

# MIZAN-TEPI UNIVERSITY



## SENATE LEGISLATION

**Light of the Green Valley!**

**2017**

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## **List of abbreviations**

AAVP: Academic Affairs Vice President  
AC: Academic Commission  
APC: Admissions and Placement Committee  
ASCRQAC: The Academic Standards, Curriculum Review and Quality Assurance Committee  
ASDC: Academic Staff Disciplinary Committee  
ASRAPC: Academic Staff Recruitment, Appointment and Promotion Committee  
BDVP: Business & Development Vice President  
CANG: Cumulative Average Number Grade  
CDC: Continuing Distance Education Committee  
CDE: Continuing & Distance Education  
CED: Chief Executive Director  
CGPA : Cumulative Grade Point Average  
DC: Department Council  
DGC: Department Graduate Committee  
ECTS: European Credit Transfer System  
EHEE : Ethiopian Higher Education Entrance Examination  
GP : Graduate Program  
GSC: Graduate Studies Committee  
HAP: Harmonized academic policy  
HEI: Higher Education Institution  
HEP: Higher Education Proclamation  
HERQA: Higher Education Relevance and Quality Agency  
ICT : Information Communications Technology  
ICTEC: Information Communication and Technology Enhancing Committee  
LAC: Library Advisory Committee  
LEH: Lecture Equivalent Hours  
MoE: Ministry of Education  
MoH: Ministry of Health.  
MTU: Mizan-Tepi University  
NGOs : Non-Governmental Organizations

RCDSC: The Research and Community Service Committee

SAC: Student Affairs Committee

SANG: Semester Average Number Grade

ASDSC: The Staff Development and Scholarship Committee

SGPA :Semester Grade Point Average

TAs: Technical Assistants

VPASS: Vice President for Administration and Students Service

VPRCS : Vice President for Research and Community Service

## **PREAMBLE**

**WHEREAS**, it has become necessary to lay down a legal system to enable Mizan-Tepi University to effectively discharge its mission vested in it by the higher education proclamation no.650/2009;

**WHEREAS**, it is become necessary to effectively implement the directions put in regulations 224/2011 and 210/2011 of Ethiopian Federal Democratic Republic Councils of Ministers;

**WHEREAS**, it is deemed necessary to adopt and include provisions of nationally harmonized academic policy of February 2013.

**WHEREAS**, MTU has undergone expansion, development and organizational restructure that necessitates revision of the existing Senate Legislation;

**WHEREAS**, it has become necessary to set up Senate Legislation which is accommodative of the contemporary working environment and thereby ensuring the smooth functioning of the university;

**WHEREAS**, it is deemed necessary to develop an academic regulations at university level having common, if not the same; enhance the quality of education; maintain uniformity in academic and technical support human resource management; produce graduates with more or less similar standards; and create equal chance and similar opportunities for the graduates to pursue further studies;

**WHEREAS**, it is deemed necessary to create a transparent and appropriate legal frame work by which the university is able to focus on critical issues of relevance and quality of education with a view to contribute fundamental values to the country's social, economic and democratic development endeavors;

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

**WHEREAS**, it has become necessary to make the university be sanctuaries for the search for the 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**, MTU envisions being one of the leading Universities in East Africa on the areas of natural resources and cultural values by 2025.

**WHEREAS**, the mission of MTU is geared towards contributing substantially to the development of the nation by preserving and utilizing natural resources and cultural values through the provision of relevant and quality education, active participation in research, and community services.

**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 tailor its support services in such a way that it stands subservient to its core activities leading toward the fulfillment of the university's vision as well as the attainment of its mission and values;

**WHEREAS**, it has become necessary to make the existing legislation compatible with the national laws of Ethiopia and the prevailing reality of Mizan-Tepi University ;

**NOW, THEREFORE**, this senate legislation is issued by Mizan-Tepi University senate in accordance with Article 8(5) of the higher education proclamation 650/2009.

**PART ONE:**  
**CHAPTER ONE**  
**GENERAL PROVISIONS**

**Article 1: Short Title**

1.1 This Senate Legislation may be cited as “Senate Legislation of Mizan-Tepi University 2017.”

**Article 2: Definitions, Gender Reference and Interpretation**

**2.1 Definition**

In this Senate Legislation, unless the context requires otherwise:

**2.1.1 Academic Calendar** shall mean an academic schedule of the University as approved by the Senate which consists of all the activities of the university related with the teaching learning, Research and Community Service Supports.

**2.1.2 Academic Commission** shall mean the academic commission of each College/School/Institute established under article 27 of this Legislation.

**2.1.3 Academic Community** shall mean all those persons studying, teaching and doing Research and Community Service or visiting members of the university;

**2.1.4 Academic Staff** shall mean members of the University employed in the capacity of teaching and/or research, and any other professional of the institution who shall be recognized so by senate statutes;

**2.1.5 Academic Unit** shall mean College, School, or Institute of the University which may coordinate academic program(s) sharing similar resources and resolve inter program issues.

**2.1.6 Administrative Board** shall mean the University Board established in accordance with Articles 43 and 48 of the HEP 650/2009.

**2.1.7 Administrative Support staff** shall mean personnel of the University employed to provide administrative , business management, accounting, catering, maintenance, safety, security and such other services recruited as contract or permanent base;

**2.1.8 Campus** shall mean a separate compound of the university which includes the main campus (Mizan), Tepi Campus, MTU Teaching Hospital or any other campus (es) the university will establish in accordance with laws and decisions of concerned government bodies.

**2.1.9 Center** shall mean a unit that is directly attached to the University for defined purpose like for research, cultural ,indigenous studies, etc

**2.1.10 Chief Executive Director** shall mean a campus director in the vice president status.

**2.1.11 College** shall mean an academic unit of the university which coordinates departments, centers, and programs that share resources commonly.

**2.1.12 Continuing Education** shall mean delivery of academic programs through evening/weekend and summer modalities.

**2.1.13 Constitution** shall mean constitution of Federal Democratic Republic of Ethiopia of 1987 E.C

**2.1.14 Credit Hour(s)** shall mean credit values to an individual course on the basis of time allocated to lecture, tutorial, laboratory works or practices in the conventional system.

**2.1.15 Credit point(s)** shall mean values credited to an individual course on the basis of hours allocated to lecture, tutorial, lab/practice, or home study in the European Credit Accumulation and Transfer System (ECTS).

**2.1.16 Cumulative Average Letter Grade** shall mean a Letter Grade corresponding to Cumulative Average Number Grade.

**2.1.17 Cumulative Average Number Grade** shall mean the ratio of sum of products of Grade Point (GP) and CP of all courses that have been taken in all previous semesters and in that particular semester.

**2.1.18 Dean** shall mean an executive manager of a college or school.

**2.1.19 Department** shall mean a unit within a College/School/Institute that enrolls students, offers courses, awards degree, conducts research and provides community service.

**2.1.20 Department Council** shall mean the decision making body of a department established under article 36 of this senate Legislation;

**2.1.21 Department Head** shall mean an executive manager of a department/coordination.

**2.1.22 Director** shall mean the executive manager of an office at University level.

**2.1.23 Distance Education** shall mean delivery of academic programs through distance/virtual modality.

**2.1.24 European Credit Accumulation and Transfer System (ECTS)** means the European course credit and grading scale adopted at the University since 2011 and at national level since 2012.

**2.1.25 Fiscal Year** shall mean the Ethiopian fiscal year [Hamle 1– Sene 30].

**2.1.26 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.

**2.1.27 Full work load** is the number of hours that an Academic Staff is required to work for the institution.

**2.1.28 Load** shall mean the total credit hours of teaching and related assignment an academic staff carries which takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, student advising, administrative duties and other items that the senate considers as a load.

**2.1.29 Managing Council** shall mean a managing body of the university as established as per Article 56 of the HEP No. 650/2009

**2.1.30 Module** shall mean a set of courses with in a program.

**2.1.31 President** shall mean the chief executive officer of the University appointed in accordance with Articles 52 and 53 of the Proclamation.

**2.1.32 Proclamation** shall mean the Higher Education Proclamation No. 650/2009.

**2.1.33 Registrar** shall mean an executive manager responsible for operations pertaining to student admission, placement, registration and academic records of the University.

**2.1.34 Senate** shall mean the Senate of the University established under the provision of Article 49 of the HEP and Article 6 of the Federal Council of Ministers Regulation No 210/2011.

**2.1.35 Student Discipline Committee** shall mean an internal hearing committee that makes judgment on violations of the Student Code of Conduct.

**2.1.36 Student** shall mean any person admitted and registered at the University in the regular, CEP or any other programs.

**2.1.37 Technical support staff** shall mean non-administrative personnel employed to support the teaching–learning and research processes, non-academic health professionals employed in teaching hospital .

**2.1.38 University Community** shall mean all students and staff of the University.

**2.1.39 University Council”** means the council of the University constituted under Article 57 of the HEP.

**2.1.40 University** shall mean Mizan-Tepi University established as per Federal Council of Ministers Regulation No. 224/2011.

**2.1.41 Vice Presidents** shall mean the executive officers of the University appointed in

accordance with Articles 44 of the HEP and Art. 6.4 of the MOE directive on selection and Appointment of leaders and managers in higher education institutions in Ethiopia 002/2017.

## **2.2 Gender Reference:**

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

## **2.3 Interpretation of this Legislation**

**2.3.1** The Legislation shall be interpreted in good faith in accordance with the ordinary meaning to be given to the terms in their context and in the light of its objective and purpose.

**2.3.2** Interpretation of provisions of this Legislation shall be compatible with the provisions of the Higher Education Proclamation No. 650/2009 and the objective and purpose of this Legislation.

**2.3.3** The determination of the object and purpose of this Legislation shall be made taking the following into account:

- a) The preamble;
- b) Supplementary means of interpretation, including the preparatory work of the legislation and the deliberations of the Senate on the final draft of this Legislation.
- c) The Senate shall have a final say concerning the interpretation of disputed provisions of the Legislation.

## **Article 3: Governance**

The University shall be governed by the University board and has a president as stipulated under the Higher Education Proclamation No. 650/2009.

## **Article 4: Issuing Authority**

This Senate Legislation is issued by the senate of Mizan-Tepi University pursuant to the powers vested in it by Article 49 the proclamation.

## **Article 5: Scope of Application**

5.1 Unless otherwise provided in this senate legislation and other laws of the country, all provisions of this legislation shall be applied to all University community.

**PART TWO**  
**CHAPTER TWO**  
**GOVERNING BODIES OF THE UNIVERSITY**

**Article 6 .Composition**

**6.1** Governing and advisory bodies of Mizan-Tepi University comprise the following components as provided under the Proclamation:

- 6.1.1** Board
- 6.1.2** President
- 6.1.3** Senate
- 6.1.4** Managing council
- 6.1.5** University council
- 6.1.6** Teaching Hospital Board

**6.2** In addition to the above governing bodies, the University comprises the following bodies

- 6.2.1** College/School/Institute Academic Council
- 6.2.2** Department Council
- 6.2.3** Standing, advisory and/or specialized committees or councils that may be established by the Board, President, Senate, Managing Council or University council.

**Article 7. The University Administrative Board**

**7.1** The Board is the supreme governing body of MTU

**7.2** The powers and responsibilities of the Board shall be as per the HEP Art. 44 and has to act and follow as per the provisions of Art 45-48 and other related rules of HEP.

**Article 8 .The University President**

**8.1 Selection and Appointments**

Selection and Appointments of the President of the University shall be done as per Art. 6.3 of the MOE directive on selection and Appointment of leaders and managers in higher education institutions in Ethiopia 002/2017,

## **8.2 Powers and responsibilities of the President**

**8.2.1** The President shall be the chief executive officer of the University and, without prejudice to the responsibilities of the Board, shall have the responsibilities, as stated in the Article 53 of the proclamation to:

- a)** direct and administer the public institution with the aim of ensuring the achievement of its mission;
- b)** ensure that policies, directives and procedures of the institution are designed in conformity with the proclamation, pertinent laws and government policies;
- c)** develop and implement institutional standard measures and ensure that the academic and administrative operations of the institution are on the basis of the standards;
- d)** ensure that all fundamental operations and substantive transactions of the institution 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;
- e)** prepare institutional plans, budget, and ensure their implementation upon approval;
- f)** ensure that organs of the institution and its community uphold the objectives of higher education and guiding values of the institution;
- g)** ensure that the provisions of the proclamation and of other laws applicable to the institution are respected;
- h)** ensure that the institution, in accordance with its enrollment capacity, prepares graduates with competence and professional mix consistent with the needs of the country;
- i)** create and continuously build a conducive institutional environment stimulating learning and research;
- j)** ensure that the institution's research and consultancy activities focus on national priorities;
- k)** ensure that the institution in the pursuit of its mission is perpetually connected internationally as well as with national and local institutions, relevant agencies , business sectors ,industries and associations;
- l)** ensure that the institution always keeps abreast of national and international developments and positions itself to respond effectively to the country's needs in education, training, research, consultancy and community services;

- m)** ensure that the institution has a capable system of internal leadership and management; and being head of disciplinary and grievance office ;
- n)** design and implement, upon ultimate approval by the Board, nomination and appointment systems of officers, academic heads and senate members;
- o)** determine and implement, upon approval by the Senate and the Board, academic unit-and-department level governing bodies and structures guided by the principles of relevance and quality of education and research, autonomy, efficacy and efficiency of service delivery;
- p)** appoint and relieve position holders and ensure that employment and official positions are achieved through competition and that removal from office is based on performance evaluation, disciplinary matters;
- q)** ensure that the institution maintains a healthy balance of income and expenditure and proper books of accounts of all incomes and expenditures;
- r)** ensure that the University's Board and Senate sessions and other leadership bodies of the University such as the Managing Council and the University Council are well-prepared for and held regularly;
- s)** 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;
- t)** inform periodically the Board, government and the public about the state of the institution;
- u)** build and maintain a reliable safety and security system that protects life and property in the premises of the institution;
- v)** represent the institution in all its dealings with third parties;
- w)** open and operate bank accounts in the name of the institution;
- x)** delegate, as may be necessary, his powers and responsibilities to the vice presidents ,chief executive directors and appropriate heads of academic units;
- y)** discharge such other responsibilities as may be given to him by the proclamation, establishing law of the institution and by the Board,

**8.2.2** The president shall devote full time to the requirements of his office; and shall be remunerated appropriately for his services in the form of basic salary and other benefits,

**8.2.3** In the case of absence from duty, the academic affairs vice president shall act on his behalf or the president shall delegate any of the other vice president.

**8.2.4** In the case of simultaneous absence the president shall delegate any of the other vice presidents or the chief executive directors.

### **8.3 Terms of Office of the President**

**8.3.1** As per Art. 6.3(4) of the MOE directive on selection and Appointment of leaders and managers in higher education institutions in Ethiopia 002/2017, terms of office of the president shall be six years with possibility of renewal for one more term; only if the performance has been rated very good or excellent the first term as evaluated by the Board and the Ministry.

**8.3.2** Termination of the University president shall be accomplished as per Art. 55(1-4) of the HEP and Art. 6.6( 1-2) of the MOE directive on selection and Appointment of leaders and managers in higher education institutions in Ethiopia 002/2017,

### **8.4 The University Vice-Presidents**

#### **8.4.1 General Provisions**

**a)** Without prejudice to Article 54 (2), of the HEP,MTU shall have:

**i.** Vice President for Academic Affairs,

**ii.** Vice President for Administration and Student Services,

**iii.** Vice President for Research & Community Services;

**iv.** Vice President for Business and Development

**v.** Campus Chief Executive Directors in the vice president status

**b)** The university may have other vice presidents as the President nominates and the board determines when there is structure change due to expansion or modification.

**c)** Vice presidents shall devote most of the time to the requirements of their offices and shall be remunerated appropriately for their services in the form of basic salary and other benefits.

