff .......................................................................... 49
Article 25: Interpretation and Scope .......................................................................................... 50
Article 26: Status of this Legislation in University Contracts .................................................... 50
Article 27: Duties and Responsibilities of Academic Staff ......................................................... 50
Article 28: Rights of the Academic Staff .................................................................................... 54
Article 29: Academic Ranks ..................................................................................................... 55
Article 30: Salary Scale and Increments ..................................................................................... 59
Article 31: Pay for Extra-Teaching Assignment ........................................................................... 59
Article 32: Housing and Other Benefits ..................................................................................... 59
Article 33: Principles and Procedures for Promotion ................................................................... 60
Article 34: Criteria for Promotions of Academic Staff .................................................. 62
Article 35: Appointment and Promotion Requirements for Teaching Staff .................. 73
Article 36: Promotion of Research and Adjunct Staff .................................................. 81
Article 37: Honorary Academic Staff Appointment ....................................................... 81
Article 38: Criteria for Appointment and Promotion of Professional Librarians ............. 85
Article 39: Criteria for Recruitment and Promotion of Technical Assistants ............... 89
Article 40: Joint Appointment .................................................................................... 94
Article 41: Teaching and Research Load ..................................................................... 95
Article 42: Study Leave ............................................................................................. 101
Article 43: Research Leave ........................................................................................ 103
Article 44: Sabbatical Leave ...................................................................................... 105
Article 45: Other Leaves ............................................................................................. 107
Article 46: Accumulating Leaves .............................................................................. 108
Article 47: Tenure ...................................................................................................... 109
Article 48: Criteria for Awarding Tenure .................................................................. 109
Article 49: Procedure for Awarding Tenure .............................................................. 110
Article 50: Right of Tenured Staff ............................................................................. 110
Article 51: Property Clearance .................................................................................. 110
Article 52: Academic Freedom ................................................................................... 111
Article 53: Arrest or Conviction ................................................................................. 111
Article 54: Working for Other Institutions or Private Interest ................................... 112
Article 55: Breaches of Duty and Disciplinary Regulations ....................................... 112
<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 56</td>
<td>Type and Classification of Disciplinary Measures</td>
<td>114</td>
</tr>
<tr>
<td>Article 57</td>
<td>Disciplinary Action by a Head of the Academic Unit</td>
<td>115</td>
</tr>
<tr>
<td>Article 58</td>
<td>Academic Staff Disciplinary Committee (ASDC)</td>
<td>115</td>
</tr>
<tr>
<td>Article 59</td>
<td>Procedures for Program Development and Review</td>
<td>118</td>
</tr>
<tr>
<td>Article 60</td>
<td>Policy Premises</td>
<td>120</td>
</tr>
<tr>
<td>Article 61</td>
<td>Academic Calendar</td>
<td>120</td>
</tr>
<tr>
<td>Article 62</td>
<td>General Provisions on Admissions to Undergraduate Programs</td>
<td>121</td>
</tr>
<tr>
<td>Article 63</td>
<td>Admission Requirements</td>
<td>122</td>
</tr>
<tr>
<td>Article 64</td>
<td>Admission Requirements for CEP</td>
<td>123</td>
</tr>
<tr>
<td>Article 65</td>
<td>Choice of Program of Study</td>
<td>123</td>
</tr>
<tr>
<td>Article 66</td>
<td>Major and Minor Fields of Study</td>
<td>124</td>
</tr>
<tr>
<td>Article 67</td>
<td>Transfer of Students</td>
<td>125</td>
</tr>
<tr>
<td>Article 68</td>
<td>Academic Advisor/ Guidance and Counseling</td>
<td>127</td>
</tr>
<tr>
<td>Article 69</td>
<td>General Provisions on Modular Courses</td>
<td>128</td>
</tr>
<tr>
<td>Article 70</td>
<td>General Education Modular Courses</td>
<td>128</td>
</tr>
<tr>
<td>Article 71</td>
<td>Elective Modular Courses</td>
<td>129</td>
</tr>
<tr>
<td>Article 72</td>
<td>Phased-out Modular Courses</td>
<td>129</td>
</tr>
<tr>
<td>Article 73</td>
<td>Semester Load for Regular Students</td>
<td>130</td>
</tr>
<tr>
<td>Article 74</td>
<td>Semester Load for Continuing Education Program Students</td>
<td>130</td>
</tr>
</tbody>
</table>
Hawassa University Senate Legislation 2015

Article 75: Duration of Study and Validity of Modular Courses ............................................. 131
Article 76: Credit Requirements ............................................................................................. 132
Article 77: Undergraduate Grading System .......................................................................... 133
Article 78: Earning Credits on the Basis of Examination ....................................................... 136
Article 79: Student Academic Achievements .......................................................................... 137
Article 80: Academic Standing of Undergraduate Students ..................................................... 138
Article 81: Class Attendance .................................................................................................. 140
Article 82: Repeating, Adding and Dropping of Courses ....................................................... 141
Article 83: Assessment and Evaluation/General Provisions of Examinations ....................... 142
Article 84: Periodic and Exit Examination ............................................................................. 145
Article 85: Administration of Examinations .......................................................................... 146
Article 86: Violations of Examination Regulations ................................................................. 147
Article 87: Remarking of Examinations ................................................................................. 151
Article 88: Make-up Examinations ......................................................................................... 153
Article 89: Additional Academic Requirements ..................................................................... 155
Article 90: Re-admissions ...................................................................................................... 155
Article 91: Re-Examinations .................................................................................................. 158
Article 92: Small Academic Deficiencies at the Completion of a Study Program .................. 160
Article 93: Waiver .................................................................................................................. 161
Article 94: Graduation Requirement of Undergraduate Programs .......................................... 161
Article 95: The Hawassa University Medal ............................................................................ 162

TITLE SIX: GRADUATE STUDIES ......................................................................................... 164
Article 96: General Provisions on Graduate Programs ................................................................. 164

Article 97: The School/Department Graduate Committee (SGC/DGC) ........................................ 165

Article 98: Admission to the Graduate Program ........................................................................... 167

Article 99: Enrollment and Registration at the Graduate Program ............................................... 170

Article 100: Program of Study ..................................................................................................... 170

Article 101: Credit Requirements and Course Load at the Graduate Program ............................. 171

Article 102: Assignment of Graduate Students ............................................................................ 172

Article 103: Duration of Study at the Graduate Program ............................................................ 173

Article 104: The Grading System at the Graduate Program ......................................................... 174

Article 105: Academic Status of Graduate Students ................................................................. 174

Article 106: Repeating Courses at Graduate Program ............................................................... 176

Article 107: Withdrawal from and Readmission to the Graduate Program ................................. 177

Article 108: Transfer from One Program to Another in the Graduate Program ......................... 179

Article 109: The Graduate Thesis ............................................................................................... 180

Article 110: Advisorship ............................................................................................................ 186

Article 111: The External Examiner ......................................................................................... 187

Article 112: Graduation and Award of Credentials to Graduate Students ................................. 190

TITLE SEVEN: BESTOWAL OF HONORARY DOCTORATE ............................................... 191

Article 113: Honorary Doctorate/Doctor Honoris causa ............................................................ 191

TITLE EIGHT: REGISTRAR AND ALUMNI AFFAIRS .......................................................... 195

Article 114: General Provisions ................................................................................................. 195
<table>
<thead>
<tr>
<th>Article Number</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 115</td>
<td>Responsibilities of the Registrar and Alumni Affairs Directorate</td>
<td>195</td>
</tr>
<tr>
<td>Article 116</td>
<td>The University Registrar and Alumni Affairs Director</td>
<td>196</td>
</tr>
<tr>
<td>Article 117</td>
<td>General Provisions on the University Library System</td>
<td>199</td>
</tr>
<tr>
<td>Article 118</td>
<td>The University Librarian</td>
<td>199</td>
</tr>
<tr>
<td>Article 119</td>
<td>Library Staff</td>
<td>201</td>
</tr>
<tr>
<td>Article 120</td>
<td>General Provisions on the Organization of Academic Units</td>
<td>202</td>
</tr>
<tr>
<td>Article 121</td>
<td>College Academic Commission</td>
<td>204</td>
</tr>
<tr>
<td>Article 122</td>
<td>College Managing Council</td>
<td>208</td>
</tr>
<tr>
<td>Article 123</td>
<td>College Heads/Deans</td>
<td>209</td>
</tr>
<tr>
<td>Article 124</td>
<td>School/Department Council</td>
<td>212</td>
</tr>
<tr>
<td>Article 125</td>
<td>Power and Responsibilities of Module Teams</td>
<td>216</td>
</tr>
<tr>
<td>Article 126</td>
<td>School/Department Head</td>
<td>217</td>
</tr>
<tr>
<td>Article 127</td>
<td>The Role of Schools/Departments in Continuing Education Program</td>
<td>221</td>
</tr>
<tr>
<td>Article 128</td>
<td>Policy Premises on Research Publications and Consultancy Services</td>
<td>222</td>
</tr>
<tr>
<td>Article 129</td>
<td>Procedures for Initiating and Conducting Research</td>
<td>223</td>
</tr>
<tr>
<td>Article 130</td>
<td>Administration of Research</td>
<td>223</td>
</tr>
<tr>
<td>Article 131</td>
<td>Research Priorities</td>
<td>224</td>
</tr>
<tr>
<td>Article 132</td>
<td>Proprietary Rights on Research Findings and Research Property</td>
<td>225</td>
</tr>
</tbody>
</table>
Article 133: Policy Premises on Consultancy Services ................................................................. 225

Article 134: General Provisions on Consultancy Services ....................................................... 225

Article 135: Responsibility Centers for Consultancy Services ............................................... 226

Article 136: Determination of Cost for Consultancy Services ............................................... 227

Article 137: Sub-contracting Consultancy Service Agreements ............................................ 228

Article 138: Publication and Intellectual Property Rights ....................................................... 228

TITLE TWELVE: STUDENT AFFAIRS....................................................................................... 230

Article 139: Policy Premises on Student Affairs ................................................................. 230

Article 140: Duties and Responsibilities of Students .............................................................. 231

Article 141: The Office of the Student Services ................................................................. 233

Article 142: Codes of Conduct .............................................................................................. 235

Article 143: Sexual Harassment and Abuse ......................................................................... 238

Article 144: Handling Cases of Violations of the Codes of Conduct .................................... 240

Article 145: Student Organizations ....................................................................................... 243

TITLE THIRTEEN: GENDER AFFAIRS....................................................................................... 255

Article 146: Gender Office .................................................................................................... 255

TITLE FOURTEEN: HIV/AIDS PREVENTION ......................................................................... 257

Article 147: HIV/AIDS Prevention Office ............................................................................ 257

TITLE FIFTEEN: MISCELLANEOUS PROVISIONS ..................................................................... 258

Article 148: Forgery and False Statements .......................................................................... 258

Article 149: Repeal ............................................................................................................... 258
Article 150: University Rules and Regulations Inconsistent with this Legislation .................. 258

Article 151: Power to Issue Directives and Guidelines .............................................................. 259

Article 152: Obligation to Comply ............................................................................................. 259

Article 153: Effective Date ........................................................................................................ 259
PREFACE

The Hawassa University (HU) Senate, Deub University (DU) then, had issued its Provisional Senate Legislation in 2005 for the first time in its history. In view of the need for a set of strong and standardized academic guidelines, at that early stage of its development, it was very necessary for the University to issue such legislation – albeit in its incomplete form. The DU Senate Legislation was later on revised with major modifications and incorporation of several new Titles and HU issued the “Hawassa University Senate Legislations 2009 and 2011”. The HU Senate Legislation of 2011 was adopted, with modifications, by other Ethiopian Higher Education Institutions to be used as the basis for the “Harmonized academic policy (HAP) of Ethiopian public higher education institutions” of 2012. However, the HAP did not address many other issues except the academic matters and hence additional issues needed to be incorporated to make the present HU Senate Legislation complete. Moreover, implementation of the HAP over the last three years revealed that some of its articles needed to be modified. Therefore, the University has taken these two shortcomings of the HAP into account while consolidating the HAP and its own Senate Legislation to improve and develop the latter to its present form.

In order to maintain the standard of this Legislation, the committee that prepared it has consulted several sources, particularly the Addis Ababa University Senate Legislation (2007).

On behalf of the University Senate, I acknowledge the remarkable contributions of the committee members that put together this Legislation. Contributions of the Academic Staff of the University who critically read and provided comments on the earlier version of this Senate Legislation deserve a special mention here. The members of Senate and its Executive Committee have put untiring efforts into the edition of the final version of the Legislation.

Yosef Mamo (Professor)

President

__________________ 2015
PREAMBLE

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

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

WHEREAS, it is necessary to provide bylaw that the system of governance of the University shall promote, consistent with the Constitution of the country, a life of a learning academic community governed by the principle of freedom of expression based on reason and rational discourse;

WHEREAS, it has become necessary to lay down a statutory framework to enable the Hawassa University to serve as a dynamic center of capacity building consistent with the aspirations of the peoples of Ethiopia in the context of globalization;

WHEREAS, it has become necessary to create an appropriate bylaw to guide the University focus on critical issues of relevance and quality of education and research to contribute with efficacy to the Ethiopian peoples’ aspirations of peace, democracy and development;

WHEREAS, the creation of productive and dispassionate citizens through developing habits of free inquiry, critical thinking and problem-solving capacity as well as for inculcating the attitude and values of respect for the wide diversity of views - all of which are essential for the achievement of excellence at Hawassa University;

WHEREAS, it is necessary to create and nurture democratic culture within the University with a student-centered educational environment where the role of students is transformed from that
of passive consumers of readymade facts and information to that of active stakeholders in the collective pursuit and production of authentic knowledge;

WHEREAS, to ensure good governance in the context of the ever expanding University, it is imperative to provide bylaw for an appropriate balance of the autonomy of the University itself and its constituent Academic Units, and the accountability of the University to Government and to public interests in general;

WHEREAS, the present stage of development of the various Academic Units of the University require guidance to enable them become efficacious, and it has also become particularly necessary to guide them properly in order to ensure and promote their positive contributions - and hence of the University - through relevant and quality education;

WHEREAS, it is necessary to tailor the support services of the University in such a way that they stand subservient to their core activities leading toward the fulfillment of its vision as well as the attainment of their mission and values;

NOW, THEREFORE, this Senate Legislation is issued by the Senate of the Hawassa University in accordance with Article 49(3) of the Higher Education Proclamation No. 650/2009.
ACRONYMS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>Academic Commission/Academic Council</td>
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<td>APC</td>
<td>Admissions and Placement Committee</td>
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<td>APD</td>
<td>Academic Programs Director</td>
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<td>ASAC</td>
<td>Academic Staff Affairs Committee</td>
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<td>ASDC</td>
<td>Academic Staff Disciplinary Committee</td>
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<tr>
<td>ASQAC</td>
<td>Academic Standards and Quality Assurance Committee</td>
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<tr>
<td>AVP</td>
<td>Academic Vice President</td>
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<tr>
<td>BA</td>
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<td>B.Sc.</td>
<td>Bachelor of Science</td>
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<td>CANG</td>
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<td>Continuing Education Program</td>
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<td>CGPA</td>
<td>Cumulative Grade Point Average</td>
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<td>CMHS</td>
<td>College of Medicine and Health Sciences</td>
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<td>Cr. Hr</td>
<td>Credit Hour</td>
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<td>ASQAC</td>
<td>Academic Standards and Quality Assurance Committee</td>
</tr>
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<td>DC</td>
<td>Department Council</td>
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<td>DGC</td>
<td>Department Graduate Committees</td>
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<td>DO</td>
<td>Dropout</td>
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<td>DRDC</td>
<td>School/Department Research &amp; Development Committee</td>
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<td>DSAC</td>
<td>School/Department Students’ Affairs Committee</td>
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<td>DU</td>
<td>Debub University</td>
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<td>DVM</td>
<td>Veterinary Medicine</td>
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<td>ECTS</td>
<td>European Credit Transfer System</td>
</tr>
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<td>Ethiopian Higher Education Entrance Examination</td>
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<td>F</td>
<td>Fail</td>
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<tr>
<td>GANG</td>
<td>Cumulative Average Number Grade</td>
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<td>GP</td>
<td>Graduate Program</td>
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<td>HAP</td>
<td>Harmonized Academic Policy</td>
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<td>HERQA</td>
<td>Higher Education Relevance and Quality Agency</td>
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<tr>
<td>HU</td>
<td>Hawassa University</td>
</tr>
</tbody>
</table>
I  Incomplete
IoT  Institute of Technology
LEHs  Lecture Equivalent Hours
MD  Medical Doctor
NG  No Grade
P  Pass
PhD  Doctor of Philosophy
RDC  Research & Development Committee
RPD  Research Program Director
SAC  Students’ Affairs Committee
SANG  Semester Average Number Grade
SASQAC  School Academic Standards and Quality Assurance Committee
SC  School Council
SDC  Student Discipline Committee
SEC  Senate Executive Committee
SGC  School Graduate Committee
SGPA  Semester Grade Point Average
SSAC  School Students’ Affairs Committee
TA  Technical Assistant
UG  Undergraduate
VPASS  Vice President for Administration & Student Services
W  Withdrawn
TITLE ONE: GENERAL PROVISIONS

Article 1: Short Title

This Legislation may be cited as “The Senate Legislation of the Hawassa University 2015”.

Article 2: Issuing Authority

This Legislation is issued by the Senate of the Hawassa University pursuant to the powers vested in it by Article 49 of the Higher Education Proclamation No. 650/2009.

Article 3: Definitions and Gender Reference

3.1. Definitions

In this Legislation, unless the context requires otherwise:

3.1.1. “Academic Commission” shall mean the academic commission of each College established under Article 121 of this Legislation;

3.1.2. “Academic Community” shall mean all those persons studying, teaching and/or engaged in research as permanent or visiting members of the University;

3.1.3. “Academic Unit” means a college, an institute, a School/Department, or a Center established as a constituent unit of the University;
3.1.4. “**Academic Staff**” shall mean all teaching and research staff of the University and shall include Professors, Associate Professors, Assistant Professors, Lecturers, Assistant Lecturers and Graduate Assistants employed for teaching and research, and Other employees considered as academic staff by the decision of the Senate;

3.1.5. “**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;

3.1.6. “**Board**” shall mean the University Board established in accordance with Articles 43 to 48 of the Proclamation;

3.1.7. “**Center**” shall mean a unit that is directly attached to the University for defined purposes;

3.1.8. “**College**” shall mean an Academic Unit of the University which may constitute Schools, Institutes, Departments and other units that offer courses of study in which a degree, a diploma or a certificate may be obtained;

3.1.9. “**Dean**” shall mean an executive manager of a College;

3.1.10. “**Department**” shall mean an executive Academic Unit of the University which may run a program or a specialty training (in the Medical and Veterinary Sciences) in which a degree, a diploma or a certificate may be obtained. In some cases, like in the Medical and Veterinary Sciences, 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. The Department shall also execute research, extension, development, and consultancies, as well;
3.1.11. “Director” shall mean the executive manager of an institute, a center or other Academic Units of the University;

3.1.12. “Fiscal Year” shall mean the Ethiopian fiscal year Hamle 1 to Sene 30 (July 8 to July 7);

3.1.13. “Head” shall mean an executive manager of an Academic Unit;

3.1.14. “Institute” shall mean an Academic Unit of the University/College whose principal objective is to carry out multi-disciplinary research and graduate level teachings. The Institute may run undergraduate studies where appropriate and have the benefit of the status of a School or Department. Special autonomy shall be given to the Institute of Technology;

3.1.15. “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;

3.1.16. “Module Team” shall mean a group of academic staff that owns and manages modules;

3.1.17. “Module Team Leader” shall mean a senior academic staff who is responsible for the undertakings of the module team;

3.1.18. “President” shall mean the chief executive officer of the University appointed in accordance with Articles 52 and 53 of the Proclamation;

3.1.19. “Proclamation” shall mean the Higher Education Proclamation No. 650/2009;
3.1.20. “Program” shall mean a set of complete modules believed to create a professional competence in the Undergraduate and Graduate study disciplines; ‘

3.1.21. “Registrar” shall mean the Registrar of the University;

3.1.22. “Research & Development” shall mean and include research, extension, publication, consultancy, and industry/community-University linkage;

3.1.23. “School or Department Council” shall mean the School/Department level decision making body established under the provisions of Article 3.1.3. of this Legislation;

3.1.24. “School” shall mean an executive Academic Unit of the University which may run different undergraduate programs in which a degree, a diploma or a certificate may be obtained. The school shall also execute research, extension, development, and consultancies, as well;

3.1.25. “Scientific Director” shall mean the executive officer of the Institute of Technology (IoT);

3.1.26. “Senate” shall mean the Senate of the University established under the provisions of Article 49 of the Proclamation;

3.1.27. “Staff” shall mean the academic and support staff of the University;

3.1.28. “Student” shall mean any person admitted and registered at the University in the regular, Continuing Education Program or any other program;

3.1.29. “Technical Support Staff” shall mean non-administrative personnel employed to support the teaching–learning and research
processes, and non-academic health professionals employed in the teaching hospital;

3.1.30. “University Community” shall mean all students and staff of the University;

3.1.31. “University” shall mean the Hawassa University established as per the Proclamation article 127/2000;

3.1.32. “Vice Presidents” shall mean the executive officers of the University appointed in accordance with Articles 52 and 54 of the Proclamation;

3.1. Gender Reference

Unless the context provides otherwise, in this Legislation, provisions enacted in the masculine gender shall be deemed to include the feminine gender.
TITLE TWO: THE MAIN GOVERNING BODIES OF THE UNIVERSITY

Article 4: Governing and Advisory Bodies

Governing and advisory bodies of Hawassa University shall consist of the:

4.1. Board;
4.2. President;
4.3. Senate;
4.4. Managing Council;
4.5. University Council;
4.6. College/Institute Academic Commission;
4.7. College/Institute Managing Council;
4.8. Department/School Council;
4.9. Advisory, Standing or ad-hoc Committees that may be established by the Senate, University Council or Executive University Officers.

Article 5: Responsibilities of the President

5.1. 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:

5.1.1. direct and administer the University with the aim of ensuring the achievement of its mission;
5.1.2. ensure that organs of the University and its community uphold the objectives of higher education and the guiding values of the institution;

5.1.3. ensure that the provisions of the Proclamation and of other laws applicable to the University are respected;

5.1.4. ensure that the University, in accordance with its enrollment capacity, prepares graduates with competence and professional mix consistent with the needs of the country;

5.1.5. create and continuously build a conducive institutional environment for learning and research;

5.1.6. ensure that the University’s research and consultancy activities focus on national priorities;

5.1.7. 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;

5.1.8. 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;

5.1.9. ensure that the University has a capable system of internal leadership and management;

5.1.10. design and implement, upon ultimate approval by the Board, nomination and appointment systems of officers and academic heads;
5.1.11. 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;

5.1.12. ensure that policies, directives and procedures of University are designed in conformity with pertinent laws and government policies;

5.1.13. develop and implement institutional standard measures and ensure that the academic and administrative operations of the institution are on the basis of the standards;

5.1.14. ensure that the University maintains a healthy balance of income and expenditure and proper books of accounts of all incomes and expenditures;

5.1.15. 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;

5.1.16. 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;

5.1.17. 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;

5.1.18. prepare University plans, budget, organizational structures and directives, and ensure their implementation upon approval;

5.1.19. inform periodically the Board, the Senate, government and the public about the state of the University;
5.1.20. build and maintain a reliable safety and security system that protects life and property in the premises of the University;

5.1.21. represent the University in all its dealings with third parties;

5.1.22. open and operate bank accounts in the name of the University;

5.1.23. delegate, as may be necessary, his powers and responsibilities to the Vice Presidents and appropriate heads of Academic Units;

5.1.24. ensure that his foreign travels are planned and of value to the University;

5.1.25. discharge such other responsibilities as may be given to him by the establishing law of the University and by the Board.