- d) The vice presidents of the University shall be selected and appointed as per Art. 6.4 of the MOE directive on selection and Appointment of leaders and managers in higher education institutions in Ethiopia 002/2017.
- e) The term of office and termination of the vice presidents shall be determined as per Art. 6.4(4) and 6.6(3) respectively of the MOE directive on selection and Appointment of leaders and managers in higher education institutions in Ethiopia 002/2017,
- f) Termination of the vice presidents shall be determined as per Art.55(1-4) of the proclamation and Art. 6.4(4) and 6.6(3) of the MOE directive on selection and Appointment of leaders and managers in higher education institutions in Ethiopia 002/2017;
- g) There are deans, directors and officers who are directly accountable to the president or a vice president as put in the organizational structure document of the University to be referred with set appointment, functions and responsibilities;
- h) There are coordinating academic leaders who are accountable to deans, directors and officers as put in the organizational structure document of the University to be referred.

#### **8.4.2 Duties & Responsibilities of Vice Presidents**

- a) The vice-presidents of the University, without prejudice to those responsibilities given to them by Article 54 of the HEP and Article 9 of the Federal Councils of Ministers Regulation No. 210/2011, shall have the responsibilities as put here under.

##### ***i. The Vice-President for Academic Affairs has duties and responsibilities to:***

- Formulate the overall strategic plan of the learning-teaching core processes of the University and cascade to offices under his supervision in consultation with the President.
- Develop and/revise the operational and budget plan of the learning-teaching in accordance with the strategic plan and follow up their execution
- Lead and supervise the learning-teaching activities of the University; and follow up the execution of decisions made and rules and procedures issued by the President and pertinent governing bodies of the University;
- Formulate and update University strategies, policies and guidelines related to the learning-teaching interchange in consultation with the academic directors and deans; and follow up their proper implementation;

- Oversees quality of the learning-teaching in the University;
  - Approves and follows up professional development courses and seminars, workshops, and similar other non-formal educational programs;
  - Lead and supervise the activities of the enrollment, academic records, and e-learning performance;
  - Initiate in-country and international linkages in his areas of responsibility, in consultation with the president, and monitor their implementation;
  - Prepares periodical performance reports of Learning-Teaching core processes related areas; submit reports to the president on budget allocation and utilization, and other activities of the academic, research and community service units and of other units accountable to him;
  - Coordinate the development of academic officers and staff performance evaluation system and guidelines; and establish a system of reward for exemplary performances;
  - Plan, direct, and monitor the execution of the University's continuing and distance education programs;
  - Exercise responsibilities the President may entrust to him;
  - Act on-behalf of the President in the event the latter is absent from his duty.
  - Perform activities, which appear essential and are given by the President.
- ii. The Vice-President for Research and Community Service have duties and responsibilities to:**
- Formulate the overall strategic plan of the research and community services core processes of the University and cascade to offices under his/her supervision in consultation with the President.
  - Develop and/revise the operational and budget plan of the learning-teaching, research and community services in accordance with the strategic plan and follow up their execution
  - Lead and supervise the research and community services activities of the University; and follow up the execution of decisions made and rules and procedures issued by the President and pertinent governing bodies of the University;
  - Formulate and update University strategies, policies and guidelines related to the research and technology interchange in consultation with the concerned directors and follow up their proper implementation;
  - Oversees quality of the Research and Community Service in the University;

- Approves and follows up professional development courses and seminars, workshops, and similar other non-formal educational programs;
- Initiate in-country and international linkages in his/her areas of responsibility, in consultation with the President, and monitor their implementation;
- Prepares periodical performance reports of research and community services core processes related areas; Submit reports to the President on budget allocation and utilization, and other activities of the research and community service units and of other units accountable to him;
- Coordinate the development of staff performance evaluation system and guidelines; and establish a system of reward for exemplary performances;
- Exercise responsibilities the President may entrust to him/her;
- Perform activities, which appear essential and are given by the President.

**iii. Vice President for Administration and Students' Services has duties and responsibilities to:**

- Plan, organize, lead and coordinate all activities of students' services, finance, procurement, property administration, human resource, transport, garage, sanitation and facility management of the University;
- Play a leadership role in administrative and student services areas in particular and in the collective decision bodies of the University in general;
- Initiate and implement an automated systems for all activities performed under the Office so as to ensure an effective and efficient service delivery in all areas of responsibility;
- Follow up and ensure the effective implementation of the redesigned processes which are studied under the Office's areas of responsibilities;
- Set up standard performance and evaluation system, which has a recognition of corrective schemes;
- Work towards cultivating good governance and diversity and tolerance in the day-to-day activities;
- Formulate and recommend working procedures based on approved policies of the University and enact upon approval by the authority concerned;
- Design and implement an appropriate resource utilization modalities;
- Promote and support multiculturalism, equity, tolerance, affirmative action for females and students with special needs;
- Give the necessary support to strengthening Student's Union;

- Prepare code of conducts for students and support staff and implement it upon approval;
- Prepare an exhaustive quarterly report on the Office's areas of responsibilities, evaluate the same with directors and submit the approved report to the President;
- Design mechanism to ensure sustainable peace and stability in the campuses of the University;
- Build an in-house maintenance capacity for all kinds of properties, including vehicle, electricity, furniture, metal, pipeline, electronics, and kitchen appliances; and prepare a disposal mechanism for materials which cannot be used by the University anymore;
- Design and implement an efficient procurement system, which ensures that the money paid to purchase goods and services across the University has equivalent value;
- Ensure that the working environment and learning environment of the University are conducive for employees and students respectively;
- Design and implement an accessible grievance handling system;
- Ensure the proper utilization of financial, physical, technological and human resources of the University;
- Perform activities, which appear essential and are given by the President.

**iv. The Vice President for Business and Development has duties and responsibilities to:**

- Lead the supportive processes of construction, income generation, ICT development and sport academy;
- Initiate and implement programs, services and initiatives that will enhance the business opportunities of the University as a part of its bid to diversify the sources of its income, generate income and enhance its scope of operation;
- Provide a clear policy document and guidelines for the University resource generation, mobilization and management to diversify its income and resources;
- Strategize, initiate, design and promote the development and operation of the University business enterprises;
- Ensure the integration of income projects and enterprises with learning-teaching, research and community service core processes of the university;
- Define different investment strategies in order to maximize the benefit of the institution from donations provided by diverse stakeholders;
- Implement investment strategies; develop transparent system and stewardship;
- Decide on the mobilization, solicitation and development of the endowment fund; investment and spending, monitoring and evaluation of performance;

- Follow up the physical and financial accomplishments of construction projects in accordance with plan and contract;
- Take corrective action for the problems of construction, income generation, ICT development and sport academy.
- Plan for and facilitate the implementation of automating different functions of the University;
- Ensure the use of updated technologies by different work units of the University;
- Initiate, implement and follow up the sport development of the University through projects, clubs and mass-sport;
- Perform activities, which appear essential and are given by the President

**v. *Campus Chief Executive Director has duties and responsibilities to:***

- Direct and oversee the campus with the aim of ensuring the achievement of its mission;
- Ensure that organs of the campus and its community uphold the objectives of higher education and guiding values of the institution;
- Ensure that the provisions of this Proclamation and of other laws applicable to the institution are respected at campus level;
- Create and continuously build a conducive campus environment stimulating learning, teaching, research and community engagement;
- Ensure that the work units in the campus have a capable system of internal leadership and management to ensure good governance and efficiency;
- Ensure that employment is achieved through competition and that demotion is based on performance evaluation, disciplinary matters and end of tenure of career.
- Follow up the implementation of institutional standard measures and ensure that the academic and administrative operations are on the basis of the standards;
- In collaboration with the President, 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;
- In collaboration with the President and the Vice President for Administration and Student Services, design mechanism to ensure sustainable peace and stability in and surrounding the campus;
- Undertake regular monitoring and evaluation of performances against plans;
- Ensure that all fundamental operations and substantive transactions of the work units in the campus 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;

- Inform periodically the President about the state of the campus;
- Build and maintain a reliable safety and security system that protects life and property in the premises of the campus;
- Gather, organize, summarize and periodically report to the President about statistical data on the critical variables within the campus pertinent to students and human resource, budget and financial resources and other physical resources.
- Consulting with the President, represent the campus in all its dealings with third parties;
- Discharge such other responsibilities as may be given to him by President of the University.

## **CHAPTER THREE**

### **THE SENATE AND ITS PROVISIONS**

#### **Article 9.The Senate**

##### **9.1 Members of the Senate**

**9.1.1** Without prejudice to Art. 50 of the HEP and Article 3 of the Federal Councils of Ministers Regulation No. 210/2011, MTU Senate shall have the following members:

- a) The President\_\_\_\_\_Chairperson
- b) All Vice Presidents \_\_\_\_\_members
- c) Campus Chief Executive Directors \_\_\_\_\_member
- d) Chief Executive director, office of the president \_\_\_\_\_member & Secretary
- e) Director, University Registrar Directorate \_\_\_\_\_member
- f) Director, Library & Documentation Service Directorate \_\_\_\_\_member
- g) All College/School/Institute Deans \_\_\_\_\_members
- h) Chief Academic Programs Director \_\_\_\_\_member
- i) Tepi Campus Academic Programs Director \_\_\_\_\_member
- j) Chief Academic & Research Director of MTU Teaching Hospital \_\_\_\_\_member
- k) Director, Basic Students' Service Directorate \_\_\_\_\_member
- l) Director, Postgraduate Directorate \_\_\_\_\_member
- m) Director, Laboratory & Educational Materials Administration Directorate \_\_\_\_\_member
- n) Director, Quality Assurance & Relevance Directorate \_\_\_\_\_member
- o) CDE Director\_\_\_\_\_member
- p) Director , Research Directorate \_\_\_\_\_member
- q) Director, University Industry Linkage \_\_\_\_\_member
- r) Two representatives of teachers' Union (one female)\_\_\_\_\_member
- s) President, MTU Students' Union \_\_\_\_\_member
- t) Representative of MTU Students' Union Women Affair \_\_\_\_\_member
- u) Others, non-voting, Ex-Officio are to be called by the President

## **9.1 Powers and Responsibilities of the Senate**

Without prejudice to the provisions of Article 6 of the Federal Councils of Minister Regulation, the Senate, shall have the following additional responsibilities:

**9.1.1** to determine the academic calendar of the institution;

**9.1.2** to accredit academic programs and their curricula and supervise academic units to ensure the relevance and quality of education and research;

**9.1.3** to legislate and ensure proper implementation of the institution's statutes related to all academic and research matters in accordance with the proclamation;

**9.1.4** to determine conditions on which degrees are awarded or revoked;

**9.1.5** to determine an institution-wide framework for quality enhancement and student assessment;

**9.1.6** to advise the president, upon request, on appointments of academic officers,

**9.1.7** to recommend to the board promotions of academic staff to the rank of professor and promote academic staff to the rank of associate professor;

**9.1.8** to approve nominations by academic units for promotion of academic staff with the rank of professor;

**9.1.9** to decide on the type, number, membership, and responsibilities of its specialized committees;

**9.1.10** to award honorary degrees and other academic prizes to persons with outstanding achievements meriting recognition by the institution, upon request by the President;

**9.1.11** to examine and approve recommendations by the president in respect of opening, closure, merger or change of name of academic units of MTU;

**9.1.12** to perform other responsibilities which may be referred to it by the President.

**9.2** The president ensures that the institution's academic community is appropriately represented in its membership.

**9.3** The president shall chair the senate.

**9.4** The secretary is responsible for the minutes, the to-do-list and follow-up.

**9.5** Notwithstanding the provisions of the HEP Art. 50, the Board 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.

**9.6** The academic staff representatives to the senate shall be elected by College/School/Institute teacher representatives through nomination by academic staff representatives of all college/school. The term of office shall be two years, but may be re-elected.

**9.7** The students' representatives to the senate shall be nominated by student union and its term of office shall be two years, but may be re-elected.

### **9.8 Sessions of the Senate**

**9.3.1** 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.

**9.3.2** The president shall ensure that Senate sessions are well-facilitated and prepared for, properly documented and the documentation kept in order, and are exhaustive in the discussion of issues; and that Senate decisions are properly communicated and implemented.

**9.3.3** 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.

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

### **9.4 Term of Office for Elected Members of the Senate**

**9.4.1** The academic unit heads and meritorious and senior staff members (nominated by the University president) shall serve in the Senate for a period of two years.

**9.4.2** The representatives of the academic staff and students' representatives shall serve the senate for two years.

**9.4.3** If any member of the Senate shall resign or, for other reasons, be unable to continue the term of office, the appropriate body shall replace the member to complete the rest of the term.

**9.4.4** Senate members can be re-nominated or re-elected for not more than one more consecutive term.

## **9.5 Powers and Duties of the Chairperson and Secretary of the Senate**

**9.5.1** The University President or a delegate shall be the Chairperson of the Senate and has the following powers and duties.

- a) Leads and supervises the activities of the Senate.
- b) Directs and follows up the implementation of Senate decisions.
- c) Calls to order the regular and extraordinary meetings of the Senate.
- d) Sees to it that the Senate members are notified in time of the agenda of Senate meetings.

### **9.5.2 Duties and Responsibilities of the Secretary of the Senate**

- a) Keeps the files and documents of the Senate
- b) In consultation with the Chairperson, sets agenda for Senate meetings and dispatches letter of call for meeting to all Senate members.
- c) Records minutes of the Senate meetings and when necessary arranges for audio-visual records.
- d) Ensures proper handling, documentation, and distribution of the minutes taken thereof.
- e) Briefs Senate members with information concerning the activities of the Senate, dates of future meetings, etc.
- f) Makes the necessary arrangements for Senate meetings (organize the meeting place and reception).
- g) Undertakes any additional relevant tasks pertaining to Senate matters given by the Chairperson of the Senate.
- h) In the absence of the chairperson, his delegate shall act as chairperson of the Senate.

## **9.6 Rights and Obligations of the Senate Members**

### **9.6.1 Every member of the Senate has the right to:**

- a) express ideas and criticisms freely at every Senate meeting;
- b) support or oppose motions or abstain from voting at Senate meetings;
- c) present criticism or self-criticism on undertaking the activities of the Senate provided that the criticism is substantiated with evidence;
- d) generate new ideas at the Senate meetings and suggest new agenda items through the proper mechanism;
- e) enjoy any benefits that Senate members may be entitled therein; and

f) certification for contributions as a member of the Senate.

**9.6.2 Every member of the Senate is obliged to:**

- a) attend and be punctual;
- b) notify the Chairperson in advance through applicable means available when one is unable to attend a meeting for good causes ;
- c) refrain from disclosing confidential issues discussed on the Senate meetings;
- d) be governed by the rule of majority vote; and
- e) perform other tasks pertaining to Senate matters that may be assigned by the Senate.

**9.7 Senate Meetings and Decision Procedures**

**9.7.1** The Senate shall hold regular meetings at least twice a year.

**9.7.2** Extra-ordinary meetings of the Senate may be called whenever the president or board finds it necessary, or if more than one third of the Senate members present a written request for such meetings.

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

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

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

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

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

**9.7.8** Media of communication and documentation of the Senate meeting is in English; unless the case obliges to communicate in Amharic.

**9.8 Communication of Senate Decisions**

Vice presidents, Senate members of Academic Units' Heads, Directors, Staff and Student Representatives are expected to communicate pertinent Senate decisions to their respective constituents.

## **CHAPTER FOUR**

### **PROVISIONS ON COMMITTEE OF THE SENATE**

#### **Article 10: General Provisions**

- 10.1** The Senate shall have Executive, Standing and Ad -hoc committees.
- 10.2** Ad-hoc Committee may be established by the Senate as deemed. Unless otherwise provided by the decision of the Senate, this committee shall be disbanded upon completion of the tasks for which they were set up and upon submission of their reports to the Senate.
- 10.3** The Committee shall serve as the arm of the Senate and function on its behalf in accordance with the mandates vested to them;
- 10.4** The Committee are accountable to the Senate;
- 10.5** The Director for the President's Office shall serve as secretary of the senate to record, keep and distribute minutes on time and properly.
- 10.6** Each standing committee shall adopt its own guidelines, and rule of procedure based on this legislation;
- 10.7** Committee is expected to serve all the university's staff as part of its obligation;
- 10.8** Serving in the committee shall be deemed to be part of the duties of an academic staff member;
- 10.9** Elected students to serve in Senate and its standing committee shall be notified in written way by the President;
- 10.10** The President shall promptly notify elected members of the Senate Committee in written way with attachment of their duties;
- 10.11** The Chairperson or secretary( in absence of the chairperson) of each standing committee is responsible for calling the first meeting ;
- 10.12** The Committee shall conduct its first meeting and begin its function within a month time of its establishment;
- 10.13** The term of the Committee members shall be two years.
- 10.14** However, those staff members who become members of the Senate by virtue of their position in the University shall serve as long as they are in their positions.
- 10.15** Standing committee shall report to the Senate at the end of each semester.
- 10.16** The chairperson of each committee shall submit a written report about activities of the standing committee.

**10.17** The University president may add other senate standing members when necessary in addition to put in this legislation.

**10.18** In the exercise of the powers vested in it by the Senate, and subject to its terms of reference, a Standing Committee may make decisions which shall be referred to as “interim decisions”.

**10.18.1** Interim decisions are made in between the meetings of the Senate and refer to a disposition of a problem for which there are no provisions in the existing Senate legislation or other legislative documents of the University.

**10.18.2** Interim decisions shall be final unless revised by the Senate.

**10.18.3** All interim decisions shall subsequently be reported to the Senate meeting for review and/or approval.

**10.19** As far as the warranty of circumstance, member of the various standing committees of the senate shall include representative of the pertinent bodies of the university. It shall also take expertise and individual merit into account.

**10.20** The Standing Committees of the Senate are encouraged to co-opt additional members into their Committee from the university staff and representatives of the stakeholders where this deems helpful.

## **Article 11. Major Functions of Committees of the Senate**

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

**11.1** Deliberating on matters under their jurisdiction, and decide without disobeying the general policies, proclamations and principles that are provided/referred in this Legislation, directives of the Senate and working guidelines approved by the senate;

**11.2** Reporting to the Senate the results of their deliberation and the implementation of their mandate;

**11.3** Initiating and proposing new policy guidelines as well as directives to be deliberated by the Senate;

**11.4** Submitting recommendations for Senate deliberation and Decisions;

## **Article 12. The Senate Executive Committee**

### **12.1 Membership**

**12.1.1** The Senate executive committee includes the President, the Vice-Presidents, Campus Chief executive directors ; and Secretary of the Senate.

**12.1.2** Executive Committee shall have additional members elected by the Senate from its voting members due regard to representation of the different disciplines and areas of specialization.

**12.1.3** The Chairperson of the Senate shall also be the Chairperson of the Executive Committee provided, however, that his delegate shall preside over the meetings in his absence.

**12.1.4** The Secretary of the Senate shall also serve as the Secretary of the Executive Committee.

### **12.2 Meeting and Reporting**

**12.2.1** The Executive Committee shall meet at least once before each Senate meeting;

**12.2.2** The Chairperson may also convene a meeting of the Executive Committee whenever he deems it is appropriate or whenever three of its members make a request for such a meeting;

**12.2.3** The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

### **12.3 Duties and responsibilities**

The Executive Committee shall:

**12.3.1** advises the chairperson of the Senate on the agenda of meetings of the Senate and on ways in which issues and problems brought before the Senate can be clarified to promote orderly and efficient deliberation;

**12.3.2** keeps the Senate advised of recommendations and interim decisions of its standing committees by receiving and transmitting, as expeditiously as possible, all reports of standing committees and its own comments thereon to each member of the Senate;

**12.3.3** recommends the convening of extraordinary sessions of the Senate whenever a matter within the jurisdiction of the Senate assumes such urgent importance as to warrant the action;

**12.3.4** solicits nominations for honorary degrees;

**12.3.5** refers issues and problems that shall come before the Senate to the appropriate standing committee for advice and recommendations,

**12.3.6** reviews or suspends any decision made by any one of the standing committees where appropriate but the circumstances thereon shall be notified to all members of the Senate in a week's time;

**12.3.7** takes all measures necessary in the exercise of its powers and duties as outlined hereof, including the co-option of and consultation with other members of the Senate in the course of its deliberations;

## **Article 13. Senate Standing Committees**

### **13.1 General Provisions**

As hereunder provided, the Standing Committee of the Senate shall comprise the following:

**13.1.1** Academic Standards, Curriculum Review and Quality Assurance Committee (ASCRQAC),

**13.1.2** Admissions and Placement Committee (APC),

**13.1.3** Academic Staff Recruitment, Appointment and Promotions Committee (ASRAPC)

**13.1.4** The Research and Community Service Committee(RCSC)

**13.1.5** Academic Staff Development and Scholarship Committee (ASDSC)

**13.1.6** Continuing and Distance Education Committee (CDEC)

**13.1.7** Student Affairs Committee (SAC)

**13.1.8** Library Advisory Committee (LAC);

**13.1.9** Information Communication and Technology Enhancement Committee (ICTEC).

**13.1.10** Graduate Studies Committee (GSC)

**13.2** If deems necessary the senate shall establish another standing committee.

**13.3** The Senate Standing Committees are accountable to the University Senate.

**13.4** Campus coordinators of the respective directors listed in each senate standing committees are voting members.

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

**13.6** Each Standing Committee shall have, at least, four regular meetings in a semester. 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.

**13.7** A majority (50% +1) of any committee composes a quorum.

**13.8** 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 positions on the matter. However, the Head or an appointed representative shall not have the right to vote unless they are a member of the Committee.

**13.9** Each Standing Committee shall pass final decision and recommend to the senate for approval.

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

**13.11** If matters are appealed on stay 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.

**13.12** 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 said Committee.

**13.13** The chairpersons of the committees shall inform deans, director or officers whenever the agenda of particular committee includes a matter of direct concern to a particular College/school/department/office.

**13.14** The dean, director or officer shall have the right to appear personally or through a representative, to present his College's/school's/institute's/office's position on the matter provided. However, the dean, director or officer or his representative shall not have the right to vote unless he is at the same time a member of the committee in question.

**13.15** The decisions of the committee on each agenda shall be communicated to the dean, director or officer by the secretary of the committee within ten days following its rendition.

## **Article 14: The Academic Standards, Curriculum Review and Quality Assurance Committee (ASCRQAC)**

### **14.1 Membership**

The (ASCRQAC) shall have the following members:

- 14.1.1** The Vice-President for Academic Affairs \_\_\_\_\_Chairperson
- 14.1.2** College/School/Institute deans \_\_\_\_\_members
- 14.1.3** Chief Academic & Research Director of Teaching Hospital \_\_\_\_\_member
- 14.2.3** Director, University Registrar Directorate \_\_\_\_\_member
- 14.2.4** Chief Academic Programs director \_\_\_\_\_member
- 14.2.5** Tepi Campus Academic Programs Director \_\_\_\_\_member
- 14.2.6** Postgraduate director \_\_\_\_\_member
- 14.2.7** Laboratory & Educational Materials Mgt. Director \_\_\_\_\_member
- 14.2.8** CDE director \_\_\_\_\_member
- 14.2.9** ICT director \_\_\_\_\_member
- 14.2.10** Director, Library and Documentation Services \_\_\_\_\_member
- 14.2.11** An academic staff who specialized in curriculum \_\_\_\_\_member
- 14.2.12** Quality Assurance Director \_\_\_\_\_member & Secretary
- 14.2.13** Campus coordinators of the respective directors listed above are voting members.

### **14.2 Duties and Responsibilities**

The ASCRQA Committee:

- 14.2.1** Formulates guidelines for curriculum design, review, revision
- 14.2.2** Analyses curricula issues of the university and recommends to the senate for approval;
- 14.2.3** Advise the university Senate on matters pertaining to students' academic performance and teaching standard and quality assurance issues of the university.
- 14.2.4** Initiates studies for diversifying educational programs and forward recommendations on the establishment and maintenance of programs/departments, schools, institutes, and other teaching units in the University to the Senate.
- 14.2.5** Evaluates and recommends educational programs with regards to their relevance and accountability.
- 14.2.6** Approves and register minor curricular changes reported and passed by College/School/Institute Council.

- 14.2.7** Formulates guidelines for evaluating the depth, contents and credit hours allocation of courses offered in various academic units of the University.
- 14.2.8** Oversees proper implementation of different academic standards and guidelines
- 14.2.9** Reports to the University Senate on matters pertaining to students' academic performance and teaching standards within the University.
- 14.2.10** Considers College/School/Department Academic Council/Commission decisions on certain deviations from the established academic standards legislated by the Senate.
- 14.2.11** Recommends to the Senate on the Degrees, Diplomas and Certificates of proficiency to be granted by the university.
- 14.2.12** Approves course equivalence, waivers, and exemptions presented by concerned academic units.
- 14.2.13** Determines its own rules of procedures within the framework of the University Legislation.
- 14.2.14** Undertakes periodic supervision on quality issues like teaching environment, inputs, processes and output/outcome, student teachers ratio, optimal class size , staff profile compositions, staff load, etc. and prepare report thereof.
- 14.2.15** Prepares quality assurance criteria and standards, and audits efficiency thereof.
- 14.2.16** Identifies, examines, drafts and recommends to the Senate policies, strategies and new legislations that anticipate and respond to the changing needs of the University;
- 14.2.17** Initiates and develops policies on academic freedom, academic standards and program expansion, cost sharing, academic conduct and responsibility, academic disruptions, and misconduct;
- 14.2.18** Communicates to the appropriate legislative authorities its proposal for review of legislations;
- 14.2.19** Performs any other duties given to it by the Senate.

## **Article 15: Admissions and Placement Committee (APC)**

### **15.1 Membership**

The APC shall have the following members:

- 15.1.1 The vice president for Academic Affairs\_\_\_\_\_ Chairperson
- 15.1.2 The vice president for Administration & Students Service\_\_\_\_\_ member
- 15.1.3 Campus Chief Executive Directors \_\_\_\_\_members
- 15.1.4 Director, University Registrar directorate\_\_\_\_\_ Secretary
- 15.1.5 Chief Academic Programs Director\_\_\_\_\_ member
- 15.1.6 Tepi campus Academic Programs Director \_\_\_\_\_member
- 15.1.7 Quality Assurance Director \_\_\_\_\_member
- 15.1.8 Postgraduate director\_\_\_\_\_member
- 15.1.9 CDE director\_\_\_\_\_member
- 15.1.10 Plan Project director\_\_\_\_\_memeber
- 15.1.11 Women and Youth Affairs\_\_\_\_\_ member
- 15.1.12 Two Students’ representatives (of the senate)\_\_\_\_\_members
- 15.1.13 Student Service director \_\_\_\_\_member
- 14.2.14 Campus coordinators of the respective directors listed above are voting members.

### **15.2 Duties and Responsibilities**

The APC shall:

- 15.2.1 prepare, update, and recommend criteria and procedures on overall admission and placement of students;
- 15.2.2 oversee the proper implementation of admissions and placement regulation of students of various categories;
- 15.2.3 Determine admission for all regular and non-regular (continuing education, short term training, distance education, etc) programs.
- 15.2.4 The committee, through its representative, shall follow up the process of recruitment at the Ministry of Education (MOE) in admission of generic; freshman regular programs till the university take over the responsibility.
- 15.2.5 Assess intake capacity against available human and material resources.
- 15.2.6 The APC shall establish ad-hoc committees for each College/school.
- 15.2.7 Check diversity in admission.

**15.2.8** Provide special attention to females and disadvantaged groups in admission and placement.

**15.2.9** Examine and review admission and placement made by college/schools.

**15.2.10** 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;

a) University Entrance Examination, or;

b) special admission requirements established by the Council of academic units of the University (considering gender, disability, being educationally disfavored, 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

c) secondary and post-secondary education pursued elsewhere. All such credentials, however, must be evaluated by the academic units to which a student is applying;

**15.2.11** determine its own rules of procedures within the framework of the University Senate Legislation;

**15.2.12** perform any other related duties as may be required.

## **Article 16: Academic Staff Recruitment, Appointment and Promotions Committee (ASRAPC)**

### **16.1 Membership**

The ASRAPC shall have the following members:

**16.1.1** The vice president for Academic Affairs \_\_\_\_\_Chairperson

**16.1.2** The vice president for Research & Community service \_\_\_\_\_member

**16.1.3** Academic & Research Director of MTU teaching hospital \_\_\_\_\_member

**16.1.4** College/School/Institute deans \_\_\_\_\_members

**16.1.5** Tepi Campus Academic Programs Director \_\_\_\_\_member

**16.1.6** Postgraduate Director \_\_\_\_\_ member

**16.1.7** Two academic staff representatives ( of the senate) \_\_\_\_\_member

**16.1.8** Director of Women & Youth Affairs \_\_\_\_\_member

**16.1.9** Director of Quality Assurance \_\_\_\_\_member

**16.1.10** Chief Academic Programs Director \_\_\_\_\_member & Secretary

**16.1.11** Campus coordinators of the respective directors listed above are voting members.

#### **161.10 Duties and Responsibilities**

The ASRAPC shall have the following responsibilities:

**161.10.1** Prepare detailed guidelines and procedures for recruitment and promotion of academic staffs which shall be subjected to Senate approval.

**161.10.2** Consider promotions of ranks for all colleges/schools, according to the general procedures in the statute on academic rank and promotions of this legislation.

**161.10.3** Follow-up and monitors the implementation of staff recruitment requests in accordance with the rules and regulations of the university.

**161.10.4** Advice the University's Senate on matters related to the general welfare of the college/school, in accordance with the Statute on academic rank and academic duties and freedom. College/School/Institute moral is important and the committee reserves the right to investigate those areas of College/School/Institute concern and make recommendations accordingly.

**161.10.5** formulate policy for recruitment, appointment and criteria and procedures for academic promotion, probation and confirmation of promotions, merit increases, renewal of tenure, resignation and retirement, termination of appointment, and other matters as appropriate;

**161.10.6** Examine and recommend promotions in rank submitted by faculties and pass the same to the academic affairs vice president office;

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

**161.10.8** Formulate policies for retention of academic staff and solicit budget for recruitment and retention in the context of competing demands for resources for academic activities;

**161.10.9** Consider recommendations from the office of the Vice-President for Academic Affairs for such promotions and recommend such to the senate for approval;

**161.10.10** Formulate policies and devise strategies to enhance diversity of staff through affirmative recruitment system for applicants from disadvantaged groups such as women, persons with disability and marginalized communities;

**161.10.11** Receive and consider complaints regarding recruitment and promotion as well as oversee implementation of policies in this regard; and

**161.10.12** Handle other policy issues related with recruitment and promotion

## **Article 17: The Research and Community Service Committee (RCSC)**

### **17.1 Membership**

The Research and Community Service Committee (RCSC) shall have the following members:

- 17.1.1** Vice president for research & community development Service \_\_\_\_\_Chairperson
- 17.1.2** College/School/Institute deans \_\_\_\_\_members
- 17.1.3** Chief executive directors of Tepi campus and MTU teaching hospital\_\_\_\_\_ members
- 17.1.4** Chief Academic & Research director of MTU teaching hospital \_\_\_\_\_member
- 17.1.5** Two teachers’ representatives (of the senate)\_\_\_\_\_members
- 17.1.6** Two senior researchers designated by the senate \_\_\_\_\_members
- 17.1.7** Community Service Director \_\_\_\_\_member
- 17.1.8** University Industry Linkage Director\_\_\_\_\_ member
- 17.1.9** Quality Assurance Director \_\_\_\_\_member
- 17.1.10** Library & Documentation Director \_\_\_\_\_member
- 17.1.11** Women and Youth Affairs Director\_\_\_\_\_ member
- 17.1.12** ICT Director\_\_\_\_\_ member
- 17.1.13** Postgraduate director\_\_\_\_\_ member
- 17.1.14** Research Director\_\_\_\_\_ Member & Secretary
- 17.1.15** Campus coordinators of the respective directors listed above are voting members.