5.2. The 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.

5.3. In the case of absence from duty, the President shall delegate, as a standard practice, the Academic Vice President (AVP) on his behalf and, in the case of simultaneous absence of the AVP, any of the other Vice Presidents.

Article 6: Responsibilities of the Vice Presidents

6.1. The Vice Presidents shall be accountable to the President and be in charge of the Academic, Administrative, Student Affairs, and Development, Research and Technology Transfer activities of the University.
6.2. The Vice Presidents, without prejudice to those responsibilities given to them under the establishing law of the University, shall have the responsibilities to:

6.2.1. advise, assist and support the President in the exercise of his responsibilities;

6.2.2. exercise the responsibilities the President may entrust to them.

6.3. Vice Presidents shall devote most of their time to the requirements of their offices.

6.4. They shall be remunerated appropriately for their services in the form of office allowances and other benefits on top of their basic salaries.

**Article 7: Responsibilities and Power of the University Senate**

The Senate of Hawassa University is established in accordance with Article 49 of the Proclamation. 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:

7.1. determine the academic calendar of the institution;

7.2. accredit academic programs and their curricula and supervise Academic Units to ensure the relevance and quality of education and research;

7.3. legislate and ensure proper implementation of the institution’s statutes related to all academic and research matters in accordance with the proclamation;

7.4. determine conditions on which degrees are awarded or revoked;
7.5. determine an institution-wide framework for quality enhancement and student assessment;

7.6. advise the President, when requested, on appointments of Academic Unit Heads;

7.7. 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;

7.8. approve nominations by Academic Units for employment of academic staff with the rank of professor;

7.9. decide on the type, number, membership, and responsibilities of its advisory standing or ad-hoc committees;

7.10. award honorary degrees and other academic prizes to persons with outstanding achievements meriting recognition by the institution, upon request by the appropriate bodies;

7.11. examine and approve recommendations by the President in respect of opening, closure, merger or change of name of Academic Units under the University;

7.12. 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 8: Members of the Senate**

8.1. Membership and the number of members of the Senate and their terms of office shall be determined in accordance of Article 8.5. of this legislation.
8.2. 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.

8.3. The President shall ensure that the institution’s academic community is appropriately represented in its membership.

8.4. Notwithstanding the provisions of this Article, the Board of the University may, upon advice by the President, change or modify Senate membership and terms of office, as necessary and consistent with good practice, but solely to ensure that it shall be fit for purpose.

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

8.5.1. The President Chairperson

8.5.2. The Vice Presidents Members

8.5.3. Scientific Director of IoT Member

8.5.4. Chief Executive Director of CMHS Member

8.5.5. The Student Service Directorate Director Member

8.5.6. Academic Programs Directorate Director Member

8.5.7. Quality Assurance Directorate Director Member

8.5.8. Research Programs Directorate Director Member

8.5.9. Chief Academic and Research Director of CMHS Member

8.5.10. IoT Deputy Scientific Director Member
8.5.11. Corporate Communications & Marketing Director Member

8.5.12. Heads/Deans of Colleges Members

8.5.13. Selected heads of Academic Units and Meritorious
senior academic staff (not exceeding 15) Members

8.5.14. Two representatives from academic staff association Members

8.5.15. Two student representatives (one of them the President
of the student union and one of them a female) Members

8.5.16. Head of the Gender Office of the University Member

8.5.17. The University Registrar Member & Secretary

8.6. The heads of Academic Units and meritorious and senior academic staff
members indicated in 8.5.13 of this Article shall be nominated by the
President of the University.

**Article 9: Sessions of the Senate**

9.1. 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.

9.2. Notwithstanding the provision under sub-article (1) of this Article, the
Senate may hold continuous sessions upon request by the President.

9.3. The Senate may hold extraordinary sessions upon the request of the
President, the Board or one-third of its members.

9.4. 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.

9.5. 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.

9.6. 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.

9.7. The Senate at its discretion may invite resource persons it deems necessary to any of its sessions.

Article 10: Term of Office for Elected Members of the Senate

10.1. The heads of Academic Units and meritorious senior academic staff members, nominated by the President of the University, shall serve in the Senate for a period of three years.

10.2. The representatives of the academic staff association and student union shall serve in the Senate for two and one year, respectively.

10.3. 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.

10.4. Senate members can be re-nominated or re-elected for not more than one more consecutive term.
Article 11: Duties and Responsibilities of the Chairperson and Secretary of the Senate

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

11.1.1 leads and supervises the activities of the Senate;

11.1.2 directs and follows up the implementation of Senate decisions;

11.1.3 calls to order the regular and extraordinary meetings of the Senate;

11.1.4 sees to it that the Senate members are notified in time of the agenda of Senate meetings;

11.1.5 In the absence of the chairperson, the Academic Vice President shall act as chairperson of the Senate.

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

11.2.1. keeps the records and documents of the Senate;

11.2.2. in consultation with the Chairperson, sets agenda for Senate meetings and dispatches letter of call for meeting to all Senate members;

11.2.3. records minutes of the Senate meetings and when necessary arranges for audio-visual records;

11.2.4. ensures proper handling, documentation, and distribution of the minutes taken thereof;
11.2.5. briefs Senate members with information concerning the activities of the Senate, dates of future meetings, etc.;

11.2.6. makes the necessary arrangements for Senate meetings (organize the meeting place and reception);

11.2.7. undertakes any additional relevant tasks pertaining to Senate matters given by the Chairperson of the Senate.

**Article 12: Rights and Obligations of the Senate Members**

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

12.1.1. express ideas and criticisms freely at Senate meetings;

12.1.2. support or oppose motions or abstain from voting at Senate meetings;

12.1.3. present criticism or self-criticism on undertaking the activities of the Senate provided that the criticism is substantiated with evidence;

12.1.4. generate new ideas at the Senate meetings and suggest new agenda items through the proper mechanism;

12.1.5. enjoy any benefits that Senate members may be entitled therein;

12.1.6. certification for contributions as a member of the Senate.

12.2. Every member of the Senate is obliged to:

12.2.1. attend all Senate meetings and be punctual;
12.2.2. notify the Chairperson in advance through any means available when one is unable to attend a meeting for good reasons;

12.2.3. refrain from disclosing confidential issues discussed on the Senate meetings;

12.2.4. be governed by the rule of majority vote;

12.2.5. perform other tasks pertaining to Senate matters that may be assigned by the Senate.

**Article 13: Senate Meetings and Decision Procedures**

13.1. The Senate shall hold regular meetings at least three times a year.

13.2. Extra-ordinary meetings of the Senate may be called whenever the chairperson or the Board find it necessary, or if more than a third of its members present a written request for such meetings.

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

13.4. A resolution that obtains a simple majority vote (50% +1) of the meeting shall be taken as the decision of the Senate.

13.5. The Chairperson has a voting right as any other member of the Senate.

13.6. In cases of tie votes, the Chairperson shall have a casting vote.

13.7. A Senate decision may be reconsidered for discussion if demanded by more than two-third of the Senate members.
Article 14: Communication of Senate Decisions

Vice Presidents, Heads of Academic Units, Directors, Staff and Student Representatives in the Senate are expected to communicate pertinent Senate decisions to their respective constituents.

Article 15: The Senate Executive Committee

15.1. Membership and Meetings

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

15.1.1.1. The President Chairperson

15.1.1.2. Vice Presidents Members

15.1.1.3. Scientific Director, IoT Member

15.1.1.4. Chief Executive Director, CMHS Member

15.1.1.5. Academic Program’s Directorate Director Member

15.1.1.6. College Heads/Deans Members

15.1.1.7. Three elected Senate members Members

15.1.1.8. The Registrar Member and Secretary

15.1.2. The Executive Committee may co-opt additional members if necessary.

15.1.3. The SEC shall have its own regular meetings but at least one meeting every time before the Senate meets.
15.1.4. Notwithstanding the article above the Chairperson can call for an extraordinary meeting whenever he finds it necessary, or if more than a third of the SEC members request for such a meeting.

15.1.5. 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.

15.1.6. Elected members of the SEC shall be elected by majority votes.

15.1.7. Elected members of the SEC shall serve for two years.

15.2. **Duties and Responsibilities of SEC**

The Senate Executive Committee shall:

15.2.1. 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;

15.2.2. deliberate and decide on matters that require urgent decision and cannot await the Senate meeting;

15.2.3. keep the Senate advised of recommendations and interim decisions of its Standing Committees;

15.2.4. submit nominations for the membership of each Standing Committee to University Senate;

15.2.5. 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;
15.2.6. 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;

15.2.7. 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;

15.2.8. 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;

15.2.9. exercise all powers necessary and proper to the above, including in its discretion the power to co-opt members of the Senate for consultation in the course of its deliberations;

15.2.10. 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;

15.2.11. submit its reports to the Senate;

15.2.12. perform such other duties given to it by the Senate.

**Article 16: The Senate Standing Committees**

16.1. The Senate functions through Standing Committee as provided in Sub Article 16.3. hereunder.
16.2. Ad-hoc committees may be formed by the Senate as deemed necessary. Unless otherwise stated, such committees shall be discharged once they have reported to the Senate.

16.3. The Standing committees of the University Senate shall include the following:

16.3.1. Academic Standards and Quality Assurance Committee (ASQAC);

16.3.2. Admissions and Placement Committee (APC);

16.3.3. Research & Development Committee (RDC);

16.3.4. Academic Staff Affairs Committee (ASAC);

16.3.5. Students’ Affairs Committee (SAC).

16.4. The Senate Standing Committees are accountable to the University Senate.

16.5. The University Senate shall elect persons to serve on each of these Committees.

16.6. The Chairpersons of the Standing Committees of the Senate can recruit additional members which shall have ex-officio, (i.e., non-voting) status.

16.7. 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.

16.8. 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.
16.9. A majority (50% +1) of any committee composes a quorum.

16.10. 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.

16.11. Each Standing Committee shall make final decisions and send same to the Senate for approval.

16.12. If any person feels aggrieved by the decisions of the committees, the person shall have appeal right to the Senate.

16.13. 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.

16.14. 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 17: The Academic Standards and Quality Assurance Committee (ASQAC)**

17.1. **Membership**

The ASQAC shall have the following members:

17.1.1. The Academic Vice President Chairperson

17.1.2. The University Registrar Member
17.1.3. Quality Assurance Director  Member

17.1.4. Two elected members of the Senate  Members

17.1.5. Senate-elected Heads of Academic Units  Members

17.1.6. Academic Program Director  Member & Secretary

17.2. **Duties and Responsibilities**

The Academic Standards and Quality Assurance Committee:

17.2.1. initiates studies for diversifying educational programs in conjunction with Schools/Departments and Institute/College ASQAC members and forward recommendations on the establishment and maintenance of departments, schools, institutes, and other teaching units in the University to the Senate;

17.2.2. evaluates and approves courses and educational programs with regards to their relevance and accountability;

17.2.3. approves and registers minor curricular changes reported and passed by School/Department Council;

17.2.4. formulates guidelines for evaluating the depth, contents and credit hours allocation of Courses offered in various Academic Units of the University;

17.2.5. oversees implementation of curriculum development and review;

17.2.6. reports to the University Senate on matters pertaining to students’ academic performance and teaching standards within the University;
17.2.7. considers School/Department Council (SC/DC) decisions on certain deviations from the established academic standards legislated by the Senate;

17.2.8. recommends to the Senate on the Degrees, Diplomas and Certificates of proficiency to be granted by the University;

17.2.9. approves course equivalence, waivers, and exemptions presented by concerned Academic Units;

17.2.10. evaluates and recommends changes on make-up rules, academic achievements of students repeating courses and issuance of credentials;

17.2.11. determines its own rules of procedures within the framework of the University Legislation;

17.2.12. undertakes periodic supervision on quality of teaching environment, teaching aid, quality of exams, student teachers ratio, optimal class size, staff profile compositions, staff load etc. and prepare report thereof;

17.2.13. prepares quality assurance criteria and standards, and audits efficiency thereof;

17.2.14. performs any other duties given to it by the Senate.

**Article 18: The Admissions and Placement Committee**

18.1. **Membership**

The Admissions and Placement Committee (APC) shall have the following members:
18.1.1. Academic Program Director Chairperson

18.1.2. Student Service Director Member

18.1.3. Senate-elected Heads of Academic Units Members

18.1.4. The University Registrar Member & Secretary

18.2. **Duties and Responsibilities**

The Admissions and Placement Committee (APC) shall:

18.2.1. prepare, update, and recommend criteria and procedures on overall admission and placement of students;

18.2.2. oversee the implementation of admissions and placement of students of various categories;

18.2.3. 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

18.2.3.1. University Entrance Examination, or

18.2.3.2. special admission requirements established by the Council of Academic Units of the University (considering gender, disability, being educationally disadvantaged, etc.). The prior knowledge and approval by the APC 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, or
18.2.3.3. secondary and post-secondary education pursued elsewhere. All such credentials, however, must be evaluated by the Academic Units to which a student is applying;

18.2.4. seek and act upon the advice of the ASQAC on certificates that do not fall into any one of the above categories;

18.2.5. determine its own rules of procedures within the framework of the University Senate Legislation;

18.2.6. perform any other related duties as may be required.

**Article 19: The Research and Development Committee (RDC)**

19.1. **Membership**

The Research and Development Committee (RDC) shall have the following members:

19.1.1. VPRTT Chairperson

19.1.2. Senate-elected Heads of Academic Units Member

19.1.3. Two senior researchers designated by the Senate Members

19.1.4. Research Program Directorate Director Member & Secretary

19.2. **Duties and Responsibilities**

19.2.1. Formulates policies and strategies that foster research undertakings in line with national research priorities and for the development of science and technology. The Committee may
involve concerned departments/institutes or resource persons in these processes.

19.2.2. Formulates guidelines for implementation of research policies and strategies of the University.

19.2.3. Oversees coordination of research undertakings of the University in collaboration with the Academic Units.

19.2.4. Assists each Academic Unit in its efforts to solicit funds for research and development from sources in Ethiopia and/or abroad.

19.2.5. Establishes ethical clearance committee and follow up the duties of the committee thereof.

19.2.6. Establishes policies and procedures for visiting research scholars from other universities who seek formal association and collaboration with, and sponsorship, by an Academic Unit.

19.2.7. Formulates policies and allocates funds, for research & development and preparation of text books or reference books or books.

19.2.8. Establishes and provides guidelines for technical committees which screen projects when deemed necessary.

19.2.9. Suggests to Senate feasible options, including incentive mechanisms, of encouraging academic staff members to undertake research & development, and teaching material preparation activities.

19.2.10. Reviews and recommends to the Senate the establishment and abandonment of research stations.
19.2.11. Ensures that certain minimum standards are maintained by all publications of the University.

19.2.12. Monitors and evaluates the research & development activities of the University.

19.2.13. Determines its own rules of procedures within the framework of the University Senate Legislation.

19.2.14. Performs any other duties as may be required.

**Article 20: The Academic Staff Affairs Committee (ASAC)**

20.1. **Membership**

The Academic Staff Affairs Committee (ASAC) shall have the following members:

- **20.1.1. AVP** Chairperson
- **20.1.2. VPASS** Member
- **20.1.3. Senate-elected Heads of Academic Units** Members
- **20.1.4. Two Staff representative of the Senate** Members
- **20.1.5. Legal officer** Member
- **20.1.6. Gender Officer** Member
- **20.1.7. Head of Human Resource Department** Member & Secretary
20.2. **Duties and Responsibilities**

20.2.1. Follows up and check that staff recruitments are implemented as per the rules and regulations of the University.

20.2.2. Reports to the University Senate on matters relating to the general welfare of the academic staff.

20.2.3. Develops guidelines and advises the Senate on Honorary Degree for those scholars contributing to Hawassa University, in particular, and also the country at large.

20.2.4. Assesses the overall academic manpower requirements of the University.

20.2.5. Handles selection of candidates for contested training/research opportunities.

20.2.6. Initiates institutional policies, procedures and programs with respect to staff development and scholarship that shall assist the academic staff to meet the institutional needs.

20.2.7. Recommends the optimal staff size and composition in terms of academic rank and qualification required by various units of the University.

20.2.8. Approves the number of University staff going for further studies and for Sabbatical/Research leaves.

20.2.9. Follows up the progresses of staff on study or Sabbatical/Research leaves through the appropriate offices.

20.2.10. Develops and update guidelines on administration of scholarships.
20.2.11. Approves extension of all sorts of leaves when necessary.

20.2.12. Formulates policies and strategies concerning the welfare of the academic staff.

20.2.13. Encourages the academic staff to participate in the University and community affairs.

20.2.14. Designs strategies to improve staff services and promote extra-curricular activities and follow up the implementations thereof.

20.2.15. Devises mechanisms for promoting accountability and positive attitudes towards professional development.

20.2.16. Fosters the development of healthy relationship among staffs and the University community at large.

20.2.17. Oversees the proper implementation of the rules, regulations and other provisions pertaining to rights and benefits of the academic staff.

20.2.18. Assists and facilitates the establishment of the teachers association.

20.2.19. Proposes relevant incentive mechanisms for the academic staff.

20.2.20. Determines rules of procedures within the framework of the University Senate Legislation.

20.2.21. Performs any other related duties as deemed necessary.
Article 21: The Student Affairs Committee (SAC)

21.1. Membership

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

21.1.1. VPASS Chairperson

21.1.2. Heads of student services from each campus Members

21.1.3. One representative of students from each campus Members

21.1.4. One representative of disabled students Members

21.1.5. University Gender Affairs Officer Member

21.1.6. One Guidance and Counseling Officer Member

21.1.7. The Students’ Service Director Member & Secretary

21.2. Duties and Responsibilities

21.2.1. Formulates ways of improving student services and promoting extracurricular activities.

21.2.2. Assists and facilitates in developing guidelines for the establishment and management of student organizations.

21.2.3. Encourages students’ participation in University and/or community affairs.

21.2.4. Devises mechanisms for promoting positive attitude among students towards their professional obligations.
21.2.5. Fosters the development of healthy relationships among students and between students and the University community.

21.2.6. Assists Departments, Schools and Institutes in developing student disciplinary rules and regulations.

21.2.7. Develops guidelines on student loan and financial services.


21.2.9. Performs any other duties as may be required.

**Article 22: Managing Council**

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

22.2. 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.

22.3. The managing council shall meet regularly at least twice a month on a regular day and time that shall be determined by the President.

22.4. The managing council shall hold and conduct its sessions with a majority (50% + 1) of its core members present.

22.5. Minutes of sessions of the managing council shall be taken by a secretary designated by the President.
22.6. 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.

22.7. 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 23: University Council

23.1. The President shall chair the University Council, and its members shall consist of the core members of the managing council, all Heads, Directors, members of the Senate Standing Committee, the Chief Librarian, the Registrar, other key academic officers, service School/Department heads, and, as it shall be determined by the Board upon the advice of the President, an appropriate number of academic staff and student representatives with appropriate gender mix.

23.2. 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.

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

23.4. Attendance of University Council sessions by members shall be mandatory. Membership shall not be delegated except with the permission of the President. Sessions may be held without a requirement for quorum.
23.5. The President shall ensure a democratic atmosphere stimulating free expression of opinions and ideas in sessions of the University Council. The President may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions.

23.6. The secretary of the managing council shall also serve as the non-voting and non-consultative secretary of the University Council.

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

23.8. Without prejudice to the provisions of this Article, the University Council may adopt its own rules of procedures.
TITLE THREE: ACADEMIC AND TECHNICAL HUMAN RESOURCES

Article 24: Policy Premises on Academic Staff

24.1. This Legislation is based on the conviction that the progress and strength of the University and the attainment of its objectives depend on the professional strength of its staff.

24.2. In order to develop a strong faculty and attract outstanding Ethiopians into University careers, it is desirable that the University:

24.2.1. clearly defines what is required of its academic staff in the areas of research, teaching and other services;

24.2.2. develops policies with respect to 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;

24.2.3. works out rules of procedures governing the obligations and academic responsibilities and freedom;

24.2.4. establishes rules and regulations governing 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 and which will advance their capacities as scholars.

**Article 25: Interpretation and Scope**

25.1. **Interpretation**: The provisions of this Title shall be read and interpreted with an awareness that the principles set forth are means to an end, not ends in themselves, that these means are designed to improve the quality of academic staff and to promote their creativity; that they are predicated on the assumption that an academic staff employed by the University is a member of a self-sustaining profession; and finally, that the justification for these provisions will lie in a high sense of responsibility and increased performance on the part of those governed by them.

25.2. **Scope**: The University staff to be governed by this Legislation shall include academic staff and technical support staff as defined in Article 3, sub articles 3.1.4 and 3.1.29, respectively and other staff as deemed necessary.

**Article 26: Status of this Legislation in University Contracts**

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. Accordingly, this Legislation shall be available on university’s website to be accessed by the staff at any time. The staff members are obliged to internalize the articles therein.

**Article 27: Duties and Responsibilities of Academic Staff**

27.1. An academic staff of the University is required to be a scholar with full devotion to the advancement of the frontiers of knowledge in accordance with the best traditions developed by scholarly circles throughout the world. It shall be the primary duty of the academic staff to carry out
functions in the best interest of the University and the nation having due regards to professional etiquette.

27.2. An 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.

27.3. Without limitation to the generality of the provisions of sub-article (1) of this Article, a member of the academic staff at Hawassa University shall:

27.3.1. uphold the objective of higher education and the guiding principles applicable to its institutions;

27.3.2. respect the Constitution, Higher Education Proclamation, Legislations of the University and other pertinent Laws of the country;

27.3.3. refrain from promotion of ethno-centrism, discrimination against any individual or group on the basis of race, ethnicity, sex or creed, political partisanship, preaching of religion, impositions of one’s belief and views on students of the University in class rooms;

27.3.4. contribute to the best of one’s ability to prevalence of orderly conduct and peaceable operations of the institution and to peaceful resolutions of intra-institutional conflicts;

27.3.5. 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;

27.3.6. be empathic to the solidarity of the University community;
27.3.7. prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;

27.3.8. participate and play due role in curriculum development, review, enhancement and/or enrichment;

27.3.9. give course lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the University;

27.3.10. educate, examine, evaluate, consult and advice students;

27.3.11. accept teaching assignments in Continuing Education Program;

27.3.12. submit examinations and grade reports on time to the Academic Units;

27.3.13. within the resources available, 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;

27.3.14. conduct problem solving research that contributes to the advancement of knowledge or has direct impact on community development;

27.3.15. accept additional teaching assignments when compelling circumstances arise in any Academic Unit of the University;

27.3.16. submit periodic reports to the respective Academic Unit on assigned courses, current research and/or study leave progresses;
27.3.17. 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 AVP;

27.3.18. not handover pre-assigned courses to any other individual for any length of time without the approval of the Academic Unit Head;

27.3.19. inform the respective immediate supervisor well in advance if and when he/she cannot be on duty due to involvement in field work, seminars, workshops or any similar events;

27.3.20. treat and interact with students and other members of the University 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;

27.3.21. be evaluated for once performance by students, colleagues and the University and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;

27.3.22. participate in University affairs as required;

27.3.23. participate in organizing, directing and developing the activities of the respective Academic Unit as required by the University;

27.3.24. use and properly handle all University properties;

27.3.25. carry out required tasks in an efficient and effective manner as assigned by the Academic Unit Head or any other senior University body;
27.3.26. 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 28: Rights of the Academic Staff**

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

28.1. exercise academic freedom consistent with the university’s mission;

28.2. 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;

28.3. be entitled to further education and/or training for professional development and subject to internal rules and regulations of the University;

28.4. be promoted and assume new academic rank on the bases of merit in accordance with the University rules and regulations;

28.5. enjoy transparent, fair and equitable administration and system of remuneration and benefits that shall be instituted by Government as the economic condition of the country may permit;

28.6. be adequately and timely informed of one’s performance evaluation results and of any records kept in his/her personal file without his/her prior knowledge;

28.7. be informed appropriately, timely and regularly on the University plans, developments, directions, conditions, and performance results;
28.8. 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;

28.9. 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;

28.10. elect and be elected where election of academic and/or by academic staff shall be necessary or is the norm;

28.11. receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions.