### **17.2 Duties and Responsibilities**

**17.2.1** 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 or resource persons in these processes.

- 17.2.2** initiate policies to develop suitable and efficient management of research, university-industry linkage, consultancy, and community services in the university;
- 17.2.3** Oversees coordination of research undertakings of the University in collaboration with the academic units.
- 17.2.4** Assists each Academic Unit in its efforts to solicit fund for Research and Community Service endeavors from sources in Ethiopia and/or abroad.
- 17.2.5** Establishes ethical clearance committee and follow up the duties of the committee thereof.
- 17.2.6** Establishes policies and procedures for visiting research scholars from other universities who seek formal association and collaboration with, and sponsorship, by an Academic Unit.
- 17.2.7** Formulates policies and allocates funds, for research & development and preparation of text books or reference books or books.
- 17.2.8** Establishes and provides guidelines for technical committees which screen projects when deemed necessary.
- 17.2.9** Suggests to senate feasible options, including incentive mechanisms, of encouraging Academic Staff members to undertake research & development, and teaching material preparation activities.
- 17.2.10** Reviews and recommends to the Senate the establishment and abandonment of research stations.
- 17.2.11** Ensures that certain minimum standards are maintained by all publications of the University.
- 17.2.12** Monitors and evaluates the research & development activities of the University.
- 17.2.13** Determines its own rules of procedures within the framework of the University Senate Legislation.
- 17.2.14** oversee the research, consultancy, university-industry linkage, and Community Service activities of the institute;
- 17.2.15** evaluate and approve proposals of research or other projects, teaching materials and textbooks sent from schools;
- 17.2.16** examine and approve applications of visiting researchers from various universities of different countries;

- 17.2.17** guide on dissemination of research output such as establishment of journals, organizations of conferences, symposia, workshop, seminars etc;
- 17.2.18** solicit and indicate linkages with local and international research universities and funding agencies;
- 17.2.19** make sure that appropriate research strategic plans with clear vision, identification of research directions and research priority areas be developed and made functional;
- 17.2.20** perform other duties necessary for strengthening research, consultancy, university-industry linkage, and community services activities in university;
- 17.2.21** determine criteria for establishing the reputability of journals and reassess its reputability every three years;
- 17.2.22** set guidelines for the approval of research/project proposals;
- 17.2.23** determine courses of action in the case of breach of agreement by researchers/project owners;
- 17.2.24** recommend and establish award system for recognizing outstanding research;
- 17.2.25** Performs any other duties as may be required.

## **Article 18: Academic Staff Development and Scholarship Committee (ASDSC)**

### **18.1 Membership**

The Academic Staff Development and Scholarship Committee (ASDSC) shall have the following members:

- 18.1.1** Vice president for Academic Affairs \_\_\_\_\_ Chairperson
- 18.1.2** Vice President for Administration & Students' Service \_\_\_\_\_ member
- 18.1.3** Campus Chief Executive Directors \_\_\_\_\_ members
- 18.1.4** College/School/Institute deans \_\_\_\_\_ members
- 18.1.5** Tepi campus Academic Programs Director \_\_\_\_\_ member
- 18.1.6** Postgraduate director \_\_\_\_\_ member
- 18.1.7** Quality Assurance director \_\_\_\_\_ member
- 18.1.8** Director, Women & Youth Affairs \_\_\_\_\_ member
- 18.1.9** Two teachers' representatives (of the senate) \_\_\_\_\_ members
- 18.1.10** External and Public Relation Director \_\_\_\_\_ member

- 18.1.11** Plan and Budget Director \_\_\_\_\_ member
- 18.1.12** Director, Legal Service \_\_\_\_\_ member
- 18.1.13** Chief Academic Programs Director \_\_\_\_\_ Member & Secretary
- 18.1.14** Campus coordinators of the respective directors listed above are voting members.

## **18.2 Duties and Responsibilities**

- 18.2.1** The ASDSC is charged with the overall responsibility of executing and coordinating the staff development plans of the university. This mainly includes plans and programs dealing with;
- a)** assessment of the overall manpower requirements of the university including both academic and non-academic staff as presented by concerned offices prior to its submission to the senate.
  - b)** further education for higher degree qualifications at home or abroad, including short term training.
- 18.2.2** It initiates the university's policies, procedures and programs to assist academic staff to more fully meet their own needs, the students' and the university like:
- a)** Raise concern for and commitment to teaching and research responsibilities;
  - b)** Raise understanding of teaching methods and factors affecting teaching and learning;
- 18.2.3** Recommend the optimal staff size required by various units of the university and establish the staff composition in terms of rank and degree qualifications;
- 18.2.4** Decide on the kind and number of the university staff going abroad for further studies;
- 18.2.5** Decide on the kind and number of university staff research leave ;
- 18.2.6** In conjunction with the external relations office of the university, look into ways and means of obtaining scholarships through bilateral, multilateral agreements or through international agencies;
- 18.2.7** Set up its own internal guidelines for scholarship procedures; allocations of scholarship funds and international travel funds and decide on the extension of study leaves;
- 18.2.8** This committee is in charge of matters that could not be determined at the School level;

- 18.2.9** Determine appropriate service years to be provided by the beneficiary staff upon return from study leave
- 18.2.10** Determine appropriate service years to be provided by the beneficiary staff upon return from study leave
- 18.2.11** It performs other assignments forwarded by the senate.

## **Article 19. Continuing and Distance Education Committee (CDC)**

### **19.1 Membership**

The committee shall consist of the following members:

- 19.1.1** Vice president for Academic Affairs \_\_\_\_\_ Chairperson
- 19.1.2** Director, Continuing and Distance Education \_\_\_\_\_ member & secretary
- 19.1.3** Director, Post graduate directorate \_\_\_\_\_ member
- 19.1.4** Director, the University Registrar \_\_\_\_\_ member
- 19.1.5** College/School/Institute deans \_\_\_\_\_ members
- 19.1.6** Chief Academic Programs Director \_\_\_\_\_ member
- 19.1.7** Quality Assurance Director \_\_\_\_\_ member
- 19.1.8** ICT Director \_\_\_\_\_ member
- 19.1.9** Campus coordinators of the respective directors listed above are voting members.

### **19.2 Duties and Responsibilities:**

The Continuing and Distance Education Committee shall:

- 19.2.1** Review and recommend the structural organization of continuing and distance education;
- 19.2.2** recommend on cost-effective and income generating programs;
- 19.2.2** Review and recommend payment rate of every academic year for possible endorsement.
- 19.2.3** Review and co-ordinate the various continuing and distance education programs offered at different centers and see:
- a.** Whether the existing University regulations and educational policies are properly implemented;

- b. Whether the objectives, rationale, curricula, and teaching methods of each programs meet the University requirements; and
- c. Whether the continuation of some existing continuing and distance education programs is justified in light of the needs of the country;

- 19.2.4** Review existing programs periodically to provide for their growth and development;
- 19.2.5** Work towards enabling the Continuing and Distance Education Divisions to become self supporting;
- 19.2.6** Work with deans and College/School/Institute Academic Councils to ensure that course offerings are in accordance with proper academic standards;
- 19.2.7** Advise the Senate on matters pertaining to the Continuing and Distance Education Divisions;
- 19.2.8** Assist the Continuing and Distance Education (or an equivalent office to be established) in exploring the feasibility of expanding the continuing education programs to different regions of Ethiopia in consultation with the various faculties as well as with governmental and non-governmental agencies;
- 19.2.9** Consider the development of non-degree programs or type of courses in fields such as technical training, by means of "open-admission" policy in so far as these programs are self -supporting;
- 19.2.10** Encourage the introduction and development of course-offerings through distance education and other modern means;
- 19.2.11** Consider payment rate for academic and administrative staff; and tuition fee that should be collected from students;
- 19.2.12.** Search for marketable educational programs;
- 19.2.13** Supervise the programs and submit financial reports;
- 19.2.14** Find ways of using ICT to deliver on-line courses.

## **Article 20: Students Affairs Committee (SAC)**

### **20.1 Membership**

The Student Affairs Committee shall consist of the following members:

- 20.1.1** Vice president for Administration and Students Affairs \_\_\_\_\_ Chairperson
- 20.1.2** Campus Chief Executive Directors \_\_\_\_\_ members
- 20.1.3** Director for Students' Services \_\_\_\_\_ member & Secretary;

- 20.1.4 Tepi Campus , Business Dev't & Administration Affairs coordinator\_\_\_\_\_ member
- 20.1.5 Director for Continuing and Distance Education \_\_\_\_\_member;
- 20.1.6 Director, External & Public Relation \_\_\_\_\_member;
- 20.1.7 Two students' representatives ( of the senate) \_\_\_\_\_members
- 20.1.8 Director, Legal Service \_\_\_\_\_member
- 20.1.9 Campus coordinators of the respective directors listed above are voting members.

## **20.2 Duties and Responsibilities:**

The Student Affairs Committee shall:

- 20.2.1 Make recommendations on matters pertaining to student life, out-of-classroom activities, and student welfare brought to the Committee by members of the University Community;
- 20.2.2 Make recommendations pertaining to general student welfare to administrative entities;
- 20.2.3 Review the material and social conditions of the University affecting students' academic and social life;
- 20.2.4 Devise mechanisms that contribute to academic success and personal development of students;
- 20.2.5 Formulate ways and means of creating part-time and self-employment activities of students;
- 20.2.6 Formulate the code of conduct of students of the University particularly those related to disciplinary issues;
- 20.2.7 Arbitrate between college/school, administration and the student body on matters affecting the interest of all;
- 20.2.8 Mediate student counseling issues;
- 20.2.9 Identify and devise means of support to female students and students from disadvantaged communities;
- 20.2.10 Identify and devise means of support to students with disabilities;
- 20.2.11 Help students understand their rights and obligations;
- 20.2.12 Promote the well-being and rights of students;

- 20.2.13** Initiate and encourage student exchange programs, student publications, guest lectures, and debate;
- 20.2.14** Formulate policies regulating the affairs of international students;
- 20.2.15** Encourages students' participation in University and/or community affairs.
- 20.2.16** Devise mechanisms for promoting positive attitude among students towards their professional obligations.
- 20.2.17** Fosters the development of healthy relationships among students and between students and the University community
- 20.2.18** Assists departments, colleges/schools and institutes in developing student disciplinary rules and regulations;
- 20.2.19** Develops guidelines on student loan and financial services
- 20.2.20** Determines its own rules of procedures
- 20.2.21** Performs any other duties as may be required.

## **Article 21: Library Advisory Committee (LAC)**

### **21.1 Membership**

The Library Advisory Committee shall have:

- 21.1.1** Vice President for Academic Affair \_\_\_\_\_ Chairperson
- 21.1.2** Vice President for Business Development \_\_\_\_\_ member
- 21.1.3** Director of University Librarian \_\_\_\_\_ secretary
- 21.1.4** Chief Academic Programs Director \_\_\_\_\_ member
- 21.1.5** Academic Programs Director \_\_\_\_\_ member
- 21.1.6** ICT director \_\_\_\_\_ member
- 21.1.7** Laboratory, Educational Materials Mgt Directorate \_\_\_\_\_ member
- 21.1.8** Two Teachers Representatives of the Senate \_\_\_\_\_ members
- 21.1.9** Two Students' Representatives of the Senate \_\_\_\_\_ members
- 21.1.10** Campus coordinators of the respective directors listed above are voting members.

## **21.2 Duties and Responsibilities**

The library advisory committee shall:

- 21.2.1** advise the Senate on how best to integrate the Library and Documentation Services with teaching and research activities in the university;
- 21.2.2** report at least twice a year to the senate and recommend relevant policies and changes in the statutes on the library as it may deem necessary;
- 21.2.3** advise the Senate on policy and Decisions to facilitate the acquisition and utilization of library resources;
- 21.2.4** advise the Senate on the utilization of modern electronic media to support Library and Documentation Services;
- 21.2.5** monitor towards securing adequate copies of text books;
- 21.2.6** work towards establishing departmental level libraries and reading rooms;
- 21.2.7** support and encourage new information technology projects and research grant by making collative expertise available to the university's library staff;
- 21.2.8** encourage and facilitate the documentation and preservation techniques, print educational materials, software, and hardware acquired during the execution of information technology research projects;
- 21.2.9** enhance the potential of libraries to contribute to graduate program and maximizing information resources available to researchers and the facilitation of their access; and
- 21.2.10** formulate policy for the acquisition, development, management, and disposition of collection in the libraries and services within the university's library;

## **Article 22:.Information and Communication Technology Enhancing Committee (ICTEC)**

### **22.1 Membership**

- 22.1.1** Vice President for Business & Development \_\_\_\_\_Chairperson
- 22.1.2** Vice President for Academic Affairs \_\_\_\_\_member
- 22.1.3** ICT Director\_\_\_\_\_Secretary
- 22.1.4** College/School/Institute deans \_\_\_\_\_members
- 22.1.5** Director, Library & Documentation Service \_\_\_\_\_member
- 22.1.6** Tepi Campus ICT Coordinator \_\_\_\_\_member

22.1.7 External and Public Relation Director \_\_\_\_\_ member

22.1.8 Two teachers' representative of the senate \_\_\_\_\_ members

## **22.2 Duties and Responsibilities**

22.2.1 Contribute to the development and review of policies, objectives and priorities for the provision of university ICT Center services;

22.2.2 Advise on information resource requirements to support key research, teaching and learning

22.2.3 Advise the university ICT center of planning for future services, which meet the objective of the university.

22.2.4 Monitor the effectiveness of services provision;

22.2.5 Support and encourage new information project by making collective expertise available to the university ICT;

22.2.6 Advise the university ICT center on the selection of new "seed" information technology projects;

22.2.7 Advise the ICT Center to provide community services and organizations on conditions to be approved by the committee from time to time.

## **Article 23: Graduate Studies Committee (GSC)**

### **23.1 Membership**

The committee shall consist of the following members:

23.1.1 Vice President for Academic Affairs \_\_\_\_\_ Chairperson

23.1.2 Vice President for Research & Community Development Support \_\_\_\_\_ member

23.1.3 Director for Graduate Studies \_\_\_\_\_ Secretary

23.1.4 College/School/Institute deans \_\_\_\_\_ members

23.1.5 Director, University Registrar \_\_\_\_\_ member

23.1.6 CDE director \_\_\_\_\_ member

23.1.7 Postgraduate students' representative \_\_\_\_\_ member

23.1.8 Two Teachers' Representatives of the senate \_\_\_\_\_ members

23.1.9 Two Students' Representatives of the senate \_\_\_\_\_ members

**23.1.10** Campus coordinators of the respective directors listed above are voting members.

## **23.2 Duties and Responsibilities**

The Graduate Programs Committee shall:

**23.2.1** formulate, revise and amend policies, rules and regulations governing graduate programs in the university;

**23.2.2** promote and co-ordinate interdisciplinary programs for graduate studies and ensure if research and teaching programs are well integrated;

**23.2.3** recommend for approval by the Senate the graduate programs submitted to it by SB;

**23.2.4** propose guidelines for admission of candidates to graduate programs;

**23.2.5** approve tuition fees and/or waivers for postgraduate student according to the guidelines of the university;

**23.2.6** examine proposals by the various graduate programs of the University for improvement, revision or adjustment of existing rules and regulations, and submit recommendations to the senate;

**23.2.7** interpret rules and regulations regarding graduate programs;

**23.2.8** expedite collaboration with graduate programs in other universities, or with organizations that seek such collaboration;

**23.2.9** ensure that both existing and new guidelines set by the Senate or Decisions made by it are implemented by concerned graduate program offices;

**23.2.10** lay down general policy for the welfare of graduate students and the award of graduate studentship and other awards;

**23.2.11** recommend to the Senate the award of the appropriate postgraduate diploma, certificate or degree in accordance with university rules and regulations;

**23.2.12** examine graduate students' appeals that are related to their studies and that could not be handled by their respective, institutes or Schools and give Decision or recommendation;

**23.2.13** initiate amendments to existing rules and regulations or draft new ones and submit them to the senate;

**23.2.14** participate in the periodic assessment of the graduate programs of the university and organize workshops to consult with stakeholders;

- 23.2.15** advise the Senate on all matters regarding graduate programs; and
- 23.2.16** establish its own rules of procedure and set up standing and ad hoc committees as necessary.

## **CHAPTER FIVE:**

### **THE MANAGING AND UNIVERSITY COUNCIL**

#### **Article 24. The University Managing Council**

##### **24.1 Accountability**

The University shall have a Managing Council which shall be accountable to the President as provided under Article 56 of the Proclamation.

##### **24.2 Membership of the Managing Council**

Without prejudice to the power of the president to include other pertinent officers, the followings shall be the principal members of the Managing Council:

**24.2.1** The President \_\_\_\_\_Chairperson

**24.2.2** All vice presidents \_\_\_\_\_Members

**24.2.3** Campus Chief Executive Directors \_\_\_\_\_Members

##### **24.3 Powers and Duties of the Managing Council**

**24.3.1** The managing council shall advise the president on strategic issues and on other cases that the president believes require collective examinations.

**24.3.2** The managing council also serves as a forum for monitoring, coordinating, and evaluating the institutional operations.

**24.3.3** Advises the president on other issues which the president deferred to them.

##### **24.4 Meetings of the Managing Council**

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

**24.4.2** The managing council shall hold and conduct its sessions with a majority of its core members present.

**24.4.3** Minutes of sessions of the managing council shall be taken by a secretary designated by the president.

**24.4.4** 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.

**24.4.5** 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 25. The University Council**

### **25.1 Accountability and Term of Office**

The University shall have a University Council which shall be accountable to the President as provided under Article 66 of the Proclamation.

### **25.2 Membership of the University Council**

**25.2.1** The president \_\_\_\_\_chairperson

**25.2.2** vice presidents/chief executive directors \_\_\_\_\_member

**25.2.3** deans, directors, officers \_\_\_\_\_members

**25.2.4** associate/vice deans, coordinators \_\_\_\_\_members

**25.2.5** heads of departments/ sections/units \_\_\_\_\_members

**25.2.6** Appropriate number of student and Academic staff representatives with appropriate gender mix, as determined by the president \_\_\_\_\_members

### **25.3 Powers and Duties of the University Council**

**25.3.1** 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 departments as well as on performance.

### **25.3 Meetings of the University Council**

**25.3.1** The university council shall meet at least once every three months on the day and time that shall be fixed by the president.

**25.3.2** Attendance of university council sessions by members shall be mandatory. Membership shall not be delegated except in accordance with the permission of the president. Sessions may be held without a requirement for quorum.

**25.3.3** 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.

**25.3.4** The secretary of the managing council shall also serve as the non-voting and non-consultative secretary of the university council.

**25.3.5** No member of the university council other than the president or a person nominated by the president shall serve as its official spokesperson.

**25.3.6** Without prejudice to the provisions of this Article, the university council may adopt its own rules of procedures.

## **CHAPTER SIX**

### **ORGANIZATION OF COLLEGES/SCHOOLS AND DEPARTMENTS**

#### **Article 26. Colleges/Schools/Departments of the University**

**26.1** Mizan-Tepi University has six colleges and two schools as put here under in band order:

**26.1.1** College of Engineering & Technology

**26.1.2** School of Computing & Informatics

**26.1.3** College of Natural & Computational Science

**26.1.4** College of Health Sciences

**26.1.5** College of Agriculture & Natural Resources

**26.1.6** College of Business & Economics

**26.1.7** College of Social Sciences and Humanities

**26.1.8** School of Law

**26.2** Others to be established in accordance with the university's regulation.

**26.3** Each of the above organs constitutes departments within which various degrees at the undergraduate and graduate levels are awarded as a mandate given in the higher education proclamation.

#### **Article 27. Academic Commissions**

For each College/School/Institute there shall be an established Academic Commission which is answerable to the College /School/Institute Dean;

##### **27.1 Composition of the Academic Commission**

**27.1.1** The dean of the College/School/Institute\_\_\_\_\_ Member and Chairperson

**27.1.2** Academic vice dean \_\_\_\_\_Member and Secretary, where applicable

**27.1.3** Quality Assurance and reform coordinator \_\_\_\_\_Member and Secretary, where there is no Academic vice dean or the later chairs the meeting

**27.1.4** All department heads\_\_\_\_\_ Members

- 27.1.5 Research and Community Service Coordinator\_\_\_\_\_ Member
- 27.1.6 College Assistant Registrar\_\_\_\_\_ Member
- 27.1.7 College students' service coordinator\_\_\_\_\_ Member
- 27.1.8 College CDE coordinator\_\_\_\_\_member
- 27.1.9 Two academic staff representatives (one of them a female) \_\_\_\_\_Members
- 27.1.10 Two student representatives (one of them a female) \_\_\_\_\_Members
- 27.1.11 For health science college (in MTU Teaching Hospital); it shall be guided by a directive came from Federal MoH.

## **27.2 Meetings**

- 27.2.1 The AC shall meet at least once every month and shall maintain a proper record of the agenda and minutes of its meetings and send them to Vice presidents for academic affairs and other offices as deemed necessary;
- 27.2.2 Meetings may be called at any time by the Chairperson or when requested in writing by one-third of its membership.
- 27.2.3 A QUORUM shall consist of more than half (50% +1) of the members including the chairman.
- 27.2.4 The term of service of the elected members of the AC shall be two years.
- 27.2.5 The Decisions in the council are made by a vote of simple majority.
- 27.2.6 Media of communication of the respective AC is in English; unless otherwise the case obliges to communicate in Amharic.
- 27.2.7 Without prejudice to the provisions of this Article, the respective AC may adopt its own rules of procedures.

### **27.3 Powers, Duties and Responsibilities of AC**

Without prejudice to duties and responsibilities that may be conferred upon it by the Senate or the President, the AC shall:

**27.3.1** Set guidelines to facilitate the teaching-learning process;

**27.3.2** Issue guidelines for setting and marking of examinations in the College /School/Institute in accordance with rules and regulations approved by the Senate;

**27.3.3** Recommend to the Senate the establishment of new programs and modifications of existing programs pertaining to study and research in the college/school;

**27.3.4** deliberate and decide upon all appointment and promotion cases;

**27.3.5** recommend to the AAVP, all academic staff leaves;

**27.3.6** promote research works within the College/School; issue guidelines on their execution, on the basis of regulations issued by the Senate and follow-up and monitor their implementation;

**27.3.7** review the missions and objectives of the College/School/Institute on a periodic basis and evaluate the success of their implementation;

**27.3.8** promote the welfare of staff and students and ensure observance of discipline within the College /School/Institute as provided by rules and regulations of the University;

**27.3.9** Approve grades and determine academic status of students of the College/School/Institute every year;

**27.3.10** recommend medal winner of the College/School/Institute to the Senate upon graduation;

**27.3.11** review and recommend budget proposals to the finance and purchase office and allocate approved budget for the various activities of the College/School/Institute;

**27.3.12** initiate staff development schemes for the College/School/Institute; prioritize training programs for the staff and recommend candidates for training;

**27.3.13** issue guidelines on conditions of employment and remuneration for consultancy services in the College/School/Institute in accordance with the general University policies;

**27.3.14** issue guidelines for promotion of links with relevant external bodies and organizations with a view to enhancing the College/School/Institute academic and research functions in line with the rules and regulations of the University;

**27.3.15** initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the College /School/Institute/Institute;

**27.3.16** determine the allocation and appropriate utilization of the physical resources of the College/School/Institute based on considered recommendations of the dean and administrator of the faculty;

**27.3.17** Plan and coordinate regular reviews curricula,

**27.3.18** Deliberate and decide on disciplinary cases of students pertaining to academic matters in accordance with the rules and regulations of the University rules and regulations;

#### **27.4 Committees of the AC**

**27.4.1** The AC may establish Ad-hoc committees to perform specific tasks.

**27.4.2** The AC, within its sphere of power, shall have the following standing committees:

- a)** College Admission & Placement Committee (CAPC)
- b)** College Academic Staff Disciplinary Committee (CASDC);
- c)** College Student Affairs Committee (CSAC);
- d)** College Academic Staff Recruitment , Appointment & Promotions Committee (CASRAPC);
- e)** College Academic Staff Development & Scholarship Committee (CASDC)
- f)** College, Research & Community Service Committee (CRSC);
- g)** College Academic Standards , Curriculum Review and Quality Assurance Committee (CASCRQAC);
- h)** Others to be established under the provisions of this legislation;

**27.4.3** These committees shall be established at the departments within the colleges/schools;

**27.4.4** The compositions, term of office and responsibilities of these committees shall be determined by the AC of the College/School/Institute and shall be put in an independent document.

## **Article 28. Departments**

There shall be departments/coordination under each College/School/Institute which is responsible for the teaching learning, Research and Community Service endeavors.

### **28.1 Department Council**

There shall be a departmental council in each department within a college/school.

#### **28.1.1 Composition and Procedures of the DC**

- a) The head of the department \_\_\_\_\_ Chairperson
- b) Where the number of full-time teaching staff of the department is less than 8, all full-time teaching staff shall constitute the DC wherever possible \_\_\_\_\_ members
- c) Where the number of full time teaching staff of the department is greater than 8, the DC consisting of 8 members shall be formed by election from among the full time teaching staff in a general meeting of the full-time teaching staff of the department. For the purpose of the election, 66% of the number of teaching staff in the department shall constitute a quorum.
- d) Students in the department shall be represented by one voting representative from therein.
- e) For the departments within a college, the heads of the departments within shall be among the eight members of the DC by virtue of their position.

**28.1.2** The term of service of the elected members of the DC shall be two years.

**28.1.3** The Decisions in the council are made by a vote of simple majority.

**28.1.4** Media of communication of the respective DC is in English; unless otherwise the case obliges to communicate in Amharic.

**28.1.5** Without prejudice to the provisions of this Article, the respective DC may adopt its own rules of procedures.

#### **28.1.6 Powers, Duties and Responsibilities of the DC**

The DC of a department within a College/School/Institute is established to make Decisions on inter-departmental issues within the school and to further ratify cases forwarded from its departments before reaching the AC. In addition, The DC shall:

- a)** Prepare a strategic plan, in consultation with the dean of the College/School/Institute and other appropriate organs of the University for continuing education of the department by identifying the educational needs of the public and the private sector;
- b)** Recommend and make provisions, in consultation with the appropriate departments, for distance education courses and programs leading to university degrees and diplomas and organize certificate programs, lectures, seminars, and related activities;
- c)** Assist the concerned AC on the provision of part-time, on the-job and/or on-the-spot education and facilitate lifelong learning by overcoming barriers of time and distance through the use of appropriate media of communication such as correspondence, internet, interactive video and others;
- d)** Prepare the department's short and long term objectives, strategic plans and programs and necessary budgets for their implementation and submit to the dean through the department head ;
- e)** Recommend criteria to the AC for the selection of students joining the department;
- f)** Ensure that all examinations are reviewed by the exam committee for completeness of content, rigor and soundness;
- g)** Review grades and recommend the academic status of students to the AC every semester;
- h)** Recommend graduation of students;
- i)** Plan and co-ordinate regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, merger of courses, conduct of research, proper utilization of departmental resources, maintenance of academic standards and quality of the programs of the department;
- j)** Review and approve research proposals presented to it through its research and publications sub-committee. Promote and co-ordinate consultancy services in the department, and ensure the University's regulations governing consultancy services are adhered to;

- k)** Deliberate and decide on disciplinary cases of students pertaining to academic matters in accordance with the rules and regulations of the University;
- l)** Recommend actions to the dean, regarding Promotion of the well-being of staff and the students of the department; Staff development schemes for the department; Initiation of scholarship, fellowships, prizes and other awards to students of the department
- m)** Recommend to the AC the appointment and promotion of faculty members of the department;
- n)** Do such other tasks as assigned to it by the dean and AC.

## **PART THREE**

### **CHAPTER SEVEN: HUMAN RESOURCE POLICY**

#### **Article 29. Category of the University Staff**

As per HEP Article 29 ,the University shall have:

**29.1** Academic staff;

**29.2** Technical staff;

**29.3** Administrative support staff; and

**29.4** Professionals in teaching hospitals, as may be appropriate.

#### **Article 30: Administrative and Technical Support Staff**

##### **30.1 Roles, Responsibilities and Rights**

##### **30.1.1 Cross- Reference to other laws and General provisions**

**a)** As expressly provided under Articles 35, 36 & 44 (1) (j) of the Proclamation, administrative and technical support staff of the University are governed by relevant Civil Service laws and other policies and directives issued by the Board.

**b)** As provided under Article 35 of the Proclamation, non-academic professionals and the technical staff employed in teaching hospitals are also governed by policies and directives issued under sub-article (1) of this Article; provided however, that their remuneration system shall be consistent with standards applicable to the public health sector.

**c)** The responsibility of the University to ensure the competence and size of its administrative and technical support staff is guaranteed.

##### **30.1.2 Rights and Privileges of Support Staff**

The rights and privileges of administrative and technical support staff are as provided in the Proclamation, other laws in force and directives issued by the Board.

## **Article 31. Policy Premises on Academic Staff**

**31.1** The University shall have the following academic staff:

**31.1.1** professors, associate professors, assistant professors, lecturers, assistant lecturers, technical assistants, and under unique circumstances or conditions of transition, graduate assistants employed for teaching and/or research;

**31.1.2** Other employees of the institution considered academic staff by decision of the Senate following international good practice and other valid provisions of the University's

**31.2** This Legislation is based on the conviction that the progress and strength of the University i.e., the fulfillment of its visions and realization of its missions depend on the professional competence and quality as well as intellectual and moral discipline of its staff.

**31.3** It is through the instrumentality of its staff that the University can best accomplish its core activities and strives to serve the society in the production of skilled and knowledgeable human resources and in the creation of knowledge relevant to meet the needs of the country in all spheres of life and to develop itself as a community of scholars devoted to teaching, research and community and national services in accordance with the best traditions developed by universities throughout the world.

**31.4** In order to develop strong academics and attract outstanding Ethiopians into University careers, it is desirable that the University:

**31.4.1** Clearly defines what is required of its academic staff in the areas of research, teaching and community service;

**31.4.2** Strive to create conducive environment that nurtures excellence;

**31.4.3** Develops policies with respect to academic ranking, scholarship, promotion, and other benefits as capacities allow;

**31.4.4** provide protection against irrational Decisions and which compare favorably with salaries offered by the public service ;

**31.4.5** do all it can in assisting the staff in further developing the expertise for which it is hired and may be needed in the future;

**31.4.6** Works out rules and procedures governing the academic responsibilities and freedoms of academicians as well as the grounds for their dismissal and the procedures to be followed; and

**31.4.7** Puts in place rules and regulations governing opportunities for research or sabbatical leaves to enable faculty members to complete research projects, to pursue courses of study at other universities or to engage in activities related to their University duties and areas of specialization and which will advance their capacities as teachers and scholars.

## **Article 32 : Human Resource Planning and Development**

### **32.1 Planning**

The University shall prepare academic and technical support staff development plan based on:

**32.1.1** Higher education staff development and enrolment plan,

**32.1.2** Vision of the University;

**32.1.3** Existing staff profile and load,

**32.1.4** Existing programs and future expansion,

**32.1.5** Student staff ratio, and

**32.1.6** Nature of academic programs and their mix

It is the duty of head of a department, to make periodically or upon request, project general size of academic and technical staff and its structure in terms of academic rank and field of specialization. These shall also be submitted to the Academic Affairs vice president through respective College/School/Institute deans for its endorsement.