**Article 29: Academic Ranks**

29.1. Every Academic Unit shall prepare academic and technical support staff development plan based on:

29.1.1. Higher education staff development and enrolment plan,

29.1.2. Existing staff profile and load,

29.1.3. Existing programs and future expansion,

29.1.4. Student staff ratio, and

29.1.5. Nature of academic programs and their mix.

29.2. It is the duty of the Head of the Academic Unit to project, periodically or upon request, the general size of academic staff and its structure in terms of academic rank and fields of speciation. These shall also be submitted to the academic staff Affairs Committee (ASAC) of the Senate for its endorsement.
29.3. The University uses the following hierarchy of academic staff in the descending order:

29.3.1. Teaching Staff

29.3.1.1. Professor

29.3.1.2. Associate Professor

29.3.1.3. Assistant Professor

29.3.1.4. Lecturer

29.3.1.5. Assistant Lecturer

29.3.1.6. Graduate Assistant II

29.3.1.7. Graduate Assistant I

29.3.2. The rank of Research staff shall be as in sub article 29.3.1. above.

29.3.3. Adjunct staff and honorary staff may be considered as academic staff and detailed rules shall be issued by the Senate.

29.4. The University uses the following hierarchy of Professional Librarian and technical support staff in the descending order:

29.4.1. Professional Librarian

29.4.1.1. Librarian

29.4.1.2. Associate Librarian

29.4.1.3. Assistant Librarian I
29.4.1.4. Assistant Librarian II

29.4.1.5. Assistant Librarian III

29.4.1.6. Assistant Librarian IV

29.4.1.7. Assistant Librarian V

29.4.2. Technical Support Staff

29.4.2.1. Chief Technical Assistant III

29.4.2.2. Chief Technical Assistant II

29.4.2.3. Chief Technical Assistant I

29.4.2.4. Senior Technical Assistant III

29.4.2.5. Senior Technical Assistant II

29.4.2.6. Senior Technical Assistant I

29.4.2.7. Technical Assistant III

29.4.2.8. Technical Assistant II

29.4.2.9. Technical Assistant I

29.5. A person joining any Academic Unit of the University as a full-time academic staff shall assume an academic rank, in accordance with the general criteria and procedures established by this Legislation.
29.6. An academic staff may change his/her status from research to teaching or vice versa upon the request of the staff, the consent of the Academic Unit, and the approval of the Senate.

29.7. Adjunct/honorary academic ranks may be assigned to qualified instructors employed on the basis of joint appointment, part-time, or other arrangements in accordance with the general University Policy. Guidelines pertaining to this provision shall be issued by the Senate.

29.8. 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.

29.9. Persons joining the University to perform administrative or non-teaching duties may, in exceptional cases, be assigned an academic rank within a relevant Academic Unit provided the services are highly demanded by the University. However, such appointment must be approved by the University Senate.

29.10. Persons holding Academic ranks in accordance with the provisions of sub-article 9 hereof may, in the discretion of the AVP, be treated as full-time teaching academic staff.

Article 30: 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 incentives for academic staff.
Article 31: Pay for Extra-Teaching Assignment

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

Article 32: Housing and Other Benefits

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

32.2. University tuition fees for undergraduate CEP may be waived for spouses, dependent children of the University staff and retired staff of the University based on the guidelines to be issued by Academic Staff Affairs Committee.

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

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

Article 33: Principles and Procedures for Promotion

33.1. General Provisions

33.1.1. The procedures for promotions shall be as follows:

33.1.1.1. The staff member should initiate the promotion request by applying to the respective School/Department Head.
33.1.1.2. 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. Additionally, academic staff on leaves and who contribute greater than or equal to 50% of work load, which is expected from full time staff, are eligible to apply for promotion.

33.1.1.3. The Head shall approve promotions in consultation with the School/Department Council.

33.1.1.4. All promotion cases should be reviewed by the respective SC/DC before they are presented for approval.

33.1.2. The decision of the Council shall be final for the promotion to the rank of lecturer and below.

33.1.3. For promotion to the rank of Assistant Professor and above the endorsement of the SC/DC shall be submitted to the AVP for further handling even when the candidate is not recommended for promotion.

33.1.4. For promotions to the rank of Assistant Professor and above, the AVP shall convene the ASAC of the Senate to evaluate and recommend to the Senate for the approval of the promotion in request.

33.1.5. The President, upon the recommendation of the Senate, shall present the promotion to the rank of Professor to the Board for final approval.
33.2. Promotion of Heads of Academic Units: When a Head of Academic Unit is a candidate for promotion, the AVP shall designate a senior member of the unit to act as Chairperson of the respective academic council for the specific purpose of processing the promotion.

33.3. Effective Dates of Promotion

33.3.1. Promotions shall come into effect as of the date of promotion approved by the School/Department Council (i.e. the minutes of the SC/DC shall bear the effective date of promotion).

33.3.2. A promotion case shall be said to have reached a final stage when the following conditions are satisfied:

33.3.2.1. promotion to the rank of Professor, when approved by the Board;

33.3.2.2. promotion to the ranks of Assistant Professor and Associate Professor, when approved by the Senate;

33.3.2.3. promotion to the ranks of Lecturer and below, when approved by the School/Department Council.

33.3.3. The date of promotion for staff members requesting reinstatement and rank adjustment shall be the date the candidate reports to duty holding the appropriate credentials.

Article 34: Criteria for Promotions of Academic Staff

34.1. Principles Governing Promotions:

The length of service with a given rank, effectiveness in teaching, publications, participation in the affairs of the University and service given to the public at various capacities shall remain to be the basic criteria
upon which the principles of academic promotions is based. The components of the requirements that have to be met to fulfill each of these criteria and the manner in which these are assessed are set forth in this Article.

34.2. **Length of Service with a Given Rank**

34.2.1. There shall be a minimum number of years an Academic Staff has to serve with a given rank for promotion to the next higher rank.

34.2.2. Academic Staff member who has served in other accredited institutions of higher learning shall be considered for an equivalent position before being appointed in a given Academic Unit. However, such an Academic Staff must serve for at least one year at the University before being considered for promotion to the next academic rank.

34.2.3. For persons who join the University as Academic Staff after a given number of service years in other non-higher education institutions or organizations, their 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.

34.3. **Effective Teaching**

34.3.1. Teaching effectiveness for Academic Staff shall be determined by evaluations of the staff member’s performance, by students, colleagues, and the Academic Unit head or the staff’s immediate supervisor at the end of each semester or academic year as the case may be.
34.3.2. 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.

34.3.2.1. Evaluation by students 50%

34.3.2.2. Evaluation by Head of Academic Unit and or immediate supervisor 35%

34.3.2.3. Evaluation by colleagues 15%

34.3.3. For fulfillment of the effective teaching criteria, the weighted average of the evaluation since the last promotion shall not be less than 75%.

34.3.4. In case when the staff member holds administrative position, evaluation by students, head of the Academic Unit and immediate administrative supervisor shall constitute 50, 15 and 35%, respectively.

34.3.5. In exceptional cases where an academic staff is not handling courses during the semester/academic year due to other assignments given by the University, average student evaluations from the immediate previous semesters/academic years shall be considered.

34.4. Requirements on the Number of Publications

34.4.1. Publication of an article or articles (not acceptance letter) in reputable journal(s) is a mandatory requirement for promotion to the rank of Assistant Professor, Associate Professor and Professor.
34.4.2. The reputability of journals shall be determined by the Academic Unit and approved by the University’s Research and Development Committee.

34.4.3. Research papers presented at conferences, seminars, symposia, etc. and published in proceedings of the same or published in journals (including electronic journals) whose reputability has not been established (emerging journals) or Titles in books or contributions as editor of books or proceedings may be presented for purposes of fulfilling the publications criteria for promotion. However, such papers and contributions have to be assessed for their academic merit and contributions to knowledge in the particular discipline. The criteria and procedures for the assessment of such papers or articles shall be issued by the Research and Development Committee. However, such points shall not account for more than 50% of the publication requirements. Abstracts shall not be considered for promotion.

34.4.4. Publications that appear in reputable journals under the titles such as technical notes, short communications, discussions, reviews, etc. and others mentioned in sub-article 34.4.3 above may be counted towards the fulfillment of the criteria for promotion. Even though these appear under different sections in different journals, they are defined as reviewed and published findings in reputable journals but not as full-fledged research articles. Accordingly, their equivalence with respect to a full research article will be determined based on internal and external evaluations. However, such equivalence points shall be determined in the following sub-articles.

34.4.5. Values of Scientific publications in reputable (peer reviewed) journal and book:
34.4.5.1. Original research output 100%

34.4.5.2. Review papers 100%

34.4.5.3. Short/brief communication 30%

34.4.5.4. A chapter in a book 30%

34.4.5.5. Technical notes, case reports, discussion 25%

34.4.5.6. Text book 200%

34.4.5.7. Book based on original research 300%

34.4.6. Where research papers are published under joint authorship, each co-author of an article published in a reputable journal shall be given an equal share as per the following schedule.

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<tr>
<th>No. of Co-authors</th>
<th>Share of each Co-authors</th>
<th>% Value of the paper</th>
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<tr>
<td>34.4.6.1. 2</td>
<td>0.70</td>
<td>140</td>
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<td>34.4.6.2. 3</td>
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<td>34.4.6.4. 5</td>
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<td>34.4.6.5. 6 or more</td>
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34.4.6.6. Sole author publication will have 1 or 100% value;
34.4.6.7. The share of the co-authors indicated for the journals shall also apply for the other publications to be considered for promotion.

34.4.7. Publications arising out of Theses or Dissertations may be used for promotion provided that the author did not use the Thesis for rank adjustment.

34.4.8. Publications arising out of thesis work may also be considered for promotion if the published work does not depend more than 50% on the data in the Theses or Dissertations and is published by the staff member after the last promotion.

34.4.9. Text or reference books published for specific field and course as well as books published on the bases of original research shall be considered for promotion.

34.4.10. For the sake of clarification, attempt is made below to define the most essential characteristics of each of the above items.

34.4.10.1. **A Reputable Journal:**

The reputability of a professional journal is best determined, in the first instance, by the relevant Academic Unit and then by Research and Development Committee. The following shall constitute the criteria on which the reputability of journal is determined:

34.4.10.1.1. The professional reputation and competence of the editor(s), the advisory board and editorial staff;
34.4.10.1.2. Sound editorial policy regarding selection and evaluation of articles submitted for publication;

34.4.10.1.3. The journal as judged by such factors as its regularity and continuity, and its maintenance of standard; and

34.4.10.1.4. The backing and respect given on the journal by relevant professionals and/or their association(s);

34.4.10.1.5. Indexed journal;

34.4.10.1.6. Impact factor – Reflecting the average number of citations to articles published in science and social science journals;

34.4.10.1.7. Reputability of Journals published by a University shall be approved by the Senate;

34.4.10.1.8. Detailed guidelines with respect to reputability shall be prepared by Research and Development Committee of the Senate;

34.4.10.2. Textbooks and Reference Books:

These are major undertakings that represent the efforts of academic staff in putting together his/her teaching and research experience, normally over several years. When these are submitted for promotion purposes, they will have to be critically and favorably assessed by both internal (one) and external (two) evaluators.
34.5. Participation in the Affairs of the University and Professional Activities

34.5.1. This requirement may be fulfilled by holding a post of academic administration at Academic Units and/or University level, work in standing committees and taking assignments when called upon by the Academic Unit or University administration. Participation in activities such as journal editing, organizing professional workshops, reviewing, etc. that enhance one’s profession shall also be counted towards the fulfillment of this criterion. The relative weights to be assigned to the three components of this criterion shall be as follows:

34.5.1.1. Assistant Lecturer and below

34.5.1.1.1. Academic administration 30%

34.5.1.1.2. Work in committees 60%

34.5.1.1.3. Professional activities 10%

34.5.1.2. Lecturer

34.5.1.2.1. Academic administration 50%

34.5.1.2.2. Work in committees 40%

34.5.1.2.3. Professional activities 10%

34.5.1.3. Assistant Professor and above

34.5.1.3.1. Academic administration 60%

34.5.1.3.2. Work in committees 20%
34.5.1.3.3. Professional activities 20%

34.5.2. Academic staff members who, for no justifiable reasons, refuse to accept positions of academic administration or committee assignments shall forgo the points for participation in University affairs. Those who did not have the opportunity to do so or those who, for valid reasons, decline to accept such offers may be evaluated having regard to their willingness and participation in other University-wide, or departmental committees and such other assignments as may be deemed appropriate by the Academic Unit Head. For this purpose, the points they score in committee works and other professional activities shall be converted into 100%. In all cases, an Academic Staff member should at least score 80% of the points allotted to each of these criteria to qualify for promotion to the next academic rank.

34.6. Community Service

The following may constitute activities of public service:

34.6.1. Participation in local, regional and national committees whenever called upon and other non-religious and non-political services relevant to the community;

34.6.2. Conducting press, radio and/or TV programs for public education and outreach; and

34.6.3. Any other professional service, paid or unpaid, to the community, the contents and quality of which are to be determined by the concerned body of the University.
34.6.4. **Weighted Values of the Criteria for Academic Promotion.**

Weighted values are assigned to each of the major components of the criteria in the manner provided hereunder.

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

- 34.6.4.1.1. Effective teaching 60%
- 34.6.4.1.2. Participation in University affairs etc. 40%

34.6.4.2. For promotion to the rank of lecturer

- 34.6.4.2.1. Effective teaching 50%
- 34.6.4.2.2. Publication (authorship or co-authorship of an article in a reputable journal) 30%
- 34.6.4.2.3. Participation in University affairs 20%

34.6.4.3. For promotion to the ranks of Assistant and Associate Professor the following weights shall apply:

- 34.6.4.3.1. Effective teaching 40%
- 34.6.4.3.2. Publications 35%
- 34.6.4.3.3. Participation in University affairs 15%
- 34.6.4.3.4. Professional and related public services 10%
34.6.4.4. For promotion to the rank of Professor the following weights shall apply:

34.6.4.4.1. Effective teaching 35%

34.6.4.4.2. Publications 40%

34.6.4.4.3. Participation in University affairs 15%

34.6.4.4.4. Professional and related public service 10%

34.6.5. Apart from the fulfillment of the individual criterion specified earlier, it is required that a candidate for Associate Professor and Professor should earn a minimum of 80% of the maximum possible total points indicated hereof. However, the candidate should earn full points allotted to publication to request any promotion to the rank of lecturer and above.

34.7. **Accelerated Promotion**

34.7.1. A staff member who demonstrates extra-ordinary accomplishments in his area of specialization since last promotion may qualify for accelerated promotion.

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

34.7.3. However, a candidate for promotion should at least fulfill 75% of the required service years for a rank and score 90% weighted average on all evaluations (students’, departmental and colleagues’ evaluation).
34.8. **Extra-ordinary appointments**

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 ASAC on the implementation on the provisions of this sub-article.

**Article 35: Appointment and Promotion Requirements for Teaching Staff**

35.1. The appointment and promotion of academic staff shall be implemented based on the requirements indicated below for each academic rank. However, during the appointment process, female academic staff shall get three (3) additional points as affirmative action and given priority when they have tie points with male candidates.

35.2. The maximum age limit for the appointment (recruitment) of academic staff shall be 40 and 50 years for masters and PhD holders, respectively. However, the maximum age limit can be waived under special circumstances justified by an Academic Unit and approved by the AVP.

35.3. **Graduate Assistant**

35.3.1. A candidate with the qualification of a Bachelor’s Degree in a three or four years program and with at least the level of a Cumulative Grade Point Average (CGPA) of 2.75. However, minimum CGPA of 2.5 and above may be considered under special circumstances justified by an Academic Unit and approved by the AVP.

35.3.2. Graduate Assistants are persons employed for one year in order that the University may assess their ability and develop their
suitability for future permanent contract employment as regular Academic Staff members after post-graduate education and/or after attaining promotion to the next rank.

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

35.3.4. 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 a senior faculty.

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

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

35.3.5.2. 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.

35.3.5.3. 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, provided that such arrangement shall not continue beyond four weeks and in this instance a Graduate Assistant shall not be given the responsibility for more than half of the course time.
35.3.5.4. Assist in research activities under the supervision of
senior staff members.

35.4. **Graduate Assistant I**

35.4.1. **Appointment:**

A candidate with a qualification of a Bachelor’s degree in a three
year program.

35.5. **Graduate Assistant II**

35.5.1. **Promotion:**

One year of effective performance as Graduate Assistant I;

OR

35.5.2. **Appointment:**

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

35.6. **Assistant Lecturer**

35.6.1. **Promotion:**

One year of effective service as a Graduate Assistant II;

OR
35.6.2. **Appointment:**

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

35.7. **Lecturer**

35.7.1. **Appointment:**

35.7.1.1. Normally a candidate with the qualification of a Master’s degree and with at least CGPA of 2.5 during BA/BSc or first degree studies.

OR

35.7.1.2. Medical Doctor (MD) with no specialization or Doctor of Veterinary Medicine (DVM) with no specialization

OR

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

35.7.2. **Promotion**

A minimum of two years of effective teaching as an Assistant Lecturer and a clearly identifiable evidence of academic progress. For this purpose, the following will be considered as indicators of academic progress:

35.7.2.1. Compiled teaching material that have 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

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

35.8. Assistant Professor

35.8.1. Appointment

Normally a candidate with the qualification of the degree of Doctor of Philosophy (PhD) or equivalent or an MD or DVM degree with specialty certificate or equivalent; or

35.8.2. Promotion

35.8.2.1. The qualification of a Master’s degree or MD or DVM degree without specialty certificate or equivalent; and

35.8.2.2. A minimum of four years of effective teaching as a lecturer; and

35.8.2.3. At least one publication in a reputable journal, or in some fields as architecture, music and the fine arts, two recognized and realized projects which demonstrate professional and creative talent which must have been critically and positively evaluated by both internal and external assessors who are specialists in the area; or

35.8.2.4. Release of at least one technological package, including variety release, through a nationally accredited mechanism since becoming a lecturer; and
35.8.2.5. Active participation in the affairs of the University and the community

OR

35.8.2.6. the qualification of a bachelor’s degree or equivalent; and

35.8.2.7. A minimum of four years of effective teaching as a lecturer; and

35.8.2.8. Two publications since last promotion or four realized artistic or professional projects or one publication and two realized artistic or professional projects or professional projects or release of two technological packages through a nationally accredited mechanism or one publication and release of one technological package since becoming a lecturer; and

35.8.2.9. Active participation in the affairs of the University and the community.

35.9. **Associate Professor**

35.9.1. The qualification of a PhD degree or equivalent or MD or DVM degree with specialty and/or sub-specialty certificate or a Master’s degree or its equivalent; and

35.9.2. Four years of effective teaching as an Assistant Professor; and

35.9.3. Publications as provided hereunder;

35.9.3.1. Two articles in a reputable journal published since last promotion; or
35.9.3.2. One textbook or a book based on original research; or

35.9.3.3. Four realized artistic or professional projects or one published article and two realized artistic or professional projects; or

35.9.3.4. One publication in a reputable journal and release of one technological package through a nationally accredited mechanism since becoming an Assistant Professor; and

35.9.3.5. Active participation in the affairs of the University and the community.

35.10. Professor

35.10.1. The qualification of a PhD degree or equivalent or MD or DVM degree with specialty and/or sub-specialty certificate or master’s degree or its equivalent; and

35.10.2. Four years of effective teaching as an Associate Professor; and

35.10.3. All publications which must have been critically and positively evaluated by both internal and external assessors who are specialized in the area as provided hereunder:

35.10.3.1. Four articles in a reputable journal(s) out of which, at least, one publication as first author; or

35.10.3.2. A textbook and two articles in a reputable journal; or

35.10.3.3. A book based on original research in one’s area of specialization and one article in a reputable journal; or
35.10.3.4. Release of two technological packages through a nationally accredited mechanism and at least two articles in a reputable journal since becoming an Associate Professor; and

35.10.3.5. Active participation in the affairs of the University (at least should have served as a School/Department head or the equivalent since employment); and

35.10.3.6. Public service

35.10.3.7. Additional Criteria for the rank of Professorship:

35.10.3.7.1. Average 3.25 out of 4.00 of both external and internal evaluation would be considered for promotion;

35.10.3.7.2. 75% of the publications shall unambiguously focus on the field of specialty and the remaining 25% contribution can be in related field in the profession;

35.10.3.7.3. The internal evaluator of the article(s) or textbook(s) or technology should have a Professor academic rank. However, if there is no evaluator of such academic rank in the specified field or related in the University Associate professor could evaluate the material. If there is no one in both ranks only external evaluation would be considered;

35.10.3.7.4. The external evaluators of the article(s) or textbook(s) or technology should have an
Article 36: Promotion of Research and Adjunct Staff

36.1. Promotions pertaining to research staff shall follow the same roots as in the teaching staff as stipulated in Article 34 and 35 of this Legislation on condition that he invests 25% of his/her time for teaching and has produced 1.5 times publications requirement of the teaching staff for respective academic rank.

36.2. Appointment and Promotions pertaining to adjunct staff and joint appointment shall be governed by the guidelines that would be formulated by ASAC.

36.3. 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 37: Honorary Academic Staff Appointment

37.1. 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.

37.2. 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.

37.3. **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 virtue of 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.

37.4. **Procedure:**

37.4.1. 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:

37.4.1.1. Honorary Lecturer

37.4.1.2. Honorary Assistant professor

37.4.1.3. Honorary Associate Professor

37.4.1.4. Honorary Professor

37.4.1.5. Professor Emeritus

37.4.2. The candidate to be appointed with honorary rank should at least fulfill the requirements of the respective academic ranks as per
Article 35 of this policy. Appointments and reappointments of honorary academic staff up to the level of Lecturer are approved by the relevant Head of Academic Unit, up on the recommendation made by the School/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 School/Department council and approved by Academic Staff Affairs Committee. The Academic Vice President 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.

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

37.4.3.1. The duties and responsibilities of the proposed appointee;

37.4.3.2. 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;

37.4.3.3. The benefits that will flow through to the School/Department from the appointment; and

37.4.3.4. In case of reappointment, how the university has realized the expected benefits from the previous appointment.
37.5. **Offer of Appointments:**

After the honorary appointment has been approved, AVP will arrange for an offer to be sent to the nominee. Appointments of the level of honorary lecturer will be referred to the relevant School/department. Appointments up to Honorary Associate Professor referred to the Academic Staff Affairs 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.

37.6. **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.

37.7. **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.

37.8. **Renewal of Appointment:**

37.8.1. 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.

37.8.2. 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.
37.9. **Conditions of Appointment:**

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

37.10. **Promotion:**

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

37.11. **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 38: Criteria for Appointment and Promotion of Professional Librarians**

38.1. **Assistant Librarian V**

BA, BSc. or equivalent with at least a CGPA of 2.75. This CGPA requirement may be changed under special circumstances justified by the appropriate unit and approved by the AVP. However, such CGPA should not be less than 2.50.