## **32.2 Human Resource Development**

### **32.2.1 General Provision**

- a)** The University policy is to recruit staff of the highest caliber through fair and open processes. Thus any recruitment shall strictly adopt and implement a merit based system
- b)** The principles underpinning the recruitment process are those of rule of law, fairness, credibility, equal employment opportunity, transparency, merit and the optimization of career prospects for currently employed staff;
- c)** Employment of the university staff is governed by manpower requirements planned by academic units, endorsed by the management council and/or during the approval of the annual plan of action and annual budget.
- d)** Decisions to recruit an academic staff should be made in the context of staff development plan that considers the immediate, medium and long term staff profile requirements of the academic unit;
- e)** The University, the college/school/departments are accountable for ensuring compliance with the University recruitment and selection policy;
- f)** Responsible bodies for recruitment of technical and academic staff shall be the vice president for academic affairs. Concerning technical support staff recruitment shall be approved by either Administration and student services vice president or academic affairs vice president depending on the relevant home base of the employee.
- g)** Professionals in teaching hospital recruitment shall be approved by the vice president for administration and student services.
- h)** A candidate for a job is required to give complete and accurate information about him.
- i)** Any grievance on recruitment and promotion cases shall be heard at College/School/Institute and on appeal at AAVP and then at the University president;
- j)** The employment conditions of an expatriate staff along with the salary and benefit package shall be determined by a separate guideline of the University to be approved by the University and the directive of Ministry of Education.

### **32.2.2 Interpretation:**

a) 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 themselves, that these means:

- i. are designed to improve the quality of academic staff and to promote their creativity;
- ii. 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,
- iii. 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.

### **32.3 Status of this Legislation in University Contracts**

**32.3.1** This Legislation shall form an integral part of the employment contracts for fulltime academic and technical support staff members unless it or a part thereof is expressly waived by the parties.

**32.3.2** Accordingly, this Legislation shall be available on university's website to be accessed by the staff at any time.

**32.3.3** The staff members are obliged to internalize the articles therein.

## **Article 33: Duties and Responsibilities; and Academic Freedom & Rights of Academic Staff**

### **33.1 Duties and Responsibilities**

**33.1.1** 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.

**33.1.2** 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.

**33.1.3** Without limitation to the generality of the provisions of sub-article (1) of this Article, a member of the academic staff at Mizan-Tepi University shall:

- 33.1.4** uphold the objective of higher education and the guiding principles applicable to Mizan-Tepi University;
- 33.1.5** educate, examine, evaluate, consult and advice students;
- 33.1.6** accept teaching assignments in Continuing Education Program;
- 33.1.7** submit examinations and grade reports on time to the respective department;
- 33.1.8** 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;
- 33.1.9** conduct problem solving research that contributes to the advancement of knowledge or has direct impact on community development;
- 33.1.10** accept additional teaching assignments when compelling circumstances arise in any Academic Unit of the University;
- 33.1.11** submit periodic reports to the respective Academic Unit on assigned courses, current research and/or study leave progresses;
- 33.1.12** arrange make-up classes, in consultation with the head of the department, course and exam team 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 15% of the course unless approved by AAVP;
- 33.1.13** not handover pre-assigned courses to any other individual for any length of time without the approval of the department head;
- 33.1.14** inform the respective immediate supervisor well in advance if and when he cannot be on duty due to involvement in field work, seminars, workshops or any similar events;
- 33.1.15** respect the Constitution of the country, Higher Education Proclamation, Legislations of the University and other pertinent Laws of the country;
- 33.1.16** 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;

- 33.1.17** 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;
- 33.1.18** participate in University affairs as required;
- 33.1.19** participate in organizing, directing and developing the activities of the respective Academic unit/department as required by the University;
- 33.1.20** use and properly handle all University properties;
- 33.1.21** carry out required tasks in an efficient and effective manner as assigned by the Academic Unit head or any other senior University body;
- 33.1.22** accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University.
- 33.1.23** 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 classrooms;
- 33.1.24** 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;
- 33.1.25** 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;
- 33.1.26** be empathic to the solidarity of the University community;
- 33.1.27** prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
- 33.1.28** participate and play due role in curriculum development, review, enhancement and/or enrichment;
- 33.1.29** give course lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the University;

### **33.2 Academic Freedom & Rights**

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

**33.2.1** elect and be elected where election of academic and/or by academic staff shall be necessary or is the norm

**33.2.2** receive due process in disciplinary matters and demand and receive redress in cases of injurious Decisions.

**33.2.3** exercise academic freedom consistent with the university's mission;

**33.2.4** 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;

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

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

**33.2.7** 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;

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

**33.2.9** be informed appropriately, timely and regularly on the University plans, developments, directions, conditions, and performance results;

**33.2.10** 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;

**33.2.11** 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;

**33.2.12** An academic staff who for the interest of the state, holds other offices other than the University such as academic/research institute and other public offices, shall the right of home base in MTU.

## **Article 34. Salary Increments**

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

## **Article 35. Housing, Tuition and Medical Benefits**

**35.1** The University provides housing allowances to academic staff.

**35.2** Depending on the availability of houses it administers, the University may provide houses, academic staff on competitive basis.

**35.3** University tuition fees will be waived for spouses and children of academic staff. The family of retired or deceased academic staff will also enjoy this privilege provided that the staff had served the University continuously for a minimum of 5 years before his death or retirement directly from the University.

**35.4** The spouse and children of staff member will have the right to be transferred to the University from other universities or to be placed or transferred to the colleges and departments of their choice within the University provided that they fulfill the requirements of the specific department and/or College/School/Institute to which they are seeking placement or transfer;

**35.5** Notwithstanding the above sub article and depending on the availability of space, up to 5 % deviation from the minimum placement cut of point may be allowed for transfer of the spouse or children of staffs;

**35.6** For the effective implementation of this article, detail rules and guidelines shall be developed by the Human Resources Management Directorate in consultation with the administrative & students' service vice president and implemented upon approval by the University senate.

## **Article 36: Academic Ranks**

University Academic ranks and general qualifications for these ranks are fixed by this Legislation.

**36.1** The University uses the following hierarchy of academic staff in the ascending order:

### **36.1.1 Teaching Staff**

- a) Graduate Assistant I
- b) Graduate Assistant II
- c) Assistant Lecturer
- d) Lecturer
- e) Assistant Professor
- f) Associate Professor
- g) Professor

**36.1.2** The rank of research staff shall be as in 36.1.1 (a-g) above.

**36.1.3** Adjunct staff and honorary staff may be considered as academic staff.

**36.1.4** The University uses the following hierarchy of Professional Librarian and technical support staff in the ascending order:

### **36.1.5 Professional Librarian**

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

#### **36.1.6 Technical Support Staff**

- a)** Technical Assistant I
- b)** Technical Assistant II
- c)** Technical Assistant III
- d)** Senior Technical Assistant I
- e)** Senior Technical Assistant II
- f)** Senior Technical Assistant III
- g)** Chief Technical Assistant I
- h)** Chief Technical Assistant II
- i)** Chief Technical Assistant III

**36.2** A person joining any department 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.

**36.3** A research staff may change his status to teaching staff or vice versa upon the request of the staff, the consent of the department, and the approval of the Senate.

**36.4** 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 other University policies.

**36.5** 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 one semester's notice.

**36.6** Persons joining the University to perform administrative or non-teaching duties may, in exceptional cases when they fulfill the minimum criteria set to be appointed as academic staff, be assigned an academic rank within a relevant department provided the services are highly demanded by the University. However, such appointment shall be approved by the University Senate.

## **CHAPTER EIGHT:**

### **APPOINTMENT AND PROMOTION FOR TEACHING STAFF**

#### **Article 37. Principles & Procedures for Promotion**

##### **37.1 General Provisions**

The general procedures for promotions shall be as follows:

**37.1.1** The academic staff concerned, colleagues within the college/school/department, or the dean of the College/School/Institute may initiate application or nomination for promotion of a deserving staff by applying to the respective department head.

**37.1.2** The application or nomination upon rejection, inform the applicant of it and, upon acceptance, refer it to the concerned bodies within a week of time.

**37.1.3** All application or nomination should pass after approval of the respective department council.

**37.1.4** Academic rank equivalency of a candidate who graduated from abroad applied for recruitment or promotion shall be done by HERQA or any officially recognized institute by the Ethiopian government.

**37.1.5** The application or the nomination, after approval by the department council, shall be submitted to the dean of the college/school.

**37.1.6** The department council shall give recommendation on applications or nomination for promotion within two weeks of the application unless there are justifiable reasons for not complying with the rule.

**37.1.7** The academic council shall give decisions/recommendation on applications for all promotions within maximum of a month of the application after came from the department council unless there are justifiable reasons for not complying with the rule.

**37.1.8** The application or the nomination up to lecturer, after acceptance, the department head refers it to the Dean who then forwards it to the College/School/Institute academic staff recruitment, appointment and promotion Committee. The Dean shall then bring the Committee's recommendation to the attention of AC within two weeks of the receipt of application. The AC approval of the promotion shall be final and it shall be communicated by the Dean to the candidate and relevant University bodies within one week from the date of approval, or returned to the department if denied.

**37.1.9** The dean, after a recommendation came and accepted from the department council shall convene the College/School/Institute academic staff recruitment, appointment and promotion Committee to evaluate and recommend to the AC the promotion in request within three weeks ; and then the decision of the AC shall be forwarded to the Office of the Vice-President for Academic Affairs within a week for promotion requests to the rank of assistant Professor and above.

**37.1.10** The Office of the Vice-President for Academic Affairs, after a recommendation came and accepted from the College/School/Institute AC shall convene the ASRAPC of the Senate to evaluate and recommend to Senate the promotion in request within a week. The committee which in turn processes the promotion request within maximum of a month,; and upon acceptance, recommends same to the next senate meeting for approval, or returns the document to the College/School/Institute through the vice president, if the request is denied .

**37.1.11** The President, upon the recommendation of the Senate, shall present the promotion to the rank of Professor to the Board for final approval at the next board meeting.

**37.1.12** Upon approval by the Senate or by the Board, as appropriate, the President communicates the appointments to the candidates and relevant University bodies within one week.

**37.1.13** Rejected promotion requests may be reinitiated a fresh and processed following the same procedure.

**37.1.14** Notwithstanding the above sub-articles, applications for promotions through master's and PhD degrees, upon submission of valid documents, shall be approved by the deans and Vice President of the Academic Affairs, respectively, within a week.

**37.1.15** Without prejudice to this article, the Academic Staff Recruitment, Appointment and Promotions Committee may provide detailed guidelines regarding the components of the requirements, procedures, schedule, etc for promotions. The guidelines shall be annexed as part of this legislation after its endorsement by the Senate.

### **37.2 Promotion process of Heads of departments and Officers**

**37.2.1** When the head of a department is a candidate for promotion, the dean shall designate a senior member of the department to act as chair of the department or its equivalent for the specific purpose of processing the promotion. The person so designated shall be responsible for:

- a) Convening and chairing all department meetings for the purpose;
- b) Having in custody of all relevant forms, documents and confidential correspondence relating to the case;
- c) Selecting, in confidential consultation with appropriate senior members of the department, relevant evaluators for the publications submitted;
- d) Handling all confidential correspondence on the case; and
- e) Submitting the final recommendations of the department on the promotion to the dean.

**37.2.2** When the dean of the College or school is the candidate for promotion, the Academic Affairs VP shall designate the appropriate senior staff of the college or school to act as dean for the specific purpose of the promotion procedure and do as put in sub articles 1-5 above accordingly and submit the final report to academic affairs vice president.

**37.2.3** Promotion requests of all the remaining academic leaders (except department heads and deans) shall be submitted to their respective departments and pass the same procedure as put above in this legislation.

### **37.3 Effective Dates of Promotion**

**37.3.1** A promotion shall be **finalized** on the approval dates of the following bodies;

- a) promotion to the rank of professor, when approved by the Board;
- b) promotion to the ranks of Assistant Professor and Associate Professor, when approved by the Senate;
- c) promotion to the ranks of lecturer and below, when approved by the academic commission.

**37.3.2** All academic promotions duly approved/awarded by the concerned authority shall be deemed to have become retroactively **effective** as of :

- a) The effective date of promotion up to the ranks of Lecturer and below shall be on the date of the academic council's meeting and approval (i.e. the date appearing on the Minute of the Academic Council).
- b) The effective date of promotion to the ranks of Assistant Professor shall be on the date of the academic council's meeting and approval.
- c) The effective date of promotion to the ranks of Associate Professor shall be on the date of promotion approved by the Staff Recruitment, Appointment and Promotions Committee of the senate (i.e. the date appearing on the Minute of the Committee).
- d) The effective date of promotion to the rank of Professor shall come into effect on the date of recommendation approved by the Senate (i.e. the date appearing on the Minute of the Senate).
- e) The effective date of promotion to the rank of Professor shall come into effect on the date of recommendation approved by the Senate (i.e. the date appearing on the Minute of the Senate).

**37.3.3** 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 38. Criteria for Promotions of Academic Staff**

### **38.1 Principles Governing Promotions**

**38.1.1** In general, the basic criterions for academic promotion are:

- a) The length of service with a given rank,
- b) Effectiveness in teaching,
- c) Publications,
- d) Participation in the affairs of the University and
- e) Community service given to the public at various capacities

**38.1.2** All the criterion put 1-5 above might not be needed for all promotion ranks; some may be used like promotion below rank of lecturer.

**38.1.3** 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.

**38.1.4** The senate standing committee for the Academic Staff Recruitment, Appointment and Promotions Committee may provide detailed guidelines regarding the components of the requirements for promotions.

## **Article 39. Length of Service with a given Rank**

**39.1** 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.

**39.2** For an academic staff member who has served in other accredited institutions of higher learning before being employed by the University in a given department, the years of service outside shall be considered for the fulfillment of this criterion. However, such a member must serve for at least one year at the University before submitting application for promotion.

**39.3** For persons who join the University as Academic Staff after a given number of service years in other non-higher education institutions or organizations, his service years and publications in such organizations may be used to determine the academic rank and salary at the time of recruitment only. However, this provision shall not be applicable for the rank of Professor.

**39.4** 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 study 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.

**39.5** The fact that an academic staff member is on sabbatical, study, or research leave does not have any bearing on the processing and approval of his application for promotion unless he fulfills requirements for promotion before departure.

## **Article 40. Effective Teaching**

**40.1** Teaching effectiveness for Academic Staff shall be determined by performance evaluation by students, peer, and the department head/ immediate supervisor at the end of each semester or academic year as the case may be/whose term extends beyond a semester.

**40.2** In general 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:

**40.2.1** Evaluation by students..... 40%

**40.2.2** Evaluation by Head of Academic Unit.....35%

**40.2.3** Evaluation by peers.....15%

**40.2.4** Self Evaluation .....10%

**40.3** For fulfillment of the effective teaching criteria, the weighted average of the last three semester's evaluation after the last promotion shall not be less than 75%.

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

**40.5** If an instructor scores below 75 %, different capacity building training shall be arranged.

**40.6** If an instructor scores below 50 % his/her contractual agreement shall be terminated.

**40.7** All academic leaders in any level shall be evaluated in their respective departments and should have semester based evaluation.

**40.8** Performance evaluation an academic staff/leader and technical support staff shall be handled by the guideline/policy prepared for this purpose and endorsed by the University senate.

## **Article 41. Publication**

### **41.1 General Provision and Requirements on the Number of Publications**

**41.1.1** Publication of an article or articles in reputable journals, a book, text book, production of realized pieces of work or projects demonstrating professional and creative talent which are brought from the outcome of continuous research focusing on one's area of specialization are a mandatory requirements for promotions to the ranks of Assistant Professor, Associate Professor and Professor.

**41.1.2** The reputability of journals shall be assessed by an ad-hoc committee established at department and/or College/School/Institute level, checked by College/School/Institute. Research and Community Service committee and forward to RCSC of the senate for approval.

**41.1.3** A teaching material/module/manual/handbook can be considered for promotion to ranks below Professor with points allocated in this Article and this detail shall be put in an independent guideline prepared by the Research and Community Service Committee (RCSC) on how to administer publications for promotion in general.

**41.1.4** Research papers presented at conferences, seminars, symposia, etc. and published in proceedings of same or published in journals whose reputability has not been established (emerging journals) or chapters in books or contributions as editor of books or proceedings may be considered for purposes of fulfilling the publications criteria for promotion, for promotion points allocated to them being 25% of a full-fledged solo-authored article in a reputable journal. 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 RCSC. However, such points shall not exceed 50% of the publication requirement. Abstracts shall not be considered for promotion.