38.2. **Assistant Librarian IV**

38.2.1. B.A., B.Sc. or the equivalent; and

38.2.2. One year of effective experience as an Assistant Librarian V in an academic library.
38.3. **Assistant Librarian III**

38.3.1. BA., BSc. or the equivalent; and

38.3.2. Two years of effective experience in a library after the bachelor’s degree;

   OR

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

38.4. **Assistant Librarian II**

38.4.1. BA., BSc. or its equivalent; and

38.4.2. Four years of effective experience in a library after the bachelor’s degree, three years of which must have been spent at the rank of an Assistant librarian III;

   OR

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

38.4.4. Two years of effective experience in library as an Assistant librarian III.

38.5. **Assistant Librarian I**

38.5.1. The degree of Master of Library Science or Master of Library and Information Science or its equivalent; and
38.5.2. Four years of effective experience, at least three years of which must have been spent at the rank of an Assistant Librarian II; and

38.5.3. At least one publishable bibliography/catalogue favorably assessed by competent librarians, preferably senior advisors; and

38.5.4. Effective performance in any relevant teaching assignment.

OR

38.5.5. Three years of effective experience two of which must have been spent at the rank of an Assistant librarian II; and

38.5.6. At least one publication in a reputable journal; and

38.5.7. Effective performance in any relevant teaching assignment.

OR

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

38.6. **Associate Librarian**

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

38.6.2. At least seven years of effective library experience four years of which must have been spent at the rank of Assistant Librarian I; and
38.6.3. At least two articles published in a reputable journal(s) since becoming Assistant Librarian I; and

38.6.4. Effective performance in any relevant teaching assignments.

OR

38.6.5. The degree of PhD in Library Science or its equivalent; and

38.6.6. At least four years of effective library experience at the rank of Assistant Librarian I; and

38.6.7. Active participation in the development and running of academic and other teaching programs in Library Science within the University or in the community at large; and

38.6.8. At least two articles published in a reputable journal(s) since becoming Assistant Librarian I.

38.7. Librarian

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

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

38.7.3. Effective teaching in the training programs of the University relevant to the library profession; and

38.7.4. Four articles published in reputable journals or three such articles and an appropriate teaching material in Library and Information Science; and
38.7.5. Dedication to and creative participation in university affairs and in community services outside the University.

OR

38.7.6. PhD in Library Science or its equivalent; and

38.7.7. At least three years of effective library experience as an Associate Librarian; and

38.7.8. Effective teaching in the training programs of the University relevant to the library profession; and

38.7.9. At least one text-book in the field of Library Science and two publications in peer reviewed journal.

OR

38.7.10. At least four articles published in a reputable journal(s) since becoming Associate librarian; and

38.7.11. Dedication to and creative participation in University affairs and in community services outside the University.

Article 39: Criteria for Recruitment and Promotion of Technical Assistants

A Technical Assistant (TA) is an Academic Support Staff who assists Academic Staff in laboratory sessions and field demonstration, help in research activities of Academic Units and undertakes any other assignments given by the University.
39.1. **Technical Assistant I**

39.1.1. **Appointment**

A candidate with the qualification of 10+3 or its equivalent from a recognized Institute or College.

39.2. **Technical Assistant II**

39.2.1. **Appointment**

A candidate with the qualification of a 12 + 3-years advanced diploma or a minimum of successful two years of University education or equivalent from a recognized Institute or College.

OR

39.2.2. **Promotion**

39.2.2.1. One year of effective service as a technical Assistant grade I; and

39.2.2.2. Evaluation: above 75% average by both supervisors and students which accounts for 60% and 40%, respectively; and

39.2.2.3. Active and effective service in the University.

39.3. **Technical Assistant III**

39.3.1. **Promotion**

39.3.1.1. Two years of effective service as a Technical Assistant II; and
39.3.1.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; and

39.3.1.3. Active and effective service in the University.

39.4. **Senior Technical Assistant I**

39.4.1. **Appointment**

A candidate with the qualification of a Bachelor’s Degree or its equivalent in a specific field of study from a recognized university.

OR

39.4.2. **Promotion**

39.4.2.1. A minimum of two years of effective service as a Technical Assistant III; and

39.4.2.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; and

39.4.2.3. Active and effective service in the University.

39.5. **Senior Technical Assistant II**

39.5.1. **Promotion**

39.5.1.1. Senior Technical Assistant I with two years of effective experience; and
39.5.1.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; and

39.5.1.3. Active and effective service in the University.

39.6. **Senior Technical Assistant III**

39.6.1. **Promotion**

39.6.1.1. Senior Technical Assistant II with two years of effective experience; and

39.6.1.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; and

39.6.1.3. Active and effective service in the University.

39.7. **Chief Technical Assistant I**

39.7.1. **Appointment**

A Master’s Degree or its equivalent in the specific or related field.

OR

39.7.2. **Promotion**

39.7.2.1. Senior Technical Assistant III with two years effective service; and
39.7.2.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; and

39.7.2.3. One published Lab/practical manual positively assessed by one internal and one external specialist in the area.

39.8. Chief Technical Assistant II

39.8.1. Promotion

39.8.1.1. Chief Technical Assistant I with two years effective service; and

39.8.1.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; and

39.8.1.3. Active and effective service in the service.

OR

39.8.1.4. Senior Technical Assistant III with three years effective service; and

39.8.1.5. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; and

39.8.1.6. Two published Lab/practical manuals positively assessed by one internal and one external specialist in the area.
39.9. Chief Technical Assistant III

39.9.1. Promotion

39.9.1.1. Chief Technical Assistant II with two years effective service; and

39.9.1.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; and

39.9.1.3. Active and effective service in the service.

OR

39.9.1.4. Chief Technical Assistant I with three years effective service; and

39.9.1.5. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; and

39.9.1.6. One published Lab/practical manual positively assessed by one internal and one external specialist in the area.

Article 40: Joint Appointment

40.1. Joint appointment of academic staff shall apply in circumstances when it shall prove an efficacious solution for an institution’s challenge to ensure the relevance and quality of education as well as to meet demand of academic staff; and it shall be restricted in application to an institution’s professionals with Master’s degree and above and to professionals with
high degree of relevant expertise from industry, business, research establishments and other organizations.

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

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

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

**Article 41: Teaching and Research Load**

41.1. **Measurement Unit for Teaching Load**

41.1.1. 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). A Lecture Equivalent Hour is normally 1 credit hour, and a credit hour requires 3 hour of workload.

41.1.2. 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.
41.1.3. For a course that has lecture and tutorial hours in ECTS, multiplying tutorial hours in ECTS by 2/3 and adding the result to lecture hours of ECTS is equivalent to credit hours in conventional system. Therefore for such courses:

41.1.3.1. Credit hours (Cr. Hr.) in conventional system
   \[ = a + \left(b \times \frac{2}{3}\right), \]
   where \(a\) = lecture hours in ECTS, \(b\) = tutorial hours in ECTS.

41.1.4. 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 2/3 and adding the results to lecture hours of ECTS is equivalent to credit hours in conventional system. Therefore:

41.1.4.1. Credit Hours (Cr. Hr.) in conventional system
   \[ = a + \left(b \times \frac{2}{3}\right) + \left(c \times \frac{2}{3}\right), \]
   where \(c\) = laboratory/practical hours in ECTS

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

41.1.5.1. One undergraduate course credit 1.0 LEH

41.1.5.2. One graduate course credit 1.5 LEH

41.1.5.3. One hour undergraduate Lab/Practical/ or Tutorial session 0.67 LEH

41.1.5.4. One hour graduate program Lab/Practical/ or Tutorial session 1.00 LEH
41.1.5.5. One undergraduate student senior project/essay advising 0.33 LEH

41.1.5.6. Undergraduate senior project/essay group advising 0.5 LEH

41.1.5.7. One PhD student Dissertation advising 2.0 LEH

41.1.5.8. One PhD student Dissertation Co-advising 1.5 LEH

41.1.5.9. One Master’s Thesis advising 1.5 LEH

41.1.5.10. Master’s Thesis Co-advisory 1.0 LEH

41.1.5.11. One practical attachment advising 0.2 LEH

41.1.5.12. Advising one medicine or DVM student 1.5 LEH

41.2. **Class Sizes per Section**

41.2.1. Lecture classes except for Language 80 students

41.2.2. Language courses 40-60 students

41.2.3. Lab and field sessions 30-40 students

41.2.4. Tutorial and seminar classes except for language courses 40-60 students

41.2.5. For clinical attachment 15 students
41.2.6. For graduate program (Lecture and Practical’s) 25 students

Note These are the ideal class sizes otherwise, large class sizes in big auditoriums are permissible depending on the types of courses and delivery modalities.

41.3. Load

41.3.1. 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, administrative duties and other items that the Senate considers as a load.

41.3.2. Full work load is 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, administrative work, committee assignment, student advising, etc.

41.3.3. 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.

41.3.4. Considering that an Academic Staff is expected to work for 39 hours per week, the full teaching load of a full time Academic Staff is 12 LEHs. Based on the assumption given in sub-article 1 of this Article, 12 LEHs are equivalent to 36 hours of work per week. In addition to this, every Academic Staff is required to advise/consult students for up to 3 hours a week and up to 25 students per semester.

41.3.5. The teaching staff members of the University are expected to engage in research activities. However, not to take a big share
of the teaching time, teaching staff is not expected to be engaged in a research work for more than 25% of their time.

41.4. **Teaching Load:**

A full teaching load in the regular program for the different categories of Academic Staff is recommended to be as follows:

41.4.1. Full-time Academic Staff in academic departments 12 LEHs

41.4.2. Full-time Academic Staff in academic departments with approved research project 9 LEHs

41.4.3. University approved project coordinators/equivalent 9 LEHs

41.4.4. Module Team Leaders 10 LEHs

41.4.5. Department or School heads/ coordinators at Academic Unit level or equivalent 6 LEHs

41.4.6. Deans, Directors and Coordinators at University level/equivalent 5 LEHs

41.4.7. Campus heads /equivalent 4 LEHs

41.4.8. Full-time administrative staff with home base in Academic Units (salary not paid by Academic Units) 3 LEHs

41.4.9. Research staff 3 LEHs

41.4.10. The Vice Presidents may be required to teach maximum load 3 LEHs

41.4.11. President 0 LEHs
41.4.12. Except in extra ordinary situation an academic staff is not expected to handle more than three different courses. In case a course is offered to more than one section each extra section will be treated as separate class.

41.5. **Maximum Extra Teaching Load**

41.5.1. In order not to overload Academic Staff to the detriment of the quality of instruction, the total full extra teaching load in the University, in both the regular and continuing education program, shall not be more than two courses or six LEHs.

41.5.2. In cases where Academic Units have serious shortage of staff and it can be demonstrated that there are no other alternatives, an additional 3 more LEHs for each category of staff may be approved by the AVP or designate.

41.6. **Average Teaching Load and Academic Staff Requirements**

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. The computation of teaching load shall take into account credit hour, the numbers of courses, sections, lab sessions, students, etc.

41.7. **Overload in Teaching Assignments**

An Academic Staff member who, due to a serious shortage of staff, is assigned to take teaching duties in excess of the full load specified in sub-article 41.4 of this Article for the regular program may be compensated in one of the following two ways:
41.7.1. Proportional reduction in teaching load in the succeeding semester;

OR

41.7.2. Remunerative compensation at the prevailing rate for part-time employment in regular program.

41.8. Reporting Teaching Load

Teaching loads for all staff members engaged in teaching (full or part-time) shall be reported each semester by School/Department heads through their respective heads to the AVP on forms prepared for this purpose before the end of the fourth week after the start of classes. Justifications have to be provided in writing in instances where the teaching load on an Academic Staff is below the average or above the maximum.

41.9. Research Load

Since an Academic Staff is expected to spend about 25% of the time in research, an Academic Staff with continuous and approved research is required to have a full teaching load of only 9 LEHs. In case where more than one academic staff members are involved in research project, School/Department head would decide the proportion of load each staff devote on the research (the three LEHs shall be shared among the researchers). The duration of every research project shall be determined by the appropriate office of the university.

Article 42: Study Leave

42.1. 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.

42.2. For all Academic Staff, the leave provided in this Article may be taken only after a staff member has served for a minimum of two years following employment or reinstatement after a study leave. However, under special circumstances, Graduate Assistants can be granted a study leave in a shorter time frame. Such special circumstances include the following:

42.2.1. The Academic Unit to which such a Graduate Assistant 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.

42.2.2. The condition in 42.2.1 above is in line with the staff development plan of the University and approved by ASAC.

42.3. Payment of salaries to staff members on study leave shall be governed by the applicable Government policy during the tenure of the leave.

42.4. A staff member who is on a study leave shall keep the University informed via annual reports starting from the end of the first year 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/she is attending. Failure to submit such reports may result in the discontinuation of payment of salary that may lead to other appropriate actions.

42.5. 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 for an extension of leave. 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
for those studying for PhD degree or its equivalent. However, the salary payment during the study leave shall be based on the rules and regulations of the Government. While extension due to enrollment into a higher degree is not normally desired, extension may be granted upon the recommendation of the SC/DC and the approval of AVP.

42.6. 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.

42.7. 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.

Article 43: Research Leave

43.1. A full-time Academic Staff member who has served in the University for a minimum of four consecutive/uninterrupted years is entitled to a research leave for a maximum period of six months with pay provided the applicant has not taken any other academic leave during the four years preceding the anticipated starting date of the leave sought.

43.2. 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 time frame of the leave). The applicant is required to continue rendering services to the University for a minimum of one year upon completion of the leave. Failure to comply with the undertaking shall
entitle the University to claim the salaries paid to the staff during the leave period plus damages.

43.3. 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 SC/DC on and decide on the application of the Academic Staff. The decision of the SC/DC shall be sent to the AVP. The AVP, in consultation with the ASAC, shall grant the leave unless it is determined that the teaching need of the Academic Unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.

43.4. An Academic Staff who 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.

43.5. Research leaves provided in this Article shall be granted with full pay and benefits.

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

43.6.1. The Academic Unit confirms that such extension will not seriously impede its academic or research programs;

43.6.2. 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 also improve the teaching and research skills of the individual staff member.
Article 44: Sabbatical Leave

44.1. A full-time Academic Staff member holding academic rank who has served the University continuously for a period of seven uninterrupted years 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 a year in accordance with the following conditions:

44.1.1. A staff member requesting for sabbatical leave under this Article shall present to the respective Academic Unit a program of study or research related to a particular area of specialization for scholarly development. In certain cases such a leave could be a study leave leading to certificate, diploma or higher degree, consultancy, employment, community development work and etc...

44.1.2. 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.

44.1.3. 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.

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

44.2. Application for sabbatical leave shall be submitted by the staff member to their respective Head Academic Unit six months in advance of the start of the leave. But such an intention should not necessarily be considered a
final application for a leave, which should be submitted at least two months before the intended departure.

44.3. The Head shall convene the SC/DC and decide on the application for the Academic Staff. The School/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.

44.4. The decision of the SC/DC shall be sent to the ASAC for final approval. unless it is determined that the teaching needs of the Academic Unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.

44.5. 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 AVP, in consultation with ASAC, shall approve the decision of the SC/DC before the extension is granted.

44.6. 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.

44.7. 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 45: Other Leaves**

45.1. An Academic Staff member who has served the University for more than one year 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.

45.2. 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.

45.3. Occasional leaves including those to attend seminars, workshops, symposia, short courses, 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:

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

45.3.2. The training is relevant to the professional development of the Academic Staff and the capacity building of the University;
45.3.3. The Academic Staff is willing to compensate for such leave by
taking assignment during the long vacation period;

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

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

45.4. 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:

45.4.1. The staff member applying for the unpaid leave of absence had
not benefited from a study leave, a research leave or a sabbatical
leave during the three years prior to applying for such a leave.

45.4.2. That the granting of the leave will not seriously disrupt the normal
functioning of academic activities in the Academic Unit.

45.4.3. 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.

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

**Article 46: Accumulating Leaves**

Sabbatical and research leaves can be split but cannot be accumulated.
Article 47: Tenure

47.1. 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.

47.2. 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.

47.3. 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.

47.4. 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:

47.4.1. the staff holds a Master’s Degree or above, remains in good health and has a meritorious continuous service;

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

47.4.3. the staff has freely consented to extension of the retirement age.

Article 48: Criteria for Awarding Tenure

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

48.1. holds the rank of Associate Professor or above and serve the university for a total of ten years’ service after holding such status; and
48.2. demonstrates a desire to continue to serve the University as a staff member for an indefinite period; and

48.3. has demonstrated throughout their professional career:

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

48.3.2. 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 49: Procedure for Awarding Tenure**

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

**Article 50: Right of Tenured Staff**

An 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 salary scale or any other 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 51: Property Clearance**

51.1. 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 three months.
51.2. 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.

Article 52: Academic Freedom

52.1. 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.

52.2. However, the academic freedom recognized under sub-article 1 of this Article may not be exercised as a vehicle for the purposeful propagation of the view of any political organization or religious group; or as an excuse for defamation.

52.3. 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 SC/DC and approval of the VPRTT.

Article 53: 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, etc., shall take all reasonable measures to inform anyone of the respective superiors.
Article 54: Working for Other Institutions or Private Interest

54.1. 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 AVP, assigns duties for other institutions.

54.2. No Academic Staff member shall undertake any outside activity which may tend to impair his usefulness to the University or conflict with their duties.

54.3. 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.

54.4. 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 55: Breaches of Duty and Disciplinary Regulations

55.1. 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.

55.1.1. Unpunctuality to any of duties/responsibilities to be discharged in the University;
55.1.2. Dressing clothes below the standard of an instructor and inappropriate clothing which does not go with the profession of teaching;  

55.1.3. Inappropriate wordings and annoying intonation in speeches;  

55.1.4. Failure to give the appropriate responses to any requests presented by the concerned body of the University;  

55.1.5. Absence from classes, invigilation duties, meetings, etc., without adequate reasons and prior permissions from the immediate responsible body of the University;  

55.1.6. Negligence of responsibilities and duties;  

55.1.7. Failure to submit grades on time according to the centralized schedule produced and distributed by the concerned body (the office of the Registrar).  

55.2. **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.  

55.2.1. Willful refusal to perform assigned teaching and/or research function or assignments of the University or School/Department committee;  

55.2.2. Willful failure to perform anyone or all of the obligations stipulated in one’s contract of employment with the University and/or any one or all of the duties and responsibilities specified under the provisions of Article 27 of this Legislation;
55.2.3. 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;

55.2.4. Conviction of a serious crime or the commission of other acts of
misconduct that clearly reflect immorality or dishonesty;

55.2.5. Continuation of a willful course of conduct, despite warning by
Head of Academic Unit specifying the conduct disapproved of,
that exhibits neglect of duties, repeated absence from class and
invigilation, failure in grade submission, habitual drunkenness or
similar breaches of social decorum, which produce serious
embarrassment to the University;

55.2.6. 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;

55.2.7. Favoritism in grading, sexual harassment, molestations, physical
violence, incitement of riots & ethnic clashes, theft or breach of
trust, abuse of power and accepting bribes.

Article 56: 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.

56.1. Measures to be taken for Minor disciplinary breaches

56.1.1. Oral warning;

56.1.2. Written warning;
56.2. **Measures to be taken for serious disciplinary breaches**

56.2.1. Final written warning;

56.2.2. Fine up to one month salary;

56.2.3. Fine up to three months’ salary;

56.2.4. Withholding the next academic rank or salary increment up to the period of two years;

56.2.5. Dismissal.

**Article 57: Disciplinary Action by a Head of the Academic Unit**

A head of Academic Unit may take measures specified under 56.1, 56.2.1 and 56.2.2. of Article 56. Any sanctions beyond these shall be referred to AVP. An academic staff dissatisfied with the action taken by the head of the Academic Unit can appeal to the AVP, whereas appeal against AVP’s decision shall be submitted to the President, within two weeks.

**Article 58: Academic Staff Disciplinary Committee (ASDC)**

58.1. At each college or equivalent institute of the University there shall be established ASDC accountable to the respective head of the College.

58.2. When there are cross-cutting disciplinary that cannot be seen by the College/Institute level ASDC, or in events that the AVP finds it necessary to scrutinize the findings of ASDC, the AVP/President shall set up an ad-hoc disciplinary committee. The composition of the committee is at the discretion of the AVP. However, there shall, at least, be a member from the Academic Unit of the staff member, whose case is under scrutiny.
58.3. 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.

58.4. 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.

58.5. 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.

58.6. 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.

58.7. Proceedings before the ASDC may be initiated by:

58.7.1. 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;

58.7.2. 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.

58.8. The findings of the ASDC and the recommendations of the sanctions to be applied thereon shall be submitted to AVP.

58.9. The AVP, upon the recommendation of the ASDC, shall take the sanctions under Article 56.2.(3 - 5).
58.10. An Academic Staff member dissatisfied with the findings and recommendations of the ASDC and action taken by AVP may appeal in writing to the President for reconsideration within a week time. The decision of the President shall be final.
TITLE FOUR: PROGRAM DEVELOPMENT AND REVIEW

Article 59: Procedures for Program Development and Review

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

59.1.1. 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.

59.1.2. 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.

59.2. Drafting the curriculum involves the following detailed activities:

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

59.2.2. Developing acceptable evidence to assure the desired results are achieved (outcome is obtained);
59.2.3. Develop course list, course code, course distribution over the study period (course profile) and descriptions for each course including learning and assessment strategies;

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

59.2.5. Determine admission and certification/graduation requirements;

59.3. **Review Workshop:**

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 AVP for final approval. The approved program/curriculum shall be sent for accreditation. However, the program can be launched without being delayed by the accreditation process.

59.4. **Program Approval:**

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

59.5. **Quality Assurance:**

The quality of the program shall be audited in accordance with the guidelines set by Higher Education Relevance and Quality Agency (HERQA).
TITLE FIVE: ACADEMIC RULES AND REGULATIONS

Article 60: Policy Premises

The University establishes relevant programs of study and research with a view to expanding higher education geared towards the overall effort of socio-economic development and the betterment of the standards of living of the Ethiopian peoples. In all its 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 61: Academic Calendar

61.1. In its regular program, the University shall have a two-semester calendar of eighteen weeks (sixteen weeks of classes and/or practical and two weeks of exam) each, running from September to June. In continuing education program (CEP), there are two semesters, eighteen weeks each the same with the regular program and a Kiremt term of 8-12 weeks. The programs of Health Sciences may employ a system of annual rather than semester course offerings.

61.2. The Calendar for each year shall be prepared by the University Registrar in consultation with the AVP 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 and teaching material proposals, annual research review, last date for reporting exam results to the registrar, date of submission of annual research progress reports to the office of the Vice
President for research and technology transfer, instructor evaluation weeks, the regular meetings of the Senate, final thesis submissions and open defense dates, etc.

**Article 62: General Provisions on Admissions to Undergraduate Programs**

62.1. 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.

62.2. 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.

62.3. 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 may also be admitted to more than one program at the same time. However, criteria for such special admissions to individual programs shall be developed and recommended by SC/DC and endorsed by the APC.

62.4. 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 63: Admission Requirements

63.1. **Regular Admission**

As per the criteria set by the Ministry of Education

63.2. **Special Admission**

63.2.1. Special admissions into some programs may be granted to attract potentially resourceful candidates such as mature students. Details shall be worked out by the APC.

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

63.2.3. 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, such admissions should be approved by the APC.

63.2.4. Under no circumstances should private admissions to a regular program exceed 5% of the total students admitted in such a program.

63.2.5. 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 64: Admission Requirements for CEP

64.1. Admission to all full time and part-time studies for CEP are processed by the Academic Unit, in consultation with the University Registrar’s office, as per the rules and regulations proposed by APC and approved by the University Senate.

64.2. Special admission criteria developed by the Academic Unit Council and approved by the APC may be employed for special admissions of females, mature students and for upgrading programs.

64.3. University employees and their dependents can apply and register in the evening and other special programs as per the rules and regulations of the University.

Article 65: Choice of Program of Study

65.1. 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.

65.2. 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 APC of the Senate.

65.3. Students shall fill out application forms indicating their choices of discipline, grade and other particulars for review by the APC.

65.4. In cases where there are more applicants than places in a program, those applicants who fail to get their first choice will compete for their second
choice and if they fail to get their second choice they do the same for their third, fourth choice, etc.

65.5. 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 Presidents 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.

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

65.7. 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.

65.8. 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.

65.9. 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.

65.10. The Academic Unit, through the University Registrar, shall report to the Senate all admissions and placement made in the University.

**Article 66: 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 ASQAC.
Article 67: Transfer of Students

67.1. Regular Program

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

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

67.1.1.2. If the transfer is within the same School/department, the Head of the School/Department involved, in consultation with the respective SC/DC, approves the transfer.

67.1.1.3. If the transfer is between schools/departments within the same college, the college head in consultation with the respective schools/departments and the AVP approves the transfer.