**41.1.5** Publications that appear in reputable journals under the titles such as technical notes, short communications, discussions, case reviews, etc. 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. However, such equivalence points shall be determined as depicted in the following table.

**Table 1. Values of Scientific publications in reputable (peer reviewed) journal and book**

| NO | Types of contribution                     | Value |
|----|-------------------------------------------|-------|
| 1  | Original research output                  | 100%  |
| 2  | Review papers                             | 100%  |
| 3  | Short/brief communication/Proceeding      | 30%   |
| 4  | A chapter in a book                       | 30%   |
| 5  | Technical notes, case reports, discussion | 25%   |
| 6  | Text Book                                 | 200%  |

|   |                                 |      |
|---|---------------------------------|------|
| 7 | Book Based on Original Research | 300% |
|---|---------------------------------|------|

**41.1.6** Where research papers are published under joint authorship, each co-author of an article published in a reputable journal or coauthor(s) of a teaching material, textbook or book shall be given a share as per the following table

| No. of co-authors                            | Share of each Co-author (%) |
|----------------------------------------------|-----------------------------|
| 2                                            | 70                          |
| 3                                            | 50                          |
| 4                                            | 40                          |
| 5                                            | 35                          |
| 6 and more                                   | 30                          |
| Sole author application will have 100% value |                             |

**41.1.7** The share the co-authors indicated for journals shall also apply for other publications to be considered for promotion.

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

**41.1.9** 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. Articles published in reputable journal must be presented for promotion request and letter of acceptance shall not be entertained.

**41.1.10** 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.

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

## **41.2 Equivalence of Publications**

**41.2.1** One teaching material for a 1 cr. hr. course is worth 60% and 2 credit- hour course 80% of a publication in a reputable journal.

**41.2.2** One teaching material for a 3-4 credit hour course is equated with one publication in a reputable journal.

**41.2.3** One teaching material for 5 or more credit hour course is worth 120 percent of a publication in reputable journal.

**41.2.4** One textbook is equated to two publications in a reputable journal.

**41.2.5** One book based on an original research is equated with three publications in a reputable journal.

**41.2.6** Two realized professional projects (art, music, etc) are equated with one publication.

**41.2.7** A solo-authored publication in a reputable journal shall receive one hundred publication points.

**41.2.8** Module, handbook, manual and case study shall each receive 50% publication points.

### **41.3 Definitions and Clarifications of Publications**

#### **41.3.1 General Provision on Reputable Journal**

- a) The reputability of a professional journal is best determined, in the first instance, by the relevant department and/or college/school.
- b) Each department in collaboration with the Vice President for Research and Community Service and director for University Libraries should have as complete list of reputable journals as possible alongside less reputable journals, and should make available to staff, college/school, and Research and Community Service Standing Committee.
- c) If a new journal appears in the scene or less reputable journals become reputable through time (or for some explicit reasons), additions and subtractions may be made to the list of the reputable journal periodically.

- d) However, to be able to establish University-wide standards in these matters, the Standing Committee should also be involved, especially when there are disputes on the status of such professional journals.
- e) The following shall constitute the criteria on which reputability of journals is determined:
- i. The professional reputation and competence of the editor(s), the advisory board and editorial staff;
  - ii. Sound editorial policy regarding selection and evaluation of articles submitted for publication;
  - iii. Seriousness of the journal as judged by such factors as its regularity and continuity, and its maintenance of standard; and
  - iv. The backing and respect given on the journal by relevant professionals and/or their association(s).
  - v. Indexed journal.
  - vi. Impact factor – Reflecting the average number of citations to articles published in science and social science journals.
- f) Reputability of Journals published by the University shall be determined by the Senate.
- g) Detailed guidelines with respect to reputability shall be prepared by Research and Community Service Committee of the Senate;

#### **41.4 Textbooks, Book, Teaching material, Manual/Module/Handbook**

These are major undertakings that represent the efforts of academic staff in putting together his 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.

#### **41.4.1 Textbook**

To qualify as a textbook a manuscript must:

- a)** Have at least 80% coverage of the subject;
- b)** Include current views in the field whether controversial or settled;
- c)** Have a practical approach to the subject dealt with
- d)** Be prepared in as simple and comprehensive a manner as possible taking into consideration the level of understanding of its primary audience, the student;
- e)** Comply with the rules, procedures and ethics of academic research and publishing;
- f)** Include all tabulations, graphs, illustrations and exercises where necessary for a comprehensive understanding of the subject matter it deals with;
- g)** Meet the existing situation of Ethiopia and be compatible with other available materials;
- h)** Be prepared by an academic staff member who has published two articles on the specific subject when he writes on his area of specialization;
- i)** Be prepared by staff member with the rank of lecturer and above who has a specialization aligned with the contents of the text book;
- j)** Must be positively assessed by one internal and two external assessors. When the author has used the teaching material, manual or module for a previous promotion and developed it into a textbook thereafter, the work will receive 50% of the points for a textbook, i.e., 100 points.

#### **41.4.2 Book**

To qualify as a book a material must:

- a) Be based on original research on the subject;
- b) Be indexed and meet the standards of printing;
- c) Comply with the rules, procedures and ethics of academic research and publishing;
- d) Be prepared by a staff member who has publications worth 400 points, which are in the specific subject area, and not considered in previous promotion;
- e) Be prepared by a staff member who has taught the subject at least 5 times in different semesters;
- f) Be prepared by a staff member with the rank of lecturer and above;
- g) Be positively reviewed by two external and one internal assessor.

#### **41.4.3 Teaching Material**

To qualify as a teaching material a manuscript must:

- a) Have at least 80% coverage of the course for which it is prepared;
- b) Include current views in the field whether controversial or settled.
- c) Have a practical approach to the subject dealt with;
- d) Be prepared in as simple and comprehensive a manner as possible taking into consideration the level of understanding of its primary audience, the student;
- e) Comply with the rules, procedures and ethics of academic, research and publishing;
- f) Include all tabulations, graphs, illustrations and exercises where necessary for a comprehensive understanding of the subject matter it deals with;

- g) Meet the existing situation of Ethiopia and be compatible with other available materials;
- h) Be prepared by an academic staff member who has at least a rank of lecturer and one year of effective teaching experience, provided that the teaching material in question is in the area of the specialty of the staff; and
- i) Be positively reviewed both by internal and external assessors.

#### **41.4.4 Manual/ Module/Hand book**

To qualify as a manual /module/handbook a material must:

- a) Be prepared by a staff member with the rank of lecturer and above;
- b) Be prepared by a staff member who has an effective teaching experience of at least two years;
- c) Have 100% coverage of the course;
- d) Comply with the rules, procedures and ethics of academic research and publishing; Be prepared in as simple and comprehensive a manner as possible taking in to consideration the level of understanding of its primary audience, the student;
- e) Have an approach to the course prepared for; and
- f) Be positively evaluated by at least by one internal assessor of a higher or equivalent rank.

### **Article 42. Participation in the Affairs of the University and Professional Activities**

**42.1** Participation in the University affairs is one of the major requirements for promotion to all ranks.

**42.2** The requirement may be fulfilled by holding a post of academic administration at any academic unit level as well as work in standing, and ad-hoc committees and taking assignments whenever called upon by such academic unit administration.

**42.3** Participation in activities such as journal editing, organizing conferences, reviewing articles, and research proposals, etc. that enhance one's profession shall also count towards the fulfillment of this criterion.

**42.4** The following constitute examples of what this criterion shall include:

**42.4.1 Academic Post:** Willingness to accept and being fully engaged in the work and very effective in positions of academic administration.

**42.4.2 Committee Work:** Willingness to participate and being fully engaged and effectiveness in the work of committees or other study groups whenever called upon to do so by the department, college/school, the Senate and/or the university administration.

**42.4.3 Professional Activities:** Active involvement in the enhancement of one's profession, for instance, by helping organize and playing an active role in relevant professional associations. Organizing and participating in professional conferences or seminars, and initiating, helping to edit, or contributing to professional journals.

**42.5** The detail on how to judge effectiveness, full engagement, the duration and so on will be done by the Research and Community Servicesenate standing committee.

**42.6** The relative weights to be assigned to the three components of this criterion shall be as follows:

**Assistant Lecturer and below**

Academic administration.....30%

Work in committees.....60%

Professional activities .....10%

**Lecturer**

Academic administration.....50%

Work in committees.....40%

Professional activities.....10%

### **Assistant Professor and above**

Academic administration..... 60%

Work in committees.....20%

Professional activities.....20%

**42.7** The Table below shall be used as a guideline for the rating of involvement in University affairs and professional activities.

| <b>No.</b> | <b>Type of activity</b>                                                                       | <b>Points Awarded</b> | <b>Maximum points for</b>                                                           |
|------------|-----------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------|
| 1          | Committee work                                                                                | 25-40                 | Multiple active and successful membership                                           |
| 2          | Income generation                                                                             | 10-25                 | Direct self-accounted income generation                                             |
| 3          | Conference organization                                                                       | 5-15                  | National or international conference organizing                                     |
| 4          | Academic office holding                                                                       | 30-50                 | Successive, multiple and effective                                                  |
| 5          | Review of articles and proposals, participation in institutional publications, editorial work | 10-20                 | Multiple, efficient                                                                 |
| 6          | Project implementation                                                                        | 10-15                 | Active involvement and successful                                                   |
| 7          | Membership on professional organizations                                                      | 5-10                  | One and more than one and active                                                    |
| 8          | Membership on editorial board of institutional, national, and international journals          | 5-10                  | Depending on the scope of the journal                                               |
| 9          | Miscellaneous with description                                                                | 5-10                  | More than two successful undertakings that could not be categorized under items 1-8 |

**42.8** The points will be awarded on the presentation of a written attestation from immediate heads and other relevant bodies.

**42.9** For each category of promotions, if the points exceed the maximum allotted scores the maximum allotted score will be taken.

- 42.10** A body or committee mandated with the reviewing of promotion requests could further standardize and stratify the contributions and their points based on necessities.
- 42.11** An academic staff member who, for no justifiable reason, refuses to accept position of academic administration or committee assignments shall forgo the points for participation in University Affairs.
- 42.12** Those who do not have the opportunity to do so or those who, for valid reasons decline to accept such offers, may be evaluated with regard to their willingness and participation in other University-wide, College/School/Institute or departmental committees, ad hoc committees and such other assignments as may be deemed appropriate by the department head or the dean of the college/school. For this purpose, the points members score in committee work and professional activities shall be converted to 100%.
- 42.13** 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.

### **Article 43. Community service given to the public at various capacities**

The following may constitute examples of community services:

- 43.1** Readiness to participate in local or national committees whenever required to do so;
- 43.2** Running series press, radio, and/or TV programs to elucidate to the public some basic problems of socio – economic nature, such as health, law, education, technology, science, etc.; and
- 43.3** Making attempts in all ways to contribute towards the general welfare of the community at large along with call of one's academic duties;
- 43.4** Membership on boards and councils of any regional or national organization based on merit or interest;
- 43.5** Participation in any other socially important activities such as HIV/AIDS, gender, democratic culture cultivation, environmental clubs, etc;
- 43.6** Professional service, preferably unpaid, to the community as may be determined by the concerned department of the university;

**43.7** Producing publications, which do not fall in one's area of specialization but have contributions to alleviate problem in the community;

**43.8** Any other relevant contribution attested by relevant documents and could fall in this category;

**43.9** An institutional body or committee mandated with the reviewing of a request for promotion could further standardize and stratify the contributions and their values based on necessities;

**43.10** The table below can be used as a guideline for the approximate rating of active service to the community at large. Maximum points shall be awarded for two or more activities in the same category.

| Type of activity                                                                                                                             | Approximate points to be awarded |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Active membership in regional or national voluntary committees/ boards, etc,                                                                 | 25-35                            |
| Public education and awareness programs (radio, TV, etc...)                                                                                  | 30-40                            |
| Health and legal services (rendered freely or at reduced price)                                                                              | 25-45                            |
| Contribution to the general welfare of the community – One tangible project                                                                  | 25-35                            |
| Participation in any other socially important activities such as HIV/AIDS, gender, democratic culture cultivation, environmental clubs, etc. | 35-45                            |
| Others (to be specified accordingly)                                                                                                         | 25-35                            |

**43.11** In all cases, an academic staff member should score at least 60 points for assistant and associate Professorship and 65 points for Professorship, which should constitute 10% and 15% of the total requirements, respectively.

## Article 44. Weighted Values of the Criteria for Academic Promotions

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

### **44.1.1 For promotion to the rank of Assistant Lecturer and below:**

- a) Effective teaching .....60%
- b) Participation in University affairs etc. ....40%
- Total .....100%

### **44.1.2 For promotion to the rank of lecturer**

- a) Effective teaching.....50%
- b) Publication(authorship or co-authorship of an article in a reputable journal).....30%
- c) Participation in University affairs.....20%
- Total ..... 100%

### **44.1.3 For promotion to the ranks of Assistant and Associate Professor the following weights shall apply:**

- a) Effective teaching.....40%
- b) Publications.....35%
- c) Participation in University affairs.....15%
- d) Professional and related public services.....10%
- Total.....100%

### **44.1.4 For promotion to the rank of Professor the following weights shall apply:**

- a) Effective teaching .....35%
- b) Publications .....40%
- c) Participation in University affairs .....15%
- d) Professional and related public service.....10%
- Total .....100%

**44.2** Apart from the fulfillment of the individual criterion specified earlier, it is required that a candidate for all ranks should earn a minimum of 80% of the maximum possible total points indicated hereof.

**44.3** However, the candidate should earn full points allotted to publication requested for any promotion to the rank of lecturer and above.

## **Article 45. Accelerated Promotion**

An academic staff member who demonstrates exceptional accomplishments in his area of specialization may qualify for accelerated promotion. For this purpose, an academic staff should achieve at least twice as much publication points as the required points for the requested promotion. However, a staff member should at least serve 75% of the required term of service for his rank and score 90% weighted average on students', heads and colleagues' evaluation.

## **Article 46. Extra-ordinary Promotions or Appointments**

**46.1** Appointments or promotions to any of the academic ranks may be considered through extra-ordinary recommendation of candidates who have very exceptional merits with an award for contribution to science by a national or international institution or whose work has been patented or copyrighted notwithstanding that such candidates do not strictly fulfill any one of the criteria for promotion specified in this Legislation.

**46.2** Members of the academic staff with achievements that have been widely acclaimed or who have won recognition through awards and/or meritorious achievement, citations from recognized professional bodies or institutions, may be recommended for appointments and/or promotions to a given rank.

**46.3** A particular department, College/School/Institute in which the candidate is a member can initiate recommendations for extra-ordinary appointments and/or promotions. Such recommendation should be supported by documents that proved the special merits of the candidate.

**46.4** Review of the recommendations shall follow the normal process and shall be submitted to the senate and/or the Board for approval.

**46.5** Lack of required points for regular promotion should not be an excuse for asking for extra-ordinary promotion.

## **CHAPTER NINE:**

### **REQUIRMENTS FOR APPOINTMENT/RECRUITMENT OF ACADEMIC STAFF**

#### **Article 47. General Requirements and Procedure for Recruitment**

**47.1** For each academic rank, the appointment of academic staff shall be implemented based on the requirements indicated below in this article.

**47.2** All vacancies must be advertised nationally and/or internationally before any recruitment is considered.

**47.3** Any vacant position that cannot be filled by way of an advertisement can be filled any time by way of a summary procedure where a competent person is available. However if a highly competent and qualified individual showed up at any time, and if a department requests for a special recruitment and get approval of the respective academic commission, or the Senate (for the rank of associate professor or above), recruitments may be allowed provided that budget is available.

**47.4** Female candidate who fulfill the minimum requirement shall get an additional 5% of the total points she has scored on top of her total calculated points until the academic staff gender ratio reaches 50:50 at the University level.