67.1.1.4. If the transfer is between schools/departments of the different colleges, the APD and University Registrar, in consultation with the heads of the respective schools/departments/colleges, approves the transfer.

67.1.1.5. All transfers must get the final approval by the AVP and processed by the University Registrar within two weeks following the beginning of classes.

67.1.1.6. Students shall be responsible for all the consequences that such transfers may entail.
67.1.1.7. Academic Units shall publicize transfer possibilities, if any, within the first week following the day classes are scheduled to begin.

67.1.2. Students seeking transfer to the University from other Universities should have stayed in their School/Department or program of study of the previous University for at least one semester but not exceeding one third of the total duration of the program. The transfer process shall be handled by the university Registrar and heads of Academic Units with the approval of the AVP. Detailed guidelines for such transfers shall be set by APC and approved by the Senate.

67.1.3. In case of decline by respective office to approve the transfer request, students may appeal to the next higher office in the structure.

67.2. Continuing Education Program

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

67.2.2. Students in CEP (evening, distance and Kiremt) may transfer to regular programs as private students upon the recommendation of the concerned SC/DC and approval of APC provided that they meet the conditions set forth below.

67.2.3. Transfer to the regular study program is to enable CEP students to complete studies quicker and will not change their admission classification from CEP to a regular program and does not entail waiver of tuition fee.
67.2.4. Applicants must have accumulated 75% of the total credits required for graduation.

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

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

67.2.7. 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.

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

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

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

**Article 68: Academic Advisor/ Guidance and Counseling**

68.1. Each student is assigned to one staff member in his/her Academic Unit who serves as his/her Academic Advisor. Students should feel free to
discuss with their Advisor all personal, social and other problems that directly or indirectly threaten their academic performance.

68.2. The Academic Advisor shall keep close track of the students assigned to him/her and is available for consultation and advice on request.

68.3. The Advisor shall maintain records of each student’s performance and he/she advises the School/Department if serious problems arise requiring their intervention. All documents relating to a student are maintained in strictest confidence.

68.4. Students will also benefit from the guidance and counseling office if their problems are beyond the capacity of their advisors.

68.5. Whenever there is change of advisors there should be proper handover of students’ record.

Article 69: General Provisions on Modular Courses

69.1. All courses shall be modular.

69.2. 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.

69.3. 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 ASQAC of the Senate.

Article 70: General Education Modular Courses

70.1. All students pursuing undergraduate programs, in the University shall satisfy the general education requirements of this Article.
70.2. General education modular courses consist of courses selected for the purpose of:

70.2.1. enabling students acquire necessary communication and analytical skills that enhance their capacities to benefit from their specialized training; and

70.2.2. developing sound awareness in students’ physical and social environment in which they will live and work.

70.3. The number of general modular education courses should depend on the extent of coverage of such courses in the curricula of 10+2 Preparatory schools or in their foreign equivalents and the minimum requirements approved in the curricula of each program.

Article 71: Elective Modular Courses

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

Article 72: Phased-out Modular Courses

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

72.2. Students who have scored F’s in phased-out courses shall be required to remove their F’s by taking equivalent modular courses as determined by the SC/DC of Academic Unit in which they are enrolled.
Article 73: Semester Load for Regular Students

73.1. A minimum ECTS or credit hours for full-time regular students shall be 25 or 15 per semester, respectively. However, female students may drop one course per semester from their batch to be approved by Academic Council (AC). The maximum load shall not be exceeding 32 ECTS or 19 credit hours unless otherwise stated in the course catalogue/curriculum. A student who has justifiable reasons for deviation from the normal load has to secure a special permission, not exceeding 35 ECTS or 22 credit hours, from the respective SC or DC.

73.2. The maximum load for part time students is 16 ECTS or 9 credit hours. However, it shall not exceed 8 ECTS or 6 credit hours during the Kiremt semester.

Article 74: Semester Load for Continuing Education Program Students

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

74.2. A student may be allowed to take up to 22 ECTS or 15 credit hours when:

74.2.1. the student secures a “first class status” as per European Credit Transfer System (ECTS) or CGPA of 2.5 and above upon completion of an equivalent course work corresponding to one academic year;

74.2.2. the student is at graduation year after passing all courses taken up to date.
74.3. The normal load for evening and weekend students in a Kiremt semester shall be 12 to 14 ECTS or 6 to 8 credit hours.

74.4. The normal semester load in the continuing Education for Kiremt students shall be 20 to 22 ECTS or 13 to 15 credit hours.

74.4.1. For the purpose of determining academic status of Kiremt students, one Kiremt season is counted as a Kiremt Semester, but three Kiremt semesters are counted to one regular academic year.

74.4.2. The Semester Average Number Grade (SANG) or SGPA calculated at the end of each Kiremt Semester, in conjunction with Cumulative Student Status, shall be used to determine the academic status of a student.

**Article 75: 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:

75.1. The duration of study for undergraduate degrees in regular programs shall be from three to six years.

75.2. The duration of study for undergraduate degrees in the continuing education programs may be four to eight years depending on the program.

75.3. 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 duration of study depending on the program.

75.4. The duration of study for undergraduate diplomas in the continuing education program shall be two to four years. The maximum length of
time students may stay actively enrolled or otherwise in such programs may not exceed five years plus the maximum duration of study for that particular program.

75.5. 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 76: Credit Requirements

76.1. A credit value is defined as 50 minutes in lecture or 2 to 3 hours of laboratory/ practical or 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 41 of this legislation.

76.2. The minimum total credit points for three years bachelor program shall be 150 ECTS or 102 credit hours while the maximum is 180 ECTS or 114 credit hours.

76.3. The minimum total credit points for four years bachelor program shall be 200 ECTS or 136 credit hours while the maximum is 280 ECTS or 152 credit hours.

76.4. The minimum total credit points for five years bachelor program shall be 250 ECTS or 170 credit hours while the maximum is 350 ECTS or 190 credit hours.

76.5. The minimum total credit points for six years bachelor program shall be 300 ECTS or 204 credit hours while the maximum is 420 ECTS or 228 credit hours.
76.6. 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 follow the approval of the SC/DC.

**Article 77: Undergraduate Grading System**

77.1. The grading system is based on the following calculation:

**Table 1: Undergraduate Grading scale and letter grading System**

<table>
<thead>
<tr>
<th>Raw Mark Interval-[100 %]</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Status Description</th>
<th>Class Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[90,100]</td>
<td>4.00</td>
<td>A+</td>
<td>Excellent</td>
<td>First Class with Great Distinction</td>
</tr>
<tr>
<td>[85,90)</td>
<td>4.00</td>
<td>A</td>
<td></td>
<td>First Class with Distinction</td>
</tr>
<tr>
<td>[80,85)</td>
<td>3.75</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[75,80)</td>
<td>3.50</td>
<td>B+</td>
<td>Very Good</td>
<td>First class with Distinction</td>
</tr>
<tr>
<td>[70,75)</td>
<td>3.00</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[65, 70)</td>
<td>2.75</td>
<td>B-</td>
<td>Good</td>
<td>First class</td>
</tr>
<tr>
<td>[60, 65)</td>
<td>2.50</td>
<td>C+</td>
<td></td>
<td>Second Class</td>
</tr>
<tr>
<td>[50, 60)</td>
<td>2.00</td>
<td>C</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>[45, 50)</td>
<td>1.75</td>
<td>C-</td>
<td>Unsatisfactory</td>
<td>Lower Class</td>
</tr>
<tr>
<td>[40,45)</td>
<td>1.00</td>
<td>D</td>
<td>Very Poor</td>
<td>Lower Class</td>
</tr>
<tr>
<td>[30,40)</td>
<td>0.00</td>
<td>F&lt;sub&gt;x&lt;/sub&gt;</td>
<td>*Fail</td>
<td>Lowest Class</td>
</tr>
<tr>
<td>&lt;30</td>
<td>0.00</td>
<td>F</td>
<td>Fail</td>
<td>Lowest Class</td>
</tr>
</tbody>
</table>
77.2. A student with Fx shall take supplementary exam, whereas those who scored ‘F’ grade should repeat that course. Such supplementary exam grades for Fx shall only constitutes 50% of the total assessment (i.e. the other 50% shall be taken from the continuous assessment). However, a student who has scored Fx due to disciplinary or cheating case shall not be entitled for supplementary examination but the F grade shall be maintained.

77.3. For any module/course having lecture, laboratory/practice and tutorial, raw mark evaluation should be treated independently out of 100 %. The final grade is obtained based on the sum of the percentage of independent raw mark with its weight given for each course elements.

77.4. Semester Average Number Grade /Semester Grade Point Average is determined by dividing grade points earned by the number of credit hours in a semester.

77.5. 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.

77.6. 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:

77.6.1. To an “I” (incomplete) by the SC/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;

77.6.2. To a “W” (withdrawn) by the head/Registrar for a student who has formally withdrawn from the program within eight weeks (50% of the semester duration) after the beginning of the semester;
77.6.3. 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 77.6.2 hereof or has not produced evidence justifying a failure to sit for the exam(s);

77.6.4. Neither “W” nor “DO” shall play any part in the computation of the semester Average Number Grade/Semester Grade Point Average;

77.6.5. 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 SC/DC within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade;

77.6.6. 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;

77.6.7. 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;

77.6.8. 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 78: Earning Credits on the Basis of Examination

78.1. 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 a prior knowledge of such subject matter. In such cases the following conditions should be taken into account:

78.1.1. 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 ASQAC of the Senate.

78.1.2. 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.

78.1.3. Any student that can present sufficient and convincing evidence to the head of Academic Unit showing the acquisition of knowledge, insight or skills taught in any of the courses listed as per sub-article 78.1.1 of this Article, shall register during the regular registration periods to obtain credits through examinations only.

78.1.4. Registration to earn credits on the basis of examinations should be approved by the concerned SC/DC and APD.

78.1.5. 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 79: Student Academic Achievements

79.1. 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.

79.2. One semester in the regular program is equivalent to two semesters in the continuing education program. The academic status of continuing education student is, therefore, determined every other semester.

79.3. For Kiremt programs, the academic status of the students shall be determined for a minimum of 25-30 ECTS points or 15 credit hours.

79.4. The academic status of part-time students is determined for every 25-30 ECTS points or 15 credit hours, starting from the first admission date of the students.

79.5. Grade report should be issued for semesters in which the status is determined by the SC/DC.
### Article 80: Academic Standing of Undergraduate Students

80.1. Academic status of undergraduate students are shown in the table below:

#### Table 2: Academic status of undergraduate students

<table>
<thead>
<tr>
<th>Class/year</th>
<th>Semester</th>
<th>Status of the Previous Semester</th>
<th>Academic Dismissal</th>
<th>Warning</th>
<th>Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>SGPA</td>
<td>CGPA</td>
<td>SGPA(S)</td>
</tr>
<tr>
<td>I</td>
<td>I</td>
<td>-</td>
<td>&lt;1.50</td>
<td>[1.50,1.75)</td>
<td>≥ 1.75</td>
</tr>
<tr>
<td>I</td>
<td>II</td>
<td>-</td>
<td>&lt;1.75</td>
<td>&lt;1.75</td>
<td>[1.75,2.00)</td>
</tr>
<tr>
<td>II</td>
<td>I</td>
<td>pass</td>
<td>&lt;1.00</td>
<td>&lt;1.75</td>
<td>&lt;1.75</td>
</tr>
<tr>
<td>II</td>
<td>I</td>
<td>Warned</td>
<td>&lt;1.75</td>
<td>&lt;2.00</td>
<td>&quot;&quot;</td>
</tr>
<tr>
<td>II</td>
<td>II</td>
<td>pass</td>
<td>&lt;1.00</td>
<td>&lt;1.75</td>
<td>&lt;1.75</td>
</tr>
<tr>
<td>III</td>
<td>I</td>
<td>pass</td>
<td>&lt;1.00</td>
<td>&lt;1.75</td>
<td>&lt;1.75</td>
</tr>
<tr>
<td>III</td>
<td>I</td>
<td>Warned</td>
<td>&lt;1.75</td>
<td>&lt;2.00</td>
<td>&quot;&quot;</td>
</tr>
<tr>
<td>III</td>
<td>II</td>
<td>pass</td>
<td>&lt;1.00</td>
<td>&lt;1.75</td>
<td>&lt;1.75</td>
</tr>
<tr>
<td>III</td>
<td>II</td>
<td>Warned</td>
<td>&lt;1.75</td>
<td>&lt;2.00</td>
<td>&quot;&quot;</td>
</tr>
<tr>
<td>IV</td>
<td>I</td>
<td>pass</td>
<td>&lt;1.00</td>
<td>&lt;1.75</td>
<td>&lt;1.75</td>
</tr>
<tr>
<td>IV</td>
<td>I</td>
<td>Warned</td>
<td>&lt;1.75</td>
<td>&lt;2.00</td>
<td>&quot;&quot;</td>
</tr>
<tr>
<td>IV</td>
<td>II</td>
<td>pass</td>
<td>&lt;1.00</td>
<td>&lt;1.75</td>
<td>&lt;1.75</td>
</tr>
<tr>
<td>IV</td>
<td>II</td>
<td>Warned</td>
<td>&lt;1.75</td>
<td>&lt;2.00</td>
<td>&quot;&quot;</td>
</tr>
<tr>
<td>V</td>
<td>I</td>
<td>pass</td>
<td>&lt;1.00</td>
<td>&lt;1.75</td>
<td>&lt;1.75</td>
</tr>
<tr>
<td>V</td>
<td>I</td>
<td>Warned</td>
<td>&lt;1.75</td>
<td>&lt;2.00</td>
<td>&quot;&quot;</td>
</tr>
<tr>
<td>V</td>
<td>II</td>
<td>pass</td>
<td>&lt;1.00</td>
<td>&lt;1.75</td>
<td>&lt;1.75</td>
</tr>
<tr>
<td>V</td>
<td>II</td>
<td>Warned</td>
<td>&lt;1.75</td>
<td>&lt;2.00</td>
<td>&quot;&quot;</td>
</tr>
<tr>
<td>≥VI</td>
<td>I</td>
<td>pass</td>
<td>&lt;1.00</td>
<td>&lt;1.75</td>
<td>&lt;1.75</td>
</tr>
<tr>
<td>≥VI</td>
<td>I</td>
<td>Warned</td>
<td>&lt;1.75</td>
<td>&lt;2.00</td>
<td>&quot;&quot;</td>
</tr>
<tr>
<td>≥VI</td>
<td>II</td>
<td>pass</td>
<td>&lt;1.00</td>
<td>&lt;1.75</td>
<td>&lt;1.75</td>
</tr>
<tr>
<td>≥VI</td>
<td>II</td>
<td>Warned</td>
<td>&lt;1.75</td>
<td>&lt;2.00</td>
<td>&quot;&quot;</td>
</tr>
</tbody>
</table>
80.2. A student who earns a “C” (2.0) grade or above in all courses of a semester shall be in good standing.

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

80.4. Any consecutive warning, except in the first year leads to Academic Dismissal.

80.5. A student who earns three or more “F” grades at the end of any semester shall be subject to academic dismissal regardless of CGPA/SGPA.

80.6. **Discretionary probation**

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

80.6.2. At the end of the semester, each Academic Unit, pursuant to procedures fixed by its SC/DC, will examine the case of each student who is subject to dismissal due to academic deficiency. The inquiry will attempt to determine why the student failed and whether there is reason to believe that he/she will meet the required academic standards within the remaining study period of the student. As a result of this inquiry, students may be placed on probation if it is determined by the respective SC/DC that:
80.6.2.1. valid reasons exist to explain their low academic performance;

80.6.2.2. those causes for their academic deficiencies can be removed;

80.6.2.3. the students can attain the required academic standard during the same semester in which they have been put on probation.

80.6.3. The SC/DC of particular Academic Unit may attach certain conditions to grant a probation, which must be met if the students are to remain enrolled.

80.6.4. When students are placed on probation, the head of the Academic Unit will notify of their status and what is expected of them in their academic performances and what will be the consequences of the failure to meet these requirements in the future.

80.6.5. Even so, a student shall be dismissed after being placed on warning for one semester and on probation for another consecutive semester if he/she doesn’t remove himself/herself from probation by attaining a CGPA of 2.00.

**Article 81: Class Attendance**

81.1. 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.

81.2. 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
the 20% non-attendance provision for certain portion of a course, such as laboratory or field experiences judged academically indispensable for the student.

81.3. A student who has missed more than 20% attendance shall be given a grade of Incomplete Attendance (IA) and be required to provide acceptable reasons for failure to attend classes.

81.3.1. If a student’s incomplete attendance is proven to have been for valid reasons, course registration will be cancelled and the student shall be permitted to retake the course.

81.3.2. 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 82: Repeating, Adding and Dropping of Courses**

82.1. A student who has obtained “F” grade in a course with fulfilling the required attendance shall be allowed to repeat the course. A student who scores ‘F’ for any prerequisite course for the third time will be dismissed for academic reasons. However, graduating class student who scores ‘F’ grade in any course for the third time can apply for an equivalent replacement course if he/she fulfills minimum credit points required for graduation.

82.2. A grade of a student for repeated exam shall be accepted as it is. The previous (F or other) grade shall be shown as cancelled on transcript to indicate that the exam has been repeated and the new grade shall be included in computation of the SANG/SGPA in the reporting period.

82.3. Adding and dropping of the courses shall be treated as per the University academic calendar and guidelines to be provided by the Registrar.
82.4. A student who obtains an “F” grade in a course may repeat the course in consultation with his/her academic advisor until the “F” grade is removed whenever it is offered. However, if the student does not remove an “F” grade after repeating twice and if such a course is not a major course the SC/DC shall recommend an equivalent course.

82.5. A student who has been allowed to repeat a course based on an original “D” grade cannot repeat the course more than twice unless it is required to remove the student’s academic deficiency for graduation.

82.6. If a student repeating a course based on an original grade of “F” or “D” grade, scores an “F”, the last “F” grade shall be final unless the student is allowed to take the course again. Previous grade or grades of “F”, or “D” should be shown as cancelled on the transcript to indicate that the course has been repeated; and the new grade shall be included in the computation of the SANG/SGPA in the new reporting period.

82.7. Students repeating courses in which they scored “F” grades must register for the course and carry out all academic activities pertaining to the course.

Article 83: Assessment and Evaluation/General Provisions of Examinations

83.1. As a matter of general principle continuous assessment in the form of tests, reports, assignments, presentations, etc. should be made for every module/course in such a way that it measures the individual effort or capacity etc. of the student. This shall count for 50% of the total module/course mark. The remaining 50% shall be allotted for a final exam at the end of module/course. However, some discipline such as Medicine can set out their own general guidelines.
83.2. 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).

83.3. 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.

83.4. 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.

83.5. 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 three days following the administration of the exams.

83.6. 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.

83.7. 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.

83.8. Where common examination(s) have to be given for a course(s) taught by more than one module instructor, the Academic Unit that offers the course(s) shall ensure that all instructors involved in the teaching of the
course have reached an agreement on the content of the exam(s). The Academic Unit that offer such courses shall work out procedures by which reviews of exam questions for such courses will be carried out by a full panel of instructors involved in the teaching of the courses. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such courses.

83.9. 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.

83.10. 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.

83.11. Final grades for all module/courses shall be reviewed and endorsed by module team.

83.12. 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. This document shall be prepared legibly with no alterations or erasures.

83.13. A copy of grade report sheets and minutes of the module team for all courses shall be kept at the Academic Unit.

83.14. An official grade report form shall be filled out only by the instructor(s) who had taught the course, set or participated in the setting of the exam questions and marked the exam papers.

83.15. 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.

83.16. 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 SC/DC for endorsement.

83.17. Students have the right to see their corrected exam papers.

83.18. 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.

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

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

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

**Article 84: Periodic and Exit Examination**

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

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

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

84.4. Exit exam, if any, should be identified with course title & code.
84.5. The grade point of exit exam should not be included in the computation of either semester or cumulative status of the student.

84.6. 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.

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

84.8. 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.

**Article 85: Administration of Examinations**

85.1. The number of candidates sitting for an examination 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.

85.2. No student may be admitted into an exam hall 15 minutes after the beginning of the examination. However, all examinations must start on time and no corrections and other announcements made for students at the beginning of the exam shall be repeated.

85.3. 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.

85.4. In the event that a student is forced to leave an exam hall for health reasons, and in so far as the student is in a conscious and sound state of mind, the invigilator in attendance shall inform the student of the fact that
certification from any legally established public medical institutions has to be obtained expeditiously to substantiate the claim of sickness or illness.

85.5. 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 86: Violations of Examination Regulations

86.1. 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.

86.1.1. 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.

86.1.2. Working on or being found in possession of exam papers other than one’s own.

86.1.3. 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.

86.1.4. Copying or trying to copy from any other student or deliberately letting any student copy from one’s exam paper.

86.1.5. 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.
86.1.6. 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.

86.1.7. Sitting on an examination in a course for which one has not been registered.

86.1.8. Taking an examination by proxy, i.e. through a secondary party.

86.1.9. Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.

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

86.2. 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.

86.2.1. Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted.

86.2.2. 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.

86.3. An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his/her behavior will be reported. The invigilator shall also make as detailed and complete 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.).

86.4. 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.

86.5. 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.

86.6. 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 shall present to the Academic Unit head in which the student is enrolled.

86.7. The Head of the Academic Unit shall present the case to the SC/DC which shall determine if there had indeed been a clear case of cheating or of intended cheating. The SC/DC has the authority to seek additional evidence to reach a decision, including one of requiring the candidate involved in the act of violation to testify.

86.8. In the event that the SC/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 140 that require measures including warning or suspension for at least one semester the case shall be forwarded to students’ discipline committee.
86.9. Without prejudice to disciplinary actions that may be taken on the student, cheating cases, including those of plagiarism, shall have consequences only on the grade points the student would have earned from the exam or exercise on which cheating had occurred and not on the overall grade the student would earn for the course. Thus, if a student obtains zero points on any exam, a term paper, etc. due to cheating or plagiarism that should not constitute the ground for a grade of "F" or for disqualification in the course as a whole.

86.10. 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.

86.11. A student who has been reported for cheating for the second time shall be suspended for at least one academic year by the SC/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 SC/DC and approval by the AVP.

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

86.12.1. 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;

86.12.2. 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 or in any other unit of the University system, that student’s case shall be referred directly to the head of the College or AVP and the provisions sub-articles 10 through 11 of this Article shall apply.
Article 87: Remarking of Examinations

87.1. General Provisions for Remarking

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

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

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

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

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

87.2. Re-marking Procedure

87.2.1. 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.

87.2.2. Upon receipt of the petition for remarking, the Head of the Academic Unit will, after consulting with the instructor of the
course, decide on whether or not there exists a basis for granting the request and where the request is denied the student shall be informed in writing the reasons for the denial.

87.2.3. If it is decided that a student’s examination shall be re-marked, the Head of the Academic Unit shall:

87.2.3.1. obtain all relevant exam papers and grade distribution scale employed by the instructor.

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

87.2.4. 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.

87.2.5. The Head of the Academic Unit shall then decide what grade to give to the student taking into consideration the grades given by the three Academic Staff members.

87.2.6. The module team leaders submit the final result to the head in three copies. The Head then:

87.2.6.1. signs and sends the hard and soft copies to the office of the Registrar;

87.2.6.2. signs and sends one copy to the Head of the Academic Unit concerned and a copy to the course instructor.
87.2.7. 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.

87.2.8. 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.

87.2.9. 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 88: Make-up Examinations

88.1. Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for an examination for 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.

88.2. 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.
88.3. If the make-up examination is pertinent to mid-term, the case of the student can be decided by the instructor of the course and the head before the final examination.

88.4. Where the SC/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.

88.5. An actively enrolled non-graduating student who is allowed to sit for a make-up examination shall normally register for the examination at the beginning of the semester when the final examination in the course is next administered. However, for courses that are prerequisites to other courses (as indicated in the curriculum) the student shall be treated as one who is entitled to take a supplementary examination.

88.6. 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.

88.7. 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.

88.8. 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, irrespective of academic status, withdraw 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.

88.9. A student who has less than three (one or two) "I" grades in a semester and who is legible to take a make-up examination may continue studies in subsequent semesters if the student is in good academic standing. For such a student, average point shall be calculated and academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered. Such a student shall also apply and sit for make-up examination in incomplete courses as in sub-Article 5 hereof.

88.10. A student who has less than three "I" grades but is not in a good academic standing is subject to withdrawal and may apply for readmission and/or be treated as in sub article 6 of this article.

88.11. Any “I” grade not removed within a year as per the provisions of this Article shall be converted to an “F” grade.

Article 89: 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 90: Re-admissions

90.1. Without prejudice to the provisions of sub-article 2 and 3 of this Article hereunder, all re-admissions shall be processed in accordance with the procedures laid down by the Senate.
90.2. Re-admission of students in good academic standing

90.2.1. 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.

90.2.2. Notwithstanding the provisions of sub-Article 1 of this Article, re-admission of students in good standing is subject to availability of facilities and necessary budgetary allocations.

90.2.3. 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.

90.2.4. 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 phased out courses to be taken.

90.3. Re-admission of academically dismissed students

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

90.3.1.1. 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;

90.3.1.2. The student may apply for re-admission at least after one semester following withdrawal from the University except for CEP students who may apply for readmission at any time. However, a student may only be re-admitted 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;

90.3.1.3. 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.

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

90.3.3. A student re-admitted into a program after dismissal shall not be entitled to dormitory and cafeteria services.

90.3.4. Separate guidelines shall be issued with respect to re-admission of CEP students.

90.3.5. A cut-off SANG/SGPA and/or a CANG/CGPA for readmission of an academically dismissed student shall be as follows (see Table 2):
90.3.5.1. A first year student, dismissed at the end of the first semester with a SGPA/SANG of not less than 1.0 shall be readmitted.

90.3.5.2. 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.

90.3.5.3. 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.

90.3.5.4. 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 six and above).

90.3.5.5. Any readmitted student may be allowed to repeat courses in which the student scored "(1 or D)" or "(0 or F)" grades with the approval of the students’ academic advisor/head of the Academic Unit.

90.3.5.6. 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 91: Re-Examinations

91.1. Re-examinations shall be allowed for

91.1.1. 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

91.1.2. A graduating student.
91.2. The following shall be the conditions under which re-examination is to be granted:

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

91.2.2. The maximum number of courses shall be two for a graduating student and a maximum of four for a student described under 90.1.1 above; and

91.2.3. 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,

91.2.4. During the student’s tenure at the University, a student can sit for re-examination only twice in the same course and as per 90.1.1. and 90.1.2. of this article, and any time during the study program.

91.3. 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.

91.4. 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.

91.5. The status of each re-examinee shall be determined as per existing regulation approved by the Senate.
91.6. Time and Administration

91.6.1. 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.

91.6.2. Administration:

The Academic Unit Head, on behalf of the SC/DC, shall determine and notify re-examines, set and announce dates of re-examinations to students and Academic Staff within three days after beginning of the semester. The course/module instructor shall submit to the Registrar the grades of students within two days of the examination dates.

Article 92: Small Academic Deficiencies at the Completion of a Study Program

92.1. Conditions

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

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

92.1.3. The SC/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.

92.2. 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 1.95 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 93: Waiver

Where peculiar hardship and unique reasons exist, the ASQAC may, at the
request of the concerned SC/DC, permit a waiver of course requirements for a
particular student. The SC/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 94: Graduation Requirement of Undergraduate
Programs

94.1. General Requirement for Graduation:-

94.1.1. All the required courses/modules and the minimum credit hours
set by the respective Academic Unit should be satisfied, except to
phase in and phase out program.

94.1.2. A Cumulative Grade Point Average/CANG (CGPA) of 2.00 must
be obtained;

94.1.3. No "F" grade in any course/module taken for undergraduate
program
94.1.4. An undergraduate student who fails in an examination ("F" grade) may, with the permission of the respective Academic Council, register and repeat the course(s). In such a case the student shall pay all fees (cost sharing) for the repeated semester(s).

94.1.5. A student, who fails to graduate due to CGPA less than 2.00 but above the required CGPA of 1.85 for three year, 1.89 for four year and 1.92 for five year degree students may, with the permission of the concerned Academic Council, be allowed to register and repeat the course(s) in which he/she scored "D" grades. However, such repetition of courses should not be more than once for students who are previously readmitted and two times for those non readmitted students. In such a case the student shall pay all fees (cost sharing) for the repeated semester(s).

94.1.6. Students, who fail to graduate due to less CGPA than the required or due to "F" grade and have no more chance to upgrade their CGPA or to remove their "F" may be given certificate of attendance with their transcript stated as "graduate failure".

94.2. Graduation with Distinction and Great Distinction

94.2.1. A student who, upon completion of the requirements for the baccalaureate degree, has a CGPA/CANG of 3.75 or higher shall graduate with Great Distinction. If the student’s grade point average is 3.25 to 3.74 the student shall graduate with Distinction.

Article 95: The Hawassa University Medal

The University Gold Medal is a prize awarded every year at the commencement exercise to one outstanding regular student (who graduates within the regular study period) from each College/institute. The award is made on the basis of academic excellence. Other attributes like: character, gender and participation in extra-curricular activities shall be considered when there is a tie. The Senate
shall issue detailed guidelines with respect to selection criteria of awardees when there is a tie. The SC/DC of each Academic Unit shall, each year, recommend to the Senate its outstanding student for the latter’s approval.
TITLE SIX: GRADUATE STUDIES

Article 96: General Provisions on Graduate Programs

96.1. Each Academic Unit may offer programs of study and research leading to the Masters Degree (M.A., M.Ed., M.Sc., MPH, LL.M etc.) and other graduate degrees, and specialty certificates. The Academic Unit may also, as conditions permit, offer such programs of study and research leading to PhD degrees and post-graduate diplomas.

96.2. The Academic Units shall function through School/Department Graduate Committees (SGC/DGC).

96.3. All University-wide policies, rules and regulations shall mutatis mutandis apply to the program.

96.4. 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.

96.5. 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 lecturer rank (for Masters program) and assistant professor (for PhD program) to offer courses with the approval of AVP.
Article 97: The School/Department Graduate Committee (SGC/DGC)

97.1. There shall be established a School/Department Graduate Committee (SGC/DGC), hereinafter referred to as the SGC/DGC.

97.2. Compositions and Term of Office

97.2.1. The SGC/DGC shall be composed of the School/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.

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

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

97.3. Duties and Responsibilities

The SGC/DGCs shall:

97.3.1. supervise all activities of the programs;

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

97.3.3. prepare periodic reports on its activities and submit the same to the Academic Unit;

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

97.3.5. Recommend members of examining Board for thesis, dissertation and other qualifying examinations for approval by the SC/DC;
97.3.6. review and approve thesis research proposals submitted by graduate students under the supervision of their academic advisors;

97.3.7. oversee settings of entrance examinations and screen candidates and approve for admission;

97.3.8. screen and assign graduate students eligible for teaching assistantship;

97.3.9. attend to all academic problems that concern the Academic Unit at graduate studies level;

97.3.10. Suggest revision and amendment of policies, rules and regulations governing graduate studies in the Academic Unit;

97.3.11. approve graduate program course offerings and thesis research proposals of graduate students;

97.3.12. endorse proposals of the SC/DC concerning new graduate programs for subsequent approval by the Senate and periodically assess and evaluate existing ones;

97.3.13. accomplish all other duties assigned by the SC/DC and the University

97.3.14. Consider any matter entrusted to it by the Senate or the Academic Unit head;
Article 98: Admission to the Graduate Program


98.1.1. 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.

98.1.2. A minimum of five students should be admitted in any one year in order to run a specialization in a graduate program of a School/Department of the University. However, the optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective SC/DC taking into consideration the number of staff, availability of space and demand for training.

98.1.3. 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.

98.2. Admission Requirements for the Graduate Degree Programs

98.2.1. Academic Requirements

98.2.1.1. The applicant must have completed the academic requirements for the Bachelors Degree and a Masters Degree for Masters and PhD admission, respectively in the specific/related field(s) of study at the University or any other recognized institution of higher learning.
98.2.1.2. Schools/departments may require PhD applicants to present preliminary PhD research themes.

98.2.1.3. 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. For applicants whose undergraduate and/or graduate programs’ medium of instruction is not English, TOEFL, ELTS or equivalent, language proficiency examinations, may be required.

98.2.2. Non-academic Requirements

98.2.2.1. Academic Units may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval of ASQAC.

98.2.2.2. Academic Units may also set appropriate work experience requirements subject to the approval of the ASQAC.

98.2.2.3. The candidate must produce three letters of recommendation from former instructors, employers or professional Associates.

98.2.2.4. PhD applicants shall be required to present evidence of financial support.

98.3. Provisional Admissions

98.3.1. Students admitted to programs from fields of specializations other than the intended area of specializations will be required to take
undergraduate/graduate courses which will be determined by the SC/DC.

98.3.2. 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/graduate courses will not be considered for SGPA and/or CGPA calculation but will appear on the transcript.

98.3.3. 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.

98.3.4. A provisionally admitted student who has satisfactorily completed the prescribed courses shall be granted regular graduate student status.

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

98.3.6. Such a student must obtain a grade of at least C and B in the undergraduate and graduate prescribed courses, respectively as indicated in Article 98.3.1. herein.

98.4. **Advanced Standing Admission into a graduate program**

98.4.1. Qualified persons may apply for advanced standing admission which is determined by the concerned SC/DC if applicants:

98.4.1.1. have successfully completed a minimum of one year of study in a similar graduate program in another institution; and
98.4.1.2. meet the special requirements of the School/Department they are applying to.

98.4.2. Upon admission of such a student, the SC/DC shall determine the courses from which the student is to be exempted.

**Article 99: Enrollment and Registration at the Graduate Program**

99.1. Application for admission into the graduate program is normally processed before the beginning of each semester.

99.2. Every student 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 the program shall be considered to have dropped out. If such a student wishes to resume studies, the student must apply in writing for readmission. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.

99.3. The Academic Units may provisionally register candidates, but such cases must be presented within six weeks for approval by the DGC/SGC followed by official registration if the admission is approved.

**Article 100: Program of Study**

100.1. Within the general program (curriculum) of the Academic Units, candidates shall have their programs of study approved by the DGC/SGC of the Academic Unit in which they are enrolled. For Masters Students, the program shall be based on thesis and course-work or course-work alone under special conditions. PhD programs may have course work and research or research only options. 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 Units on its behalf. The supervisor and the student advisory committee shall be approved by the DGC/SGC.

100.2. The DGC/SGC shall present its program of graduate studies to the SC/DC which, after careful consideration, shall present it to the ASQAC which in turn shall present it to the Senate for approval before implementation.

100.3. The DGC/SGC determines credits for all course work and thesis, which is to be approved by the ASQAC. 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 101: Credit Requirements and Course Load at the Graduate Program

101.1. The total number of credit hours for course work in Masters programs shall be:

101.1.1. 24 to 32 for departmental programs requiring research-based thesis or

101.1.2. 37 to 48 for programs with only literature-based thesis or

101.1.3. 37-48 for those programs to be completed with comprehensive written exam only.

101.1.4. Details shall be enacted by ASQAC as proposed by the SC/DC.
101.2. 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. A student who carries below the normal required load is regarded as a part-time student. (Detailed guidelines with respect to credit requirements and course loads of a full time and part time students shall be issued by the school of graduate studies)

101.3. The total credit hours of course work in a PhD program with course work option shall be 24 and the minimum shall be 12. A total of 9 to 12 credit hours per semester shall normally be regarded as full load for full time PhD candidate.

101.4. Upon the recommendation of their advisors and approval of DGC/SGC, Masters and PhD students may audit courses.

101.5. A total of six credit hours shall be allotted to Master Thesis and 12 credit hours for PhD Dissertation.

101.6. Notwithstanding the provisions of this article, the credit requirements for candidates shall be determined based on the curriculum by the SC/DC.

**Article 102: Assignment of Graduate Students**

102.1. A regular full-time PhD or Specialty student is one who carries the normal load as specified in the preceding article. A student carrying a full time program of study is required to handle assignments (with no payment) within or outside the University, when assigned by the University on a weekly basis for not more than:

102.1.1. three hours of lecture; or

102.1.2. six hours of tutorial; or
102.1.3. six hours of laboratory work; or

102.1.4. the equivalent workload.

**Article 103: Duration of Study at the Graduate Program**

103.1. The Master’s programs shall normally take two academic years for completion in all Academic Units.

103.2. No master’s candidate, with the exception of those with advanced standing status, may anticipate finishing a program in less than one and a half academic years.

103.3. A master’s candidate may be allowed to continue for up to a maximum of four years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC/SGC and SC/DC. Such extension of time shall be recommended by the DGC/SGC and approved by the SC/DC every semester.

103.4. A master’s 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.

103.5. The PhD programs shall normally take three to four academic years for completion in all Academic Units.

103.6. No PhD candidate may anticipate finishing a program in less than two academic years.

103.7. 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/SGC and SC/DC. Such extension of time shall be recommended by the DGC/SGC and approved by the SC/DC every semester.
103.8. Duration of study in a specialty certificate in the field of medicine shall be three to four years. Extension of duration of study may be allowed for a maximum of five years upon the approval of the SGC.

**Article 104: The Grading System at the Graduate Program**

104.1. Examinations are graded on the following letter grading system with corresponding points.

<table>
<thead>
<tr>
<th>Raw Mark</th>
<th>Letter Grade</th>
<th>Grade Points</th>
</tr>
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<td>[75, 80)</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>[70, 75)</td>
<td>B−</td>
<td>2.75</td>
</tr>
<tr>
<td>[58, 70)</td>
<td>C+</td>
<td>2.50</td>
</tr>
<tr>
<td>[50, 58)</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>[40, 50)</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>&lt; 40</td>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Article 105: Academic Status of Graduate Students.**

105.1. To complete a program and graduate, a candidate must obtain a minimum of CGPA of 3.00. At the end of each semester the DGC/SGC
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.

105.2. 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.

105.3. 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.

105.4. 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.

105.5. Any first year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 may be placed on probation by the DGC. However, a graduate student is subject to dismissal without first being put on probation if academic performance falls below 2.50 in the first semester results. 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 SC/DC 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.

105.6. 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.

105.7. 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.

105.8. Consecutive probations are given a maximum of two times.

105.9. No candidate subject to dismissal may expect discretionary probation as a matter of right.

105.10. The academic status of a graduate program student shall be determined per semester based on the semester credit hours indicated in the curriculum of the program.

**Article 106: Repeating Courses at Graduate Program**

106.1. Courses with grades lower than B may be repeated when the CGPA of the student is less than 3.00 and if the student has more than one “C” in Master programs. A master’s student is allowed to graduate with a minimum CGPA of 3.00 and only one “C”. Students having two “C+” grades shall also be allowed to graduate as long as their CGPA is not below 3.00.

106.2. For PhD students all courses with “C” grades or lower shall be repeated.
106.3. Under very special circumstances, The SC/DC, with the recommendation of the course instructor and the DGC, may allow a student with a grade of “C, C+ or B-“ to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.

106.4. A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.

106.5. The final grade for repeated courses or a course in which re-exam has been taken shall be recorded and used for computation of CGPA.

**Article 107: Withdrawal from and Readmission to the Graduate Program**

107.1. **Withdrawal**

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

107.1.2. 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.

107.2. **Readmission**

107.2.1. A candidate in good academic standing who discontinues studies with good reason may apply for readmission through the Registrar into the discontinued semester.
107.2.2. A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.

107.2.3. A candidate may be readmitted only where the withdrawal is effected owing to any of the reasons specified hereunder.

107.2.3.1. If the candidate cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.

107.2.3.2. If the University is unable to carry out the relevant program and advises the candidate accordingly.

107.2.3.3. If the candidate is unable to continue due to force majeure other than those outlined in 107.2.3.1 and 107.2.3.2 above.

107.3. A candidate who wishes to withdraw for reasons mentioned under 2.3 of this Article shall petition the concerned DGC/SGC stating the justification for, and the duration of, absence sought.

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

107.4.1. if the student, at the end of the first semester, had obtained a SGPA of not less than 2.00.

107.4.2. if the student, at the end of second and third semester, had obtained a CGPA of not less than 2.5 and 2.75, respectively.

107.5. No student who has been dismissed on academic grounds shall be readmitted more than once regardless of transfer from other Universities.
107.6. A candidate who withdraws from the GP without the approval of the concerned DGC/SGC as in 2.3 of this Article shall not be eligible for readmission.

107.7. Where withdrawal is effected with the approval of the concerned DGC/SGC, a copy of the official withdrawal form submitted to the admission Officer shall be accompanied by the minutes of the meeting of the DGC/SGC in which permission for withdrawal is granted.

107.8. Withdrawal made with the approval of the concerned DGC/SGC 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 108: Transfer from One Program to Another in the Graduate Program

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

108.1.1. The candidate must have very good reason(s) for requesting the transfer.

108.1.2. The candidate must present a letter in support of the desired transfer from a sponsor where applicable.

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

108.1.4. The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.
108.1.5. Dismissed students may not be allowed to transfer.

108.1.6. The approval of the concerned DGC and SC/DC must be obtained.

108.2. Transfer of credits shall be determined by the Academic Units receiving the candidate.

**Article 109: The Graduate Thesis**

109.1. General Requirements

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

109.1.2. A thesis shall constitute a partial fulfillment of the requirement for the Masters or PhD Degree, except in a program where it is not required.

109.2. Selection and Approval of Thesis Topic

109.2.1. 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. Special provision shall be provided for self-sponsored or foreign students.

109.2.2. The topic of the thesis of each candidate shall be approved by the DGC/SGC as early as possible and not later than the time of the candidate’s enrollment into the second half of the program.
109.2.3. Detailed guidelines shall be issued by the SGS/SGC on the preparation and approval of Thesis proposals.

109.3. **Format of Thesis**

The SGS, with the approval of ASQAC, shall issue detailed guidelines on Thesis preparation, format, deadlines, etc.

109.4. **Submission of Thesis**

109.4.1. 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.

109.4.2. A Masters candidate may submit the thesis at any time during or after the last semester of course work and no later than the end of the fourth semester after the initial registration with the exception of candidates allowed for extended residency. A PhD candidate may submit the thesis no later than the end of the sixth to eighth semester with the exception of candidates allowed for extended residency.

109.5. **Procedures for Examination and Submission of Thesis**

109.5.1. When a candidate, after conferring with the advisor, gives notice of readiness to submit a thesis, the DGC/SGC shall appoint an examining Board and select an external examiner.

109.5.2. The external examiner should be decided in good time and obtain a copy of the thesis of the candidate at least six weeks before the date set for the defense.

109.5.3. The Board shall have a minimum of three and a maximum of five members consisting of at least one member of the University.
109.5.4. 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.

109.5.5. 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.

109.5.6. Detailed procedural guidelines to be followed in the administration of the Thesis open defense shall be issued by the SGS with the approval of ASQAC.

109.6. **Thesis Evaluation and Rating**

109.6.1. **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:

109.6.1.1. **Accepted**

The Thesis is

109.6.1.1.1. accepted with no changes, or

109.6.1.1.2. accepted with minor changes to be made to the satisfaction of the advisor, or

109.6.1.1.3. accepted with major modification to be made to the satisfaction of the external examiner and the rest of the Board of Examiners. Under certain circumstances
the external examiner may delegate the Board of examiners, or

109.6.1.4. 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.

109.6.1.2. **Rejected**

A thesis shall be rejected if

109.6.1.2.1. the work does not meet the required standards set by the University; or

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

109.6.1.2.3. the work has been already used to confer a degree from this or another University. However, this shall not preclude the candidate from submitting such work provided enough extra work has been done to expand the scope and depth of the subject.

109.6.1.3. For modalities not mentioned in this sub-Article, separate guidelines shall be issued by the SGS.
109.6.2. **Thesis Rating**

109.6.2.1. **Thesis Components**

109.6.2.1.1. Abstract 5%

109.6.2.1.2. Materials and Methods 15%

109.6.2.1.3. Literature Review 10%

109.6.2.1.4. Result and Discussion 40%

109.6.2.1.5. Summary and Conclusion 10%

109.6.2.2. **Defense Examination**

109.6.2.2.1. Manner of presentation 5%

109.6.2.2.2. Confidence in the subject matter 5%

109.6.2.2.3. Ability of answering questions 10%

109.6.2.3. **Total** 100%

109.6.2.4. **Evaluation result**

109.6.2.4.1. Excellent A

109.6.2.4.2. Very Good B+

109.6.2.4.3. Good B

109.6.2.4.4. Fail C
109.6.2.5. **The Grading scales of each rank are as follows**

<table>
<thead>
<tr>
<th>Rank</th>
<th>(%)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>≥85</td>
</tr>
<tr>
<td>Very Good</td>
<td>75 ≤X &lt; 85</td>
</tr>
<tr>
<td>Good</td>
<td>60 ≤X &lt; 75</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>50 ≤X &lt; 60</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt; 50</td>
</tr>
</tbody>
</table>

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

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

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

109.7. **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/SGC. The DGC/SGC 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 draft thesis, both in electronic and hard copies, from the candidate and it will be verified by the DGC.
109.8.  **Publications**

Normally 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. (The SGS shall issue a detailed guidelines with respect to this sub article).

**Article 110: Advisorship**

110.1.  **Selection of Advisor(s)**

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

110.1.1.  A full-time Academic Unit member with the academic rank of Assistant Professor and above for Masters program and Associate Professor and above for PhD

OR

110.1.2.  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.

110.2.  The advisor(s) will assist the student in planning the research work, monitor it regularly, advise the student on how to publish, critically evaluate the draft and final manuscripts.

110.3.  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 Department, and other prevailing conditions.

**Article 111: The External Examiner**

111.1. **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 that the assessment system is fair.

111.2. **Functions**

111.2.1. 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.

111.2.2. The external examiner shall also comment and give advice on course content, balance and structure.

111.3. **Selection and Appointment**

111.3.1. Normally, one external examiner is required for each student/Thesis except in situations where the nature of the Thesis work requires more than one external examiner.

111.3.2. The DGC/SGC selects external examiners and recommends to the SC/DC

111.3.3. Appointment is made by the head of the School/Department after the approval of the SC/DC
111.3.4. The DGC/SGC 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.

111.3.5. In approving the nomination of an external examiner, the SC/DC shall ascertain the following:

111.3.5.1. Only persons of seniority and experience 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.

111.3.5.2. Exceptions shall be approved by the SC/DC on a case by case basis when presented to it by the concerned DGC.

111.3.5.3. An external examiner must be external to the University.

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

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

111.3.7. External examiners from outside the higher education system, for example from industry, research institutions, etc. may be selected when necessary.
111.4. **Participation in Assessment Procedures**

111.4.1. The views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular unit of assessment.

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

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

111.5. **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 Units and decisions shall be made whether or not to accept the comments.

111.6. **Reports**

111.6.1. External examiners may make written confidential reports to the School/Department 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.

111.6.2. 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 112: 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.
TITLE SEVEN: BESTOWAL OF HONORARY DOCTORATE

Article 113: Honorary Doctorate/Doctor Honoris causa

113.1. Principles

113.1.1. 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.

113.1.2. 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.

113.1.3. 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:

113.1.3.1. recognizing an outstanding person who contributed notably to his field of expertise;

113.1.3.2. 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.

113.2. **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:

113.2.1. **Doctor of Laws, honoris causa (LL.D)** - Awarded for outstanding scholarly achievement in law or for exceptional public service;

113.2.2. **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;

113.2.3. **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

113.2.4. **Doctor of Science, honoris causa (D.Sc.)** - Awarded for outstanding achievement in the pure and applied sciences, usually of a scholarly nature.

113.3. **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:

113.3.1. 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;
113.3.2. service to the public: outstanding leadership in education, business, public service, or other appropriate sectors of society;

113.3.3. service to the University: support for the University of a nature as distinctive and major as to constitute a most significant element in the growth and development of the institution.

113.4. Nomination and Approval of Honorary Degrees

113.4.1. All aspects of the nomination process shall be confidential;

113.4.2. Nominations may be submitted to the office of the president by staff members, Academic Units, Senate and Board members of the University, anonymously if need be;

113.4.3. 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;

113.4.4. 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;

113.4.5. 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.
113.5. **Award of Degrees**

The Senate, when presented to it by the President, shall decide the occasion for the award of *doctor honoris causa*.

113.6. **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.

113.7. **Restrictions**

113.7.1. 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.

113.7.2. A degree honoris causa shall not be awarded posthumously or in absentia.

113.7.3. Notwithstanding the provisions of sub-Articles 113.3 and 113.4 the University Senate shall judge exceptional circumstances.

113.8. **Testamur/Testimonial**

The conferral of a degree of *honoris causa* shall be evidenced by a Testamur (testimonial) issued under the seal of the University.

113.9. **Additional Guidelines**

The Executive Committee shall develop additional guidelines on procedures and schedule of activities.
TITLE EIGHT: REGISTRAR AND ALUMNI AFFAIRS

Article 114: General Provisions

The Registrar and Alumni Affairs Directorate (RAAD) is a unit of the University responsible for: all operational matters pertaining to student admission, selection and placement, registration, keeping and analyzing the academic records and graduation. The Directorate carries out the duties and responsibilities set forth in the provision of Article 115 and 116 in close cooperation with departments/schools and colleges.

Article 115: Responsibilities of the Registrar and Alumni Affairs Directorate

The Registrar and Alumni Affairs Directorate shall:

115.1. Prepare the academic calendar of the University each year in consultation with the AVP and present the same to the Senate for approval;

115.2. Ensure that pertinent laws, this Legislation, directives of the Senate and its committees and guidelines on students (admission, registration, graduation) and curricula (course, credit requirements, etc.) are equitably observed;

115.3. Maintain up-to-date records on programs of study of the University;

115.4. Create and maintain up-to-date, confidential and permanent records of all students, including drop-outs, dismissal, withdrawals, and alumni of undergraduate and graduate programs;
115.5. Create and maintain up-to-date and accurate information on student admission, placement, registration, academic performance, retention, attrition and graduation based on types of programs and modes of delivery;

115.6. Prepare and issue University Catalogue(s), admission prospectus and student handbooks of the university on regular basis;

115.7. Issue transcripts, degrees, diplomas and certificates;

115.8. Be responsible for the custody of the Common Seal of the University;

115.9. Support, coordinate and oversee the data analyses units of the University;

115.10. Without prejudice to the relevant provision of the Proclamation, and upon approval of the President and Vice Presidents, consult with the Ministry of Education on the intake capacity, admission, and set university-wide general criteria for admission and placement;

115.11. ‘Ensure that all admissions of students coming from other institutions or foreign schools are conducted as per the rules and regulations of the University;

115.12. Perform such other relevant tasks as assigned by the Senate, President and AVP.

**Article 116: The University Registrar and Alumni Affairs Director**

116.1. **Appointment:**

The University Registrar and Alumni Affairs Directorate Director shall be appointed by the President following open competition and evaluation
by students, staff and the University management. For this purpose, detailed guidelines shall be issued by office of the President.

116.2. **Duties and Responsibilities:**

The University Registrar and Alumni Affairs Director is accountable to the AVP and shall:

116.2.1. administer all operational matters of the Directorate and various units;

116.2.2. submit the annual budget of the Directorate and administer such funds as may be placed at his disposal;

116.2.3. be responsible for the implementation of the policies and directives laid down by the Senate pertaining to students (admission, placement, registration, academic performances, attrition, graduation, etc.) and curricula (courses, credit requirements, etc.);

116.2.4. continually analyze and evaluate all existing rules and regulations on registration, academic performances, attrition, graduation, etc. and recommend modifications where necessary;

116.2.5. submit to the Senate, after approval by SC/DC or DGC, the names of candidates eligible for the award of certificates, diplomas and degrees including special awards in conformity with University rules and regulations;

116.2.6. submit to the AVP timely progress reports on student admission, placement, registration, academic performance and attrition, and make any recommendation thereon;
116.2.7. submit to the AVP regular reports on activities of the Directorate and related units, and make recommendations on to improve the overall operations;

116.2.8. perform such other duties consistent with his responsibility as may be assigned to him by the Senate, President and AVP.
TITLE NINE: THE UNIVERSITY LIBRARY SYSTEM

Article 117: General Provisions on the University Library System

117.1. The University Library System consists of a central library and campus/department libraries. The University shall not be responsible for any library which is not a recognized part of its library system.

117.2. Campus/Colleges/Department libraries shall register books or other reference materials they acquire following the University library cataloging system.

Article 118: The University Librarian

118.1. Appointment:

The University Librarian shall be appointed by the AVP as the chief executive officer of the University Library system.

118.2. Duties and Responsibilities:

The University Librarian shall have the following duties and responsibilities:

118.2.1. 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, staff members and external users.
118.2.2. Shall ensure timely acquisition and adequate collection of relevant books, journals, teaching materials and other publications.

118.2.3. Shall improve the organization and delivery of services of the library.

118.2.4. Shall improve the library’s information and documentation system.

118.2.5. Shall foster external linkages with other libraries and supporting agencies.

118.2.6. With respect to constituent libraries, the Chief Librarian shall:

118.2.6.1. ensure the availability of trained library staff in adequate capacity;

118.2.6.2. ensure adherence to uniform accession and cataloguing of books and other working procedures;

118.2.6.3. develop a system which enables that all materials in the University Library system are available, on reasonable terms, to all University students and faculty members subject to the priority of meeting the academic needs of the School/Department housing the constituent library;

118.2.6.4. inspect all the constituent libraries to ensure that the minimum standards are met.
Article 119: Library Staff

119.1. The Library system shall be staffed with professional librarians and other support personnel.

119.2. 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.
TITLE TEN: INTERNAL ACADEMIC ORGANIZATION

Article 120: General Provisions on the Organization of Academic Units

At the time of the issuance of this revised Legislation the University has the following Academic Units:

120.1. College of Agriculture

120.1.1. School of Animal and Range Sciences;

120.1.2. School of Plant and Horticultural Sciences;

120.1.3. School of Human Nutrition, Food Science and Technology;

120.1.4. School of Environment, Gender and Developmental studies.

120.2. College of Medicine and Health Sciences

120.2.1. School of Medicine;

120.2.2. School of Public and Environmental Health;

120.2.3. School of Nursing and Midwifery;

120.2.4. Department of Medical Laboratory Sciences.

120.3. College of Forestry and Natural Resources

120.3.1. School of Forestry;
120.3.2. School of Natural Resources and Environmental Studies;

120.3.3. School of Wildlife and Ecotourism Management.

120.4. **College of Natural and Computational Sciences**

120.4.1. School of Mathematical and Statistical Sciences;

120.4.2. School of Veterinary Medicine;

120.4.3. Department of Biology;

120.4.4. Department of Chemistry;

120.4.5. Department of Physics;

120.4.6. Department of Sport Science.

120.5. **College of Business and Economics**

120.5.1. School of Management and Accounting;

120.5.2. School of Hotel and Tourism;

120.5.3. Department of Economics;

120.5.4. Department of Cooperatives.

120.6. **College of Law and Governance**

120.6.1. School of Law;

120.6.2. School of Governance and Development Studies.
120.7. **College of Social Sciences and Humanity**

120.7.1. School of Behavioral Sciences;

120.7.2. School of Language Studies and Communication;

120.7.3. School of Teacher Education and Training;

120.7.4. Department of Geography and Environmental Studies.

120.8. **Institute of Technology**

120.8.1. School of Bio-systems Engineering;

120.8.2. Department of Civil Engineering;

120.8.3. Department of Electrical and Computer Engineering;

120.8.4. Department of Chemical Engineering;

120.8.5. Department of Mechanical and Electromechanical Engineering;

120.8.6. Department of Water Resources and Irrigation Engineering;

120.8.7. Department of Construction Technology and Management;

120.8.8. School of Informatics.

**Article 121: College Academic Commission**

For each college there shall be established an Academic Commission (AC) which is accountable, through the dean, to the President.
121.1. Composition

The AC shall consist of:

121.1.1. Head/Dean of the college, Chairperson;

121.1.2. Heads of schools/departments of the college;

121.1.3. Coordinator of Registrar and Continuing Education Program of the college;

121.1.4. Coordinator of graduate studies and research;

121.1.5. Coordinator of academic programs and quality assurance;

121.1.6. Two elected academic staff members of the college having at least the rank of assistant professor where possible; and

121.1.7. Two elected student representatives from undergraduate and graduate programs of the college one of whom shall be a female student.

121.2. Organization

121.2.1. The terms of service of elected members of the AC shall be three years.

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

121.2.2.1. The AC shall have the following standing committees:

121.2.2.2. College Academic Standards and Quality Assurance Committee
121.2.2.3. College Staff Affairs Committee;

121.2.2.4. College Student Affairs Committee; and

121.2.2.5. College Research and Development Committee.

121.2.3. The AC may establish ad-hoc committees to perform specific tasks.

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

121.3. Meetings

121.3.1. The AC shall meet at least once every month and shall maintain a proper record of the agenda and minutes of its meetings;

121.3.2. Meetings may be called at any time by the Head/Dean or when requested in writing by one third of its members.

121.4. Powers and Responsibilities

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

121.4.1. set guidelines to facilitate the teaching learning process;

121.4.2. issue guidelines for setting/marketing of examinations in the college in accordance with rules and regulations approved by the Senate;

121.4.3. recommend to the Senate the establishment of new programs and modifications of existing programs in the college;
121.4.4. deliberate and decide upon all appointment and promotion cases presented to it through the College Staff Affairs Committee;

121.4.5. recommend, to the President, all leaves of academic staff;

121.4.6. promote research works within the college, issue guidelines on their execution, and monitor their implementation on the basis of regulations issued by the Senate;

121.4.7. review the missions and objectives of the college on a periodic basis and evaluate the success of their implementation;

121.4.8. promote the welfare of staff and students and ensure observance of discipline within the college as provided by rules and regulations of the University;

121.4.9. approve academic status of students determined by SC/DC of the college every semester;

121.4.10. recommend to the Senate the graduation of students of the college and college medal winner;

121.4.11. initiate staff development schemes for the college; prioritize training programs for the staff and recommend candidates for training;

121.4.12. issue guidelines on conditions of employment and remuneration for consultancy services in the college in accordance with the University rules and regulation;

121.4.13. receive and assess the results of the annual performance evaluation of the members of the academic staff and make
recommendation to the dean on possible actions to be taken as a result of the evaluation;

121.4.14. issue guidelines for promotion of links with relevant external bodies and organizations with a view to enhancing the college’s academic/research functions in line with the rules and regulations of the University;

121.4.15. initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the college in line with the rules and regulations of the University;

121.4.16. issue guidelines and procedures on the functions and activities of its standing committees; and

121.4.17. perform such other functions relevant to the betterment of the teaching-learning process and promotion of research in the college.

Article 122: College Managing Council

122.1. Without prejudice to the power of the Dean to include other pertinent officers, the council shall constitute the Head/Dean, School/Department heads and the managing director.

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

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

122.4. 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.

122.5. 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.

122.6. Minutes of sessions of the college managing council shall be taken by a secretary designated by the Head/Dean.

122.7. The Head/Dean 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.

122.8. No member other than the Dean or a person instructed by the Head/Dean shall communicate to third parties the council's deliberations and the results thereof.

Article 123: College Heads/Deans

123.1. Appointment

123.1.1. The college Head/Dean shall be appointed by the President following open competition and evaluation by students, staff and the University management. Detailed guidelines shall be issued by the appropriate office with respect to the appointment of College Heads/Deans.

123.1.2. The nominee shall be a fulltime teaching staff member of the college preferably with a minimum rank of Assistant Professor, and, when possible, one who has worked in the Academic Unit of the college for at least two years.
123.2. **Term of office of college Heads/Deans**

123.2.1. The term of office of a Head/Dean shall be four years. However, a Head/Dean shall be subject to periodic performance evaluation which may result in termination of the office term.

123.2.2. An Head/Dean may only be appointed for one more consecutive term.

123.3. **Duties and Responsibilities**

123.3.1. The Head/Dean, as the chief executive officer, shall be accountable to the President and shall have the following duties and responsibilities:

123.3.2. Serve as the Chairperson of the AC;

123.3.3. Carry out 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;

123.3.4. endeavor to promote multidisciplinary academic/research programs;

123.3.5. propose to the AC the establishment of new programs; revision of existing programs; dissolution or amalgamation of programs, etc.;

123.3.6. follow-up on the periodic review and improvement of curricula and recommend changes to the AC;

123.3.7. oversee all academic, research, continuing education programs and other related activities of the College;
123.3.8. record, follow-up and measure the performance of academic and other units in the college;

123.3.9. administer and oversee the proper utilization of the physical and other resources of the College;

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

123.3.11. ensure that the policies, rules and regulations of the University are well known by the staff and students of the College;

123.3.12. endeavor to foster good working relationships within the different units of the college and with other units of the University.

123.3.13. endeavor to promote external links with relevant institutions in consultation with the President.;

123.3.14. 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;

123.3.15. plan and execute schemes and programs that promote quality assurance, academic excellence and welfare of both staff and the students;

123.3.16. ensure the proper maintenance of student records in the College in accordance with guidelines to be set by the Registrar and Alumni Affairs Directorate;
123.3.17. submit appropriate reports to the University, other key stakeholders and the AC on the activities of the College;

123.3.18. delegate his duties and powers as appropriate to School/Department Heads;

123.3.19. carry out other tasks assigned to him by the University authorities and the AC.

**Article 124: School/Department Council**

In each School/Department there shall be established a School/Department commission (SC/DC) the composition, powers and duties of which are set forth as follows:

124.1. **Composition**

The SC/DC shall consist of:

124.1.1. The head of the school/department, Chairperson;

124.1.2. module team leaders a maximum of five individuals;

124.1.3. a representative of the assistant registrar (data analyst);

124.1.4. two elected School/Department academic staff members (with the rank of lecturer or above whenever possible);

124.1.5. a representative of the students of the School/Department.

124.2. **Organization**

124.2.1. The SC/DC shall have the following standing committees:
124.2.1.1. School/department Academic Standards and Quality assurance and Committee;

124.2.1.2. School/Department staff Affairs Committee;

124.2.1.3. School/Department Research & development committee;

124.2.1.4. School/department Students’ Affairs Committee;

124.2.2. The SC/DC may establish ad-hoc committees to perform specific tasks.

124.2.3. The SC/DC may, from time to time, co-opt other persons to attend its meetings. However, such persons shall not have voting rights.

124.2.4. The terms of service of elected members of the SC/DC shall be three years.

124.2.5. The SC/DC shall have its own rules of procedure

124.3. **Meetings**

124.3.1. The SC/DC shall meet at least twice every month and shall maintain a proper system of agenda and minutes for its meetings.

124.3.2. It is mandatory for the Chairperson of each SC/DC to send its minutes to the President, Vice Presidents, College Heads, concerned Directors and the Registrar.

124.3.3. Meetings may be called at any time by the head/ or when requested in writing by more than a third of its members.
124.3.4. A quorum shall consist of more than half (50% + 1) of the members, including the Chairperson.

124.4. **Duties and Responsibilities**

The SC/DC shall be the highest body of the School/Department for educational, research and other related matters, and shall exercise such powers as may be conferred upon it by the Senate or the President. Without prejudice to the generality of the foregoing, the SC/DC shall:

124.4.1. set guidelines to facilitate the teaching learning process;

124.4.2. issue guidelines for setting/marking of examinations in the School/Department in accordance with rules and regulations approved by the Senate;

124.4.3. recommend to the College the establishment of new programs and modifications of existing programs pertaining to studies and research in the school/department;

124.4.4. deliberate and decide upon cases presented to it through the School/Department standing committees including promotion cases;

124.4.5. determine the appropriate staff profile and propose recruitment;

124.4.6. recommend, to the College, all leaves of Academic Staff members except sick and annual leaves which could be approved by the head;

124.4.7. promote research works within the school/department, issue guidelines on their execution, as per the regulations issued by the Senate and follow-up/monitor their implementations;
124.4.8. review the missions and objectives of the School/Department on a periodic basis and monitor their implementation;

124.4.9. promote the welfare of staff and students and ensure observance of discipline within the School/Department as provided by the rules and regulations of the University;

124.4.10. review grades and determine academic status of undergraduate and graduate students of the School/Department every semester or annually as applicable;

124.4.11. recommend to the College the graduation of students of the School/department;

124.4.12. recommend budget proposals and allocations for the various activities of the school/department;

124.4.13. initiate staff development schemes for the school/department; prioritize training programs for the staff and recommend candidates for training;

124.4.14. issue guidelines on conditions of engagement and remuneration for consultancy services in the School/Department in line with the general University policies;

124.4.15. receive and assess the results of the periodic evaluation of performance of the staff members of the School/Department and advice the head on possible actions to be taken as a result of the evaluation;

124.4.16. issue guidelines for promotion of links with relevant external bodies and organizations with a view to enhance the academic/research functions of the School/Department in line with the rules and regulations of the University;
124.4.17. initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the School/Department;

124.4.18. determine the allocation and appropriate utilization of the physical resources of the School/Department based on considered recommendations of the head;

124.4.19. issue guidelines and procedures on the functions and activities of the SC/DC standing committees established under sub-article 124.2.1. of this article;

124.4.20. perform such other functions relevant to the betterment of the teaching learning processes and promotion of research in the School/Department.

**Article 125: Power and Responsibilities of Module Teams**

A module team shall consists 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 SC/DC, a module team shall exercise the following powers:

125.1. Arrange, co-ordinate and control the teaching-learning process in the module in accordance with rules and regulations approved by the Senate;

125.2. Recommend to the SC/DC addition, deletion or modifications of existing courses within the module.

125.3. Recommend to the SC/DC launching of new graduate programs and modifications of existing programs;
125.4. Examine and decide on the academic questions of students received from the School/Department head; and then communicate its decision to the School/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;

125.5. Determine the appropriate staff profile and recommend recruitment;

125.6. Recommend all leaves of Academic Staff members except sick and annual leaves which could be approved by the head;

125.7. 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;

125.8. Examine staff promotion requests in line with the rules and regulations of the University; present at SC/DC through the team leader;

125.9. Initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the module team;

125.10. Issue team charters and procedures on the functions and activities of the team;

125.11. Perform such other functions relevant to the betterment of the teaching learning processes in the module;

**Article 126: School/Department Head**

126.1. **Appointment**

126.1.1. The School/Department head shall be appointed by the President following open competition and evaluation by
students, staff and the University management. For this purpose, detailed guidelines shall be issued.

126.1.2. The nominee shall be a fulltime teaching staff member of the School/Department preferably with minimum rank of Assistant professor, and when possible, who has worked in the School/Department for at least one year.

126.2. **Term of office**

126.2.1. The term of office of a head shall be three years. However, a head shall be subject to periodic performance evaluation which may result in termination of the office term or for good cause.

126.2.2. A head may only be appointed for one more consecutive term.

126.3. **Duties and Responsibilities**

The head, as the chief executive officer of a School/Department is accountable to the Dean of the college. The head shall:

126.3.1. be the Chairperson of the SC/DC;

126.3.2. execute all decisions of the SC/DC with respect to appointment and promotion, renewal of contracts, admission of students, graduation etc., in accordance with the rules and regulations of the University;

126.3.3. endeavor to promote multidisciplinary academic and research efforts;

126.3.4. propose to the SC/DC the establishment of new programs; revision of existing programs; dissolution or merging of programs, etc.;
126.3.5. follow-up on the periodic review and improvement of curricula and recommend changes to the SC/DC;

126.3.6. co-ordinate the preparation of Department plans, programs and budgets and also recommend to the Dean schemes for the allocation of the approved budget among the various programs of the School/Department and follow-up on the implementation thereof;

126.3.7. direct and co-ordinate the teaching, community service and research activities of the schools/departments;

126.3.8. oversee professional development courses, seminars, workshops and similar other non-formal educational programs in the department;

126.3.9. administer and oversee the proper management and utilization of the human, physical and other resources of the department;

126.3.10. issue rules and procedures for the proper administration of the School/Department in line with the overall policies and regulations of the University;

126.3.11. ensure that the policies, rules and regulations of the University are well known by the staff and students of the School/Department;

126.3.12. endeavor to foster good working relationships with the relevant research institutes and other School/Department of the University;

126.3.13. endeavor to promote external links with relevant institutions in consultation with the Dean;
126.3.14. promote the good image of the School/Department with clients of the University by providing appropriate and full information on the activities of the department; and seek the participation of professionals from outside in support of teaching and research in the school/department;

126.3.15. plan and execute schemes and programs that promote quality assurance/academic excellence;

126.3.16. Promotes the welfare of both staffs and students;

126.3.17. ensure the proper keeping of student records in the School/Department in accordance with guidelines to be set by the Registrar;

126.3.18. ensure that students' evaluations and peer reviews of staff of the School/Department are properly conducted and the necessary reports are submitted to the Dean of the college as per procedures on these matters;

126.3.19. Conduct performance evaluation of each staff at the end of each academic semester/year;

126.3.20. Submit appropriate reports to the Dean of the college and the SC/DC on the activities of the school/department;

126.3.21. delegate duties and responsibilities as appropriate to other full time academic staff;

126.3.22. carry out other tasks assigned by the University authorities or College and the SC/DC.
Article 127: The Role of Schools/Departments in Continuing Education Program

127.1. The decision to initiate and offer a program leading to a degree, diploma, certificate etc. and the academic aspects of its implementation shall be the responsibility of the schools/department that awards the same. However, all programs offered in the University should be approved by ASQAC.

127.2. Courses offered in CEP, including courses that are offered in distance mode, shall have the same content and carry the same credits as those offered in the regular program and be taught at accepted University standards. Such course credits shall be transferable where appropriate.

127.3. CEP courses shall be taught by members of the school/department that teach the courses in the regular program. In situations where this is not possible, staff members from other departments and/or other part-time instructors having the commensurate qualifications could be assigned to teach the courses.

127.4. Academic staff members that handle CEP courses shall be compensated according to the regulations of the University.

127.5. Schools/departments that generate incomes through CEP shall share from the generated income on the basis of rules to be issued by the University.
TITLE ELEVEN: RESEARCH PUBLICATION AND CONSULTANCY SERVICES

Article 128: Policy Premises on Research Publications and Consultancy Services

128.1. Research is an essential component of the University functions. Academic Units, research institutes and centers should work hand in hand for the purpose of offering quality education, training and advancement of knowledge in various disciplines that are relevant to the development needs of the country. Research at the University is expected to contribute to capacity building and continued growth of the University, the development of arts, science and technology as well.

128.2. Although the primary responsibility of Academic Units is in the area of training, research is an integral part of their activities since Academic Staff members in teaching Schools/departments are expected to devote 25% of their time to research. Conversely, staff members of research institutes are expected to have a home base in an academic School/Department where they may be expected to devote 25% of their time to teaching depending upon the nature of the program or department.

128.3. The University shall endeavor to build its own capacity to publish teaching materials, books, text books and references and solicit research funding.

128.4. Research findings should be disseminated through publications research papers, books and periodicals, presentation of occasional
papers and participation and conduct of seminars, symposia and workshops, etc.

128.5. A full time academic/research staff as a policy matter is expected to conduct research and/or develop projects.

**Article 129: Procedures for Initiating and Conducting Research**

129.1. Any Research and Development proposal initiated by an Academic Staff for which internal or external funding is sought shall be submitted to the School/Department’s Research and Development Committee (RDC) for review, and then approval by the School/Department Council. Academic staff carrying out research without the need for financial support shall also have their research project endorsed by the respective School/Departments.

129.2. Research proposals approved by SC/DC shall be submitted to the College Research and Technology Transfer Coordinator (RTTC) for further evaluation based on the guidelines to be set by VPRTT.

129.3. The College RTTC shall submit the proposal along with its evaluations to the Office of the Vice President for Research and Technology Transfer for the final approval and funding.

129.4. The modalities of initiation, review, endorsement and approval of research proposals at the various levels as well as incentive mechanisms and modalities for termination shall be issued in the form of guidelines by the VPRTT of the University.

**Article 130: Administration of Research**

130.1. The overall administration of research in the University is vested upon the office of the VPRTT.
130.2. Researchers whose proposals have been approved and funded shall submit periodic reports to RDC, School/Department Heads and College RTCC in accordance with guidelines set by the VPRTT.

130.3. The financial administration of research funds shall be governed by the existing financial policy and procedure manual of the University, such other relevant guidelines as may be issued by the Vice President for Administration and Student Services or the agreements in the project documents.

Article 131: Research Priorities

The following are general guidelines for setting research priorities:

131.1. The initiation and approval of research priorities shall be the responsibility of each school/Department council. However; University-wide projects could be initiated and approved by the VPRTT.

131.2. In determining their research priorities, Schools/Departments shall take into account:

131.2.1. the magnitude of the problem (present/future); the needs and priorities of the region and country; priority areas outlined in the Research Strategy of the University, missions and objectives of the schools/Department, and the University at large;

131.2.2. research thematic areas of the University

131.2.3. its contribution to development of science and technology.

131.3. The decision of a School/Department on its priorities shall be accompanied by the minutes of the SC/DC.
131.4. Interdepartmental ad-hoc committees shall be set-up to deal with multidisciplinary subjects.

131.5. Research priorities shall be revised every 3-5 years at all levels.

**Article 132: Proprietary 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. Guidelines with respect to the share of the benefit to innovators shall be developed by the VPRTT.

**Article 133: Policy Premises on Consultancy Services**

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

**Article 134: General Provisions on Consultancy Services**

134.1. For the purpose of this Legislation, consultancy service is defined as any form of professional or technical service rendered through an appropriate University channel or through individual staff links for remuneration or otherwise by a staff member of the University to any organization or individual.

134.2. 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.
Article 135: Responsibility Centers for Consultancy Services

135.1. The University organs responsible for conducting and handling consultancy services are the office of the VPRTT and the concerned schools/Departments.

135.2. The responsibilities of the VPRTT shall be to:

135.2.1. coordinate all consultancy activities of the University;

135.2.2. register consultancy activities upon the approval of the SC/DC;

135.2.3. make periodic follow-up and monitoring of consultancy activities;

135.2.4. play an active role in developing markets for consultancy services in collaboration with relevant units and individuals of the University;

135.2.5. develop and, when approved, communicate consultancy policies;

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

135.3. The responsibilities of School/Departments shall be to:

135.3.1. oversee and coordinate consultancy activities of individuals within Schools/Departments;

135.3.2. register and approve consultancy services;

135.3.3. prepare consultancy proposals and technical documents;

135.3.4. negotiate terms of consultancy contracts;
135.3.5. verify terms of consultancy service contracts, sign contracts when necessary, and deposit copies of the document to the office of the VP-RTT;

135.3.6. make periodic follow ups on consultancy works and submit reports to the offices of the Head/Dean of the College and VP-RTT;

135.3.7. execute consultancy services;

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

135.3.9. make purchase of goods required for consultancy services in accordance with the contract agreement and the relevant rules and regulations of the University;

135.3.10. play an active role in developing markets for consultancy services;

135.3.11. make other decisions related to consultancy services.

**Article 136: Determination of Cost for Consultancy Services**

136.1. Consultancy contract preparations shall involve the determination of proper and accurate cost of the consultancy service to be rendered. Due regard being given to the special expertise required in the determination of consultancy costs, each School/Department shall take full responsibility in the determination of the component parts that should be considered.

136.2. All cost components shall be considered in the determination of consultancy fees.
136.3. The Academic Staff member (or a group of academic staff members) engaged in the consultancy service is entitled to 85% of the total consultancy income less the expenses incurred in carrying out the consultancy activities (like transport costs, perishable items, etc.). The remaining 15% will go to the University and shall be shared among, the school/department, colleges and University in the proportion 40%, 30% and 30%, respectively.

136.4. Where individuals engaged in a consultancy services belong to different schools/Departments, the share of the fee shall be based on the ratio of the number of consultants involved and/or benefits accrued to the individuals.

136.5. Any University employee who is found involved in any form of consultancy service using university time and facilities (any type of paid service for that matter) without the approval of the concerned offices (Academic Units and VPRTT) shall be considered to have made serious breach of the University regulation and will be subject to disciplinary measures.

Article 137: Sub-contracting Consultancy Service Agreements

Where the school/department cannot execute all the components of the consultancy service agreements, it may involve individuals or organizations outside the University in consultation with the office of the VP-RTT. In such cases the terms and conditions of involvement should be specified in the Contract Agreement.

Article 138: Publication and Intellectual Property Rights

138.1. The respective rights on the direct and indirect intellectual products obtained as a result of the consultancy service rendered shall be set out in the framework of the contract.
138.2. 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 School/Department shall appear with the proper acknowledgement to the proprietor. All intellectual property rights shall belong to the proprietor unless specified otherwise in agreement between the two contracting parties in accordance with the country’s laws on intellectual property rights.
TITLE TWELVE: STUDENT AFFAIRS

Article 139: Policy Premises on Student Affairs

139.1. Achievement of University goals depend partly on commitment and sense of belongingness of its students as members of the University community.

139.2. The University is committed to foster a positive environment for learning and ensuring the safety, rights and dignity of every member of community. To this effect the University encourages every student to assume individual responsibility of respecting rights and dignity of others, and helping to promote the free and open exchange of ideas in the atmosphere of mutual respect.

139.3. Students of the University are free, in so far as the regulations of the University and 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.

139.4. The responsibility and accountability of students’ publications shall be in accordance with the rules and regulations of the University and the general press.

139.5. Every student has the right to petition or disseminate information on campus as per the code of conducts on the freedom of speech. However, those who circulate petitions must identify themselves to appropriate administrative body before circulating such petitions. Students have rights to picket peacefully in the University.
139.6. Any type of discrimination on the basis of race, sex, religion, national origin, disability, and marital or 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 only.

139.7. 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 for their respect for others’ academic endeavors. Academic dishonesty includes, but 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. Such dishonest acts are punishable based on student discipline code issued by the Senate. However, 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 while being brought to disciplinary measures.

Article 140: Duties and Responsibilities of Students

140.1. 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.

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

140.2.1. Attend classes, examination sessions, and other forms of instruction or evaluation procedures in line with the policies and guidelines set forth by the University.
140.2.2. Accept homework, project assignments, practical attachments, laboratory or field tasks and other forms of engagement intended by an instructor or School/Department to create learning opportunities for the student.

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

140.2.4. Cooperate with the Academic Unit and its staff in running academic functions to meet its objectives.

140.2.5. Seek information, assistance, and necessary guidance according to arrangements of consultation and student advising.

140.2.6. Demonstrate honesty and integrity in behavior and performances.

140.2.7. Demonstrate self-discipline, respect to others’ ideas, tolerance of differences, and nondiscrimination.

140.2.8. Take good care of University properties under possession.

140.2.9. Report to the concerned bodies any willful violation of rules and regulations by any member of University community.

140.2.10. Respect elders, advisors academic staff and other members of University community.

140.2.11. Demonstrate belongingness to the University.

140.2.12. Abide by the rules and regulations of the University.
Article 141: The Office of the Student Services

141.1. Appointment and term of office of the head of the student services

141.1.1. The Head shall be appointed, from among the academic staff, by the Vice President for Administration and Student Services.

141.1.2. The term of office of the Head of Student Services shall be four years.

141.1.3. However, the incumbent Head of the Student Service Office can be reappointed subject to periodic performance evaluation which may result in termination of office.

141.2. Duties and responsibilities of the Head of Student Services Office

The head of the student services office shall:

141.2.1. provide for different services to students, including supervision of all activities relating to housing, cafeteria, health care, counseling, guidance and orientation for new intakes;

141.2.2. administer social and cultural activities for the benefits and personal development of students;

141.2.3. manage sports and other recreational activities in cooperation with the appropriate offices;

141.2.4. oversee all University-wide programs that obtain and provide financial aid, stipends, employment for students;

141.2.5. oversee all personnel matters relating to this particular office, including facilitation of employment of staff;
141.2.6. direct the preparation of student handbooks in cooperation with the University Registrar;

141.2.7. initiate and handle disciplinary proceedings in consultation with relevant offices;

141.2.8. implement decided disciplinary sanctions in consultation with the concerned offices;

141.2.9. oversee student organizations such as unions, councils, and clubs;

141.2.10. facilitate 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;

141.2.11. supervise special activities directed to assist disadvantaged students

141.2.12. administer the office for foreign students as applicable;

141.2.13. promote creativity of students in various fields.

141.3. **Student Affairs Committee (SAC)**

Student Affairs Committee shall have members and duties and responsibilities as indicated in Article 21.

141.4. **Student Discipline Committee (SDC)**

141.4.1. Students ought to know their rights, duties and responsibilities strictly; any disciplinary breach is subject for a disciplinary
measure. Student Discipline Committee, which shall be established by the Vice President for Administration and student services of the University, shall investigate disciplinary breaches.

141.4.2. In each campus there shall be one Student Discipline Committee headed by the Student Service Head of the respective campus. However, there shall be two Student Discipline Committees at the main campus as number of students is very large. Yet if the disciplinary cases are University-wide and pervasive, the Vice President for Administration and student services shall setup an ad hoc committee to investigate the cases.

141.4.3. Student Discipline Committee shall have the following members:

141.4.3.1. Head of the Office of Student Services Chairperson

141.4.3.2. Campus academic Staff Representative Member

141.4.3.3. Representative of Gender Office Member

141.4.3.4. Representative of University Police Member

141.4.3.5. Student representative Member

**Article 142: Codes of Conduct**

142.1. Violation of the University Student Codes of Conduct may result in disciplinary sanctions. Student discipline committee of the respective campus shall initially look into cases of violation of codes of conduct.

142.2. The purpose of codes of conduct is to prevent abuse of the rights of others and to maintain the public order appropriate to a college campus
without which there can be no intellectual freedom, and they shall be interpreted to that end.

142.3. While the Senate shall issue a separate and detailed guidelines on student discipline, the general University codes of conduct shall include, but not limited to, the following:

142.3.1. Willfully cause physical injury to any other person, or threaten to do so for any purpose.

142.3.2. Physically, verbally, graphically, or electronically harass any person on campus or outside (this includes: intentional insults, stalks, assaults, strikes, threats, intimidations based on one’s ethnic, religious, political, social etc. backgrounds).

142.3.3. Willfully damage or destroy property of the institution or remove or use such property without authorization.

142.3.4. Enter into prohibited areas, facility or private office of staff member without expressed or implied permission.

142.3.5. Refuse to leave any such building, facility or private office after being required to do so by any authorized person.

142.3.6. Temper with the fire safety equipment, electricity, water pool, etc. that may cause danger

142.3.7. Obstruct the free movement of persons or vehicles in any place

142.3.8. Deliberately disrupt or incite others to disrupt the peaceful conduct of teaching, research administration, disciplinary proceeding or other University functions.
142.3.9. Possession of any riffle, shotguns, pistols, ammunitions, or other firearm or weapon upon any premises.

142.3.10. Possession of any illegal drugs and controlled substances in any premises. Illegal drugs and controlled substances include, but are not limited to, alcohol, beverage, khat, heroin, cocaine, etc.

142.3.11. Take or steal any property.

142.3.12. Harbor stolen property.

142.3.13. In any manner deface walls or any structure of the institution

142.3.14. Carelessly litter walkways, residence and classroom areas

142.3.15. Picket and demonstrate on campus without order or in a way that jeopardize public order and peace

142.3.16. Dress oneself in culturally and morally indecent manner or against standards of professional ethics

142.3.17. Misuse or abuse laboratory equipment, library, sport field, classroom and computing resources without due attention to safety and property regulations

142.3.18. Failing to present identification upon request by a concerned University staff and or refusal to comply with proper and lawful request of a University official

142.3.19. Failing to appear for a disciplinary proceeding to respond to allegations or witness
142.3.20. Violate any published laws of the state, region, and municipality or kebele ordinance and published University rules or guidelines or any disciplinary sanctions.

142.3.21. Attempt, aid, conspire, hire or be an accessory to any prohibited act by these codes of conduct

142.3.22. Furnish any false information and or withhold any true information before a hearing or at the time of admission, examination or withdrawal

142.3.23. Retaliate or intimidate by stalking or threaten or harass complainant or other person alleging a misconduct

142.3.24. Attempt or make sexual assault or contact, including but not limited to, inappropriate touching or fondling, against the person’s will.

142.4. 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.

142.5. 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.

142.6. The provision of these codes of conduct shall apply in line with relevant Law, Statues, Ordinances, Regulations, Proclamations, Directives and Rules of country.

**Article 143: Sexual Harassment and Abuse**

Hawassa 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.

143.1. **Sexual Harassment Dimensions**

Sexual harassment is deemed to include, but is not restricted to:

143.1.1. Unwanted sexual attention by a person who knows or ought to reasonably know that such an attention is unwanted.

143.1.2. Expressed or implied promise of reward for complying with a sexual oriented request

143.1.3. Actual reprisal or an expressed or implied threat of reprisal for refusal to comply with a sexually oriented request

143.1.4. Actual denial of opportunity or an expressed or implied threat of denial of opportunity for refusal to comply with such a sexually oriented request

143.1.5. Sexually oriented behavior or gender-based abusive and unwelcome conduct or comment, which has the purpose or effect of creating an intimidating, hostile or offensive environment.

143.2. **Violations of the codes of sexual Conduct**

Violations of the codes of sexual conduct shall result in sanctions indicated below under Article 144 Sub article 3
Article 144: Handling Cases of Violations of the Codes of Conduct

144.1. Grievance Process

The codes of conduct serve as conduct standards at the University to give the students general notice of the prohibited acts. The University shall secure equitable and transparent treatment of every party of a dispute relating to students. To this end, the University oversees the grievance process through conduct offices paying heed not only to procedural integrity, but also to considerations of substantive fairness.

144.2. Hearing Procedures

The aim of the student conduct proceeding is to determine whether the standard of conduct are violated, and not to determine criminal guilt.

144.2.1. 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 in writing to the Office of the Student Services.

144.2.2. 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.

144.2.3. In the event of the complaint being made to the concerned body, within not more than three working days, the responsible authorities to whom the complaint is made shall communicate to the student discipline committee of pertinent campus for hearing.
144.2.4. The student discipline committee of the pertinent campus shall pursue student conduct proceedings to judge cases of violations of these codes of conduct.

144.2.5. 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.

144.2.6. The University will pursue working guidelines for the student discipline committee.

144.3. Range of Sanctions

The Student Discipline Committee shall have power to recommend the following one or more range of sanctions:

144.3.1. written Warning

144.3.2. restitution

144.3.3. disciplinary probations with or without loss of designated privileges for specified time

144.3.4. suspension from the University for a definite period of time subject to the review office Vice President’s for Administration and Student Services

144.3.5. expulsion from the University subject to the President’s review.

144.3.6. other sanctions may be approved by the University disciplinary bodies.

144.4. Rights of Students in Conduct Proceedings
144.4.1. The following rights apply to a student conduct proceeding that might result 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.

144.4.1.1. Right to be informed verbally or in writing of all charges at least three class days before any hearing may proceed.

144.4.1.2. Right to reasonable access to the case file which is with the campus student discipline committee.

144.4.1.3. Right to question witnesses

144.4.1.4. Right to review all evidences for alleged violation of codes of conduct

144.4.1.5. Right to present witness

144.4.1.6. Right to access a written statement and or an audio record of the outcome of the proceeding.

144.4.1.7. Both the accuser and the accused have the right to appeal to the next higher body in the event of either is not satisfied with the decision of the student discipline committee.

144.4.2. The accused shall remain not responsible until it is proven that the violation of the code occurred

144.4.3. The burden of proof rests with those bringing the charges. The said burden of proof shall be by preponderance of the evidence considered credible by the hearing.
Article 145: Student Organizations

145.1. 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 processes is an essential part of education.

145.2. 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.

145.2.1. to promote communications among students and between students and other members of the University community;

145.2.2. 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;

145.2.3. to promote study, discussion and expression of views (on an academic level) concerning intellectual, social and other problems; to supplement the academic curriculum by promoting activities such as lecturers, forums, debates, seminars, field trips, theatre, film and art exhibitions; and

145.2.4. to promote other intellectual, social, economic and recreational activities among members of the University community and the society.
145.3. **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.

145.4. **Limits of the University Responsibility**

The 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 this 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 wishes to pursue legitimate educational and extracurricular interest off-campus.

145.5. **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 outside the scope of educational and extracurricular activities. Students wishing to form organizations have the choice of taking advantage of this privilege or not, as they choose.
145.6. **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:

145.6.1. to govern itself in accordance with its constitution;

145.6.2. to arrange gatherings outside of normal class hours by pre arrangement with University authorities, for such purposes, including fund-raising to support legitimate programs of the organization;

145.6.3. to give an appropriate leadership to student’s participation in community development endeavor,

145.6.4. to present considered views or grievances to relevant authorities by peaceful means; and

145.6.5. to express and discuss national and international issues and concerns in rational ways consistent with the intellectual standards of the University.

145.7. **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 residences, there shall be a student council which is responsible to represent the interest of the University student of that campus.
145.8. **Chartered Restrictions**

Any organization must comply with the provision of this Title in order to obtain and retain a University charter by

145.8.1. ensuring protection of the rights of the members of the organization vis-à-vis the officers thereof;

145.8.2. complying with University regulations including the Codes of Conduct; and

145.8.3. Ensuring that University facilitates and financial resources, when rendered, shall be used in accordance with the purpose for which they are intended.

145.9. **Prerequisites and Procedures for Obtaining Charter**

145.9.1. **Procedure**

Applications for obtaining a University charter must be submitted to the Office of Student Service. The Office of Student Service, 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 Student Service and the Student Affairs Committee.

145.9.2. **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:
145.9.2.1. 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.

145.9.2.2. Identification of the students who are entitled to memberships in the organization and who it purports to represent.

145.9.2.3. 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.

145.9.2.4. 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 Hawassa University.

145.9.2.5. Probationary status does not 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.

145.9.2.6. 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.

145.9.2.7. 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 provision 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.

145.9.2.8. 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.

145.9.2.9. Provisions for a means for the conduct of meetings, and

145.9.2.10. Procedures for the recall of officers.

145.9.3. **Grounds for Denial of Charter**

The sole grounds for denial of a charter are as follows:

145.9.3.1. Except with respect to student government, if a charter has been granted to one organization representing a given group of students for certain purposes, no other organizations will be chartered to represent the same group for the same purposes.
145.9.3.2. Organizations with restricted membership may be chartered only as follows:

145.9.3.2.1. Restrictions with respect to gender may be permitted under certain circumstances.

145.9.3.2.2. Discipline based associations or clubs are expressly permitted. Such an association is one whose members have a common academic field of study or interest and a common interest in the problems of that field, both theoretical and practical.

145.9.3.2.3. No charter may be granted to an organization to carry out activities out of the principles stated above.

145.9.3.2.4. No proposed organization will be chartered until it has complied with the general constitution requirements set out above.

145.9.3.2.5. No organization to be chartered by Hawassa University may include in its membership any person who is not a student of the University.

145.9.3.2.6. Senate Student Affairs Committee shall take up the question of the organizational rights Continuing Education Program and Part time students.

145.9.3.3. Amendment of Constitution of Chartered Organizations
145.9.3.1. 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.

145.9.3.2. Revocation or 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.

i. The organization has clearly violated its constitution to the detriment of the University or its members.

ii. The organization has ceased to exist, either pursuant to a constitutional provisions or otherwise.

iii. The organization has sponsored or encouraged activities violating the University Codes of Conduct.

145.9.3.4. 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.

145.10. **Use of University Facilities**

145.10.1. No student organization or group shall use University facilities for meetings or other purposes without first requesting, in writing, and obtaining permission from the Head of the Office of Student Services and if so required, agreeing to pay for any damage that may be caused to the facilities.

145.10.2. The Head of the Office of Student Services shall grant permission for such use, unless the facilities requested have been previously reserved for someone else for the same time, in consultation with Student Affairs Committee as the case may be, concludes that there is a reasonable ground to believe that damage to the University facility is likely to occur if permission is granted for their use.

145.11. **Disciplinary Provisions**

145.11.1. 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.
145.11.2. Continued disruptive activity by 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.

145.12. Policy Premises on Student Publications

145.12.1. 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.

145.12.2. 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 can in no way take any responsibility for any publications or printed matter not issued in compliance with this legislation.

145.12.3. Advisors

The Senate strongly recommends that the student groups wishing to publish or issue writings have, either officially or unofficially, advisors (from among the University staff) 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 censure that any matter published would clearly convey the author’s meaning.

145.13. **Publication Under the Auspices of the University**

145.13.1. 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.

145.13.2. 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 Student Affairs Committee.

145.13.3. Functions 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 publication.

145.13.4. Disciplinary Provisions: 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 a manner.

145.13.5. Public Circulation: Student publication may, if they satisfy the legislation, be sold and circulated off campus as a public educational service.
TITLE THIRTEEN: GENDER AFFAIRS

Article 146: Gender Office

A gender office directly accountable to the office of the President is hereby established with the following duties and responsibilities:

146.1. identify challenges faced by female students and staff of the University and provide/suggest solutions;

146.2. mainstream gender in the teaching learning process, training and research activities of the University;

146.3. raise the awareness of students and other members of the University about existing gender issues within the University in collaboration with other relevant bodies;

146.4. follow up and coordinate supports provided to female students by the University and other stakeholders;

146.5. work on different gender-related issues raised by students and staff and report to relevant offices, take appropriate actions and follow up progress;

146.6. motivate female students by providing awards to outstanding female students

146.7. provide counseling service to female students

146.8. facilitate activities planned to support female students such as tutorials, trainings on assertiveness, study skills, etc.
146.9. create networking with other similar offices in higher education institutes;
TITLE FOURTEEN: HIV/AIDS PREVENTION

Article 147: HIV/AIDS Prevention Office

The University shall have an HIV/AIDS prevention office having the following powers and responsibilities:

147.1. raise the awareness of the University community and the society at large on the HIV/AIDS Pandemic

147.2. coordinate HIV/AIDS prevention efforts of the University

147.3. organize and deliver short trainings, seminars, workshops etc.

147.4. promote a healthy sexual behavior

147.5. care and support victims of HIV/AIDS disease

147.6. fight against stigma and discrimination of people affected by HIV/AIDS

147.7. carry out research on various aspects of HIV/AIDS prevention
TITLE FIFTEEN: MISCELLANEOUS PROVISIONS

Article 148: 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 149: Repeal

149.1. The Hawassa University Senate Legislation, 2011, and all amendments thereto are hereby repealed and replaced by this Legislation; provided however, that regulations and directives issued pursuant to it shall, in so far as they are consistent with the provisions of this Legislation, remain in force until replaced by regulations and directives to be issued in accordance with this Legislation.

149.2. No academic polices, regulations, directives or practices shall, in so far as they are inconsistent with the provisions of this Senate Legislation, have effect with respect to matters provided for by the Legislation.

Article 150: 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 151: Power to Issue Directives and Guidelines

151.1. 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.

151.2. The President or the Senate of the University may issue guidelines for the proper implementation of the provisions of this Legislation.

Article 152: Obligation to Comply

152.1. All members of the University Community shall have the obligation to comply with the provisions of this Legislation.

152.2. All units of the University shall have the obligation to implement this Legislation.

Article 153: Effective Date

This Legislation shall enter into force as of this _______ day of _______ 2015.

___________________________

Yosef Mamo (Professor)
President of the Hawassa University
Chairperson of the University Senate