**47.5** Joint appointment may be entertained as per the HEP and directives of the Ministry of Education;

**47.6** Academic ranks shall be uniform for similar level of qualifications all over the University. The basis for an academic rank at the time of recruitment shall be the level of degree obtained, work experience and publication of the candidate.

**47.7** Candidates for recruitment shall be graduates from a recognized higher education institution and shall be evaluated based on their CGPA, relevant experience supported by objective evidence, presentation and other criteria to be set by the University.

**47.8** The details of the recruitment criteria for the academic staff shall be prepared and approved by the Senate.

## **Article 48. Requirement for Graduate Assistant**

**48.1** 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 a department and approved by the Academic Affairs VP.

**48.2** 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 studies and/or after attaining promotion to the next rank.

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

**48.4** 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.

**48.5** A graduate Assistant may be given the following duties:

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

**48.5.2** 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.

**48.5.3** Take over classes with the approval of the head of the department in emergencies such as sickness or other unavoidable absence, provided that such arrangement shall not continue beyond four weeks and provided further that in the above instance a Graduate Assistant shall not be given the responsibility for more than half of the course time.

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

#### **48.6 Graduate Assistant I**

**48.6.1 Appointment:** A candidate shall be Graduate Assistant I with the qualification of a three-year Bachelor's degree and a minimum CGPA of 2.75 (2.50 for females). AND

**48.6.2** A candidate should pass an entrance exam to be prepared by the University and score at least 50% through the recruitment criteria of the University.

#### **48.7 Graduate Assistant II**

**48.7.1 Appointment:** A candidate with the qualification of four-year Bachelor's degree, a CGPA of at least 2.75 (2.50 for females) and who passes an entrance exam to be prepared by the University and score at least 50% through the recruitment criteria of the University. OR

**48.7.2 Promotion:** A Bachelor's degree with one year of effective service as Graduate Assistant I:

#### **48.8 Assistant Lecturer**

**48.8.1 Appointment:** A candidate with the qualification of five-year Bachelor's degree, a CGPA of at least 2.75 (2.50 for females) and who passes an entrance exam to be prepared by the University and score at least 50% through the recruitment criteria of the University.

**OR**

**48.8.2 Promotion:** A bachelor's degree with one year of effective service normally as full-time Graduate Assistant II;

### **Article 49. Requirement for Lecturer**

**49.1 Appointment:** A candidate with the qualification of:

**48.9** A Master's degree with at least CGPA of 3.0; and with a bachelors degree CGPA of at least 2.50 (The bachelors degree minimum CGPA of 2.5 may be considered

under special circumstances justified by a department and approved by the Academic Affairs VP.)

**49.1.1** An M.D. or DVM with no specialization and with at least CGPA of 2.75(2.50 for females);

**49.1.2** A candidate should pass an entrance exam to be prepared by the University and score at least 50% through the recruitment criteria of the University.

**49.2 Promotion:** A Master's degree with CGPA of at least 3.0

## **Article 50 . Requirement for Assistant Professor**

**50.1 Appointment:** A candidate with the qualification of the degree of doctor of philosophy (PhD), or equivalent or MD or DVM degree with specialty certificate;

**OR**

**50.2 Promotion (Option One):**

**50.2.1** A candidate with the qualification of a Master's degree or MD or DVM degree without specialty certificate or equivalent; **and**

**50.2.2** A minimum of four years of effective teaching and research as lecturer; **and**

**50.2.3** At least one article or one teaching material (equivalent to 100 publication points);

**50.2.4** A minimum average score set for promotion (i.e., 80%) **and**

**50.2.5** In some fields such as music and fine arts, two recognized and realized projects or pieces of work which demonstrate professional and creative talent and which must have been critically and positively evaluated by internal and external assessors who are specialists in the area; **and**

**50.2.6** Active participation in the affairs of the University; **and**

**50.2.7** Community service;

**OR**

### **50.3 Promotion (Option Two)**

**50.3.1** The qualifications of a Master's Degree or its equivalent; and a minimum of three years of effective teaching as a Lecturer; **and**

**50.3.2** At least two publications in a reputable journal (s); or one publication in reputable journal and a teaching material; OR one textbook or reference book (to be Publications worth of 200%); OR in some fields such as architecture, music and the fine arts two recognized and realized (implemented) projects which demonstrate professional and creative talent and which must have been critically and positively evaluated both by internal and external assessors who are specialists in the area; or release of two technological packages through a nationally accredited mechanism; since becoming Lecturer; **and**

**50.3.3** Active participation in the affairs of the University as well as in the enhancement of his profession, **and**

**50.3.4** Community service; **and**

**50.3.5** A minimum average score set for promotion (i.e., 80%);

**OR**

### **50.4 Promotion (Option Three)**

**50.4.1** A candidate with the qualification of a bachelor's degree or its equivalent; **and**

**50.4.2** A minimum of four years of effective teaching as lecturer; **and**

**50.4.3** Two published articles since last promotion; or one article and one teaching material; or four realized and recognized artistic or professional pieces of work or projects; **and**

**50.4.4** Active participation in the affairs of the University; **and**

**50.4.5** Community service; **and**

**50.4.6** A minimum average score set for promotion (i.e., 80%)

## **Article 51. Requirement for Associate Professor**

### **51.1 Option One.**

**51.1.1** The qualification of a PhD degree or equivalent or Master's degree or MD or DVM degree with specialty and/or sub-specialty certificate; and

**51.1.2** Four years of effective teaching as assistant Professor; and

**51.1.3** Publications or professional works as provided hereunder;

- a) A textbook in one's area of specialization published since last promotion; or
- b) Two articles published in reputable journal/s in his field of specialization since last promotion; or
- c) One published article and one teaching material; or
- d) Four realized and recognized artistic or professional pieces of work or projects; or
- e) One article published in a reputable journal and two realized and recognized artistic or professional pieces of work or projects; and

**51.1.4** Active participation in the affairs of the University; and

**51.1.5** Community Service.

**51.1.6** A minimum average score set for promotion (i.e., 80%);

**OR**

### **51.2 Option Two.**

**51.2.1** A minimum of three years of effective teaching as Assistant Professor; and

**51.2.2** At least three publications in reputable journal(s); OR three published articles in reputable journal(s) and one teaching material for a course he teaches; OR release of four technological packages through a nationally accredited mechanism; OR two articles and one textbook or reference book; OR three published articles in reputable journal(s) and release of one technological package through a nationally accredited mechanism; OR in some fields such as architecture, music and the fine arts six recognized and realized

(implemented) projects which demonstrate professional and creative talent and which must have been critically and positively evaluated both by internal and external assessors who are specialists in the area; since becoming an Assistant Professor; and

**51.2.3** Active participation in the affairs of the University and in the enhancement of his profession; and

**51.2.4** Rendering active service to the public at large; and

**51.2.5** A minimum average score set for promotion (i.e., 80%)

## **Article 52. Requirement for Professor**

### **52.1 (Option One)**

**52.1.1** The qualification of a Ph.D. degree or its equivalent or MD or DVM degree with specialty or sub-specialty certificate or its equivalent or a Master's degree; and

**52.1.2** Four years of effective teaching as an associate Professor; and

**52.1.3** Publications or professional works as provided hereunder:

- a)** A book based on original research in one's area of specialization published since last promotion and one article published in reputable journal; or
- b)** Two textbooks in one's area of specialization published since last promotion; or
- c)** One textbook in one's area of specialization and two articles published since last promotion;
- d)** Four articles in reputable journal(s) published since last promotion; or
- e)** Eight realized and recognized professional or artistic pieces of work or projects since last promotion; or
- f)** A textbook and four realized and recognized professional or artistic pieces of work or projects since last promotion; and

**52.1.4** A minimum average score set for promotion (i.e., 80%)

**52.1.5** Active participation in the affairs of the University; and

**52.1.6** Community service;

**OR**

**52.2 (Option Two)**

**52.2.1** Minimum of three years of effective teaching as associate Professor, and

**52.2.2** At least publications worth 800 points, and

**52.2.3** A minimum average score set for promotion, and

**52.2.4** University affairs, and

**52.2.5** Community service

**52.2.6** Articles already accepted for publication in a reputable journal may also be considered as published articles for purposes of promotion as far as a galley proof is submitted.

**52.3 Additional Criteria for the rank of Professor**

**52.3.1** A candidate for promotion should at least gain an average 3.25 out of 4 of both external and internal evaluation.

**52.3.2** 75% of the publications shall unambiguously focus on the field of specialty the remaining 25% contribution can be related field in the profession.

**52.3.3** A teaching material/manual/module/handbook shall not be considered for promotion to Professorship rank.

**52.3.4** The internal evaluator of the article or textbook or technology should be a Professor by academic rank. However, if there is no evaluator of such 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.

**52.3.5** The external evaluators of the article or textbook or technology should be a Professor by academic rank in the field of specialization.

## **Article 53. Promotion of Research Staff**

**53.1** A research staff shall have a load of 25% teaching and 75% research work.

**53.2** Promotions pertaining to research staff shall follow the same roots as in the teaching staff as stipulated in Article 12 of this Legislation on condition that he/she invests 25% of his time for teaching and has produced 1.5 times the publications requirement of the teaching staff for respective academic rank.

**53.3** Appointment and promotions pertaining to adjunct staff and joint appointment shall be governed by the guidelines that would be formulated by Academic Staff Recruitment, Appointment & Promotion Committee of the University senate.

**53.4** 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 54. Joint Appointment**

**54.1** 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.

**54.2** 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.

**54.3** 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 apportionment of working time shall be negotiated and agreed by the parties within the framework of rules and procedures enacted by the concerned Senate.

**54.4** 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 55. Honorary Academic Staff Appointment**

**55.1** 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.

**55.2** 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.

**55.3** 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.

**55.4** 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:

**55.4.1** Honorary Lecturer

**55.4.2** Honorary Assistant professor

**55.4.3** Honorary Associate Professor

**55.4.4** Honorary Professor

**55.4.5** Professor Emeritus

**55.5** The candidate to be appointed with honorary rank should at least fulfill the requirements of the respective academic ranks as per Article 14 of this Legislation. Appointments and reappointments of honorary academic staff up to the level of Lecturer are approved by the relevant Dean of department, on the recommendation made by the department. Written support for the appointment must accompany the nomination. Appointments and reappointments of honorary staff at the level of Assistant Professor and above are recommended by the College/School/Institute and approved by the Senate. Appointment of Professor and Professor Emeritus is recommended by the Senate and approved by the Board.

**55.6** Nomination and appointment of honorary staff request of the department must contain the following specific information that should be addressed to the approving organ:

**55.6.1** The duties and responsibilities of the proposed appointee;

**55.6.2** 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;

**55.6.3** The benefits that will flow through to the department from the appointment; and

**55.6.4** In case of reappointment, how the University has realized the expected benefits from the previous appointment.

**55.7** After the Honorary appointment has been approved, AAVP will arrange for an offer to be sent to the nominee. Appointments of the level of honorary lecturer will be referred to the relevant department. Appointments up to Honorary Associate Professor referred to the Academic Staff Recruitment, Appointment & Promotion Committee of the senate. Appointments of Honorary Professor will be approved by the University Board. All appointments and promotions are bound by the University staff appointment and promotion regulation.

**55.8** 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.

**55.9** 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. 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.

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

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

**55.12** 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 56. Appointment and Promotion of Professional Librarians**

### **56.1 Assistant Librarian V**

Bachelor of Arts, Bachelor of Sciences Degree. or equivalent with at least a CGPA of 2.75(2.5 for females). This CGPA requirement may be changed under special circumstances justified by the appropriate unit and approved by the AAVP. However, such CGPA should not be less than 2.50.

### **56.2 Promotion to Assistant Librarian IV**

**56.2.1** B.A., B.Sc. or their equivalent and

**56.2.2** One year of effective experience as an Assistant Librarian V.

**56.2.3** Active participation in University Affairs and

**56.2.4** A minimum of 75% rating in the evaluation by immediate supervisor.

### **56.3 Assistant Librarian III**

**56.3.1** B.A. or B.Sc. or their equivalent

**56.3.2** Two years of effective service in a library after a Bachelor's Degree

**56.3.3** Active participation in University Affairs,

**56.3.4** A minimum of 75% rating in the evaluation by immediate superior. **or**

**56.3.5** Master's Degree in Library and Information Science or its equivalent.

#### **56.4 Assistant Librarian II**

**56.4.1** B.A., B.Sc. or its equivalent and

**56.4.2** 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

**56.4.3** Master's Degree in Library and Information Science or its equivalent and

**56.4.4** Two years of effective experience in a library as an Assistant Librarian III **and**

**56.4.5** Active participation in University Affairs, and

**56.4.6** A minimum of 75% rating in the evaluation by immediate superior.

#### **56.5 Assistant Librarian I**

**56.5.1** The of Master's Degree in Library and Information Science or its Equivalent and

**56.5.2** Four years of effective experience with at least three years of which having to be spent as an Assistant Librarian II and

**56.5.3** At least one publishable bibliography/catalogue favorably assessed by competent librarians, preferably senior advisors and

**56.5.4** Effective performance in any relevant teaching assignment; Active participation in University Affairs, and

**56.5.5** A minimum of 75% rating in the evaluation by immediate superior.

**OR**

**56.5.6** Three years of effective experience two of which must have been spent at the rank of an Assistant Librarian II and

**56.5.7** At least one publication in a reputable journal and effective performance in any relevant teaching assignment

**OR**

**56.5.8** The Degree of Doctor of Philosophy in Library Science or its equivalent

**56.6 Associate Librarian**

**56.6.1** The degree of Master of Library and Information Science or its equivalent and

**56.6.2** Active participation in University Affairs and

**56.6.3** At least seven years of effective library experience four years of which must have been spent at the rank of Assistant Librarian I and

**56.6.4** At least two articles published in a reputable journal(s) since becoming Assistant Librarian I;

**56.6.5** Effective performance in any relevant teaching assignments.

**OR**

**56.6.6** The degree of PhD in Library Science or its equivalent;

**56.6.7** At least four years of effective library experience at the rank of Assistant Librarian I and

**56.6.8** Active participation in the development and running of academic and other teaching programs in library science within the University and in the country at large and

**56.6.9** At least two articles published in a reputable journal since becoming Assistant librarian I

**56.7 Librarian**

**56.7.1** Master Degree in Library and Information Science or its equivalent and

**56.7.2** Four years of Library and Documentation Service as Associate Librarian

**56.7.3** Effective teaching in the training programs of the University relevant to the library profession

**56.7.4** Four articles published in reputable journals or three such articles and

**56.7.5** An appropriate teaching material in Library and Information Science and

**56.7.6** Dedication to and creative participation in University affairs and in community services outside the University

**OR**

**56.7.7** PhD in Library Science or its equivalent, and

**56.7.8** At least three years of effective library experience as an Associate Librarian, and

**56.7.9** Effective teaching in the training programs of the University relevant to the library profession, and

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

**OR**

**56.7.11** At least four articles published in a reputable journal(s) since becoming Associate librarian and

**56.7.12** Dedication to and creative participation in University affairs and in community services outside the University

## **Article 57. Appointment and Promotion of Technical Support Staff**

A Technical Assistant (TA) is an Academic Support Staff who assists a College/School/Institute in laboratory sessions and field demonstration, help in research activities of departments, teaching and maintenance of equipment in the department in which he is assigned and undertakes any other assignments given by the University. The appointment and promotion of technical assistants shall be in accordance with the following provisions:

### **57.1 Technical Assistant I**

#### **Appointment**

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

## **57.2 Technical Assistant II**

### **57.2.1 Appointment**

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

**OR**

### **57.2.2 Promotion**

- a)** One year of effective service as a Technical Assistant I;

**AND**

- b)** Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

**AND**

- c)** Active and effective service in the University.

## **57.3 Technical Assistant III**

### **57.3.1 Promotion**

- a)** Two years of effective service as a Technical Assistant II;

**AND**

- b)** Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

**AND**

- c)** Active and effective service in the University.

## **57.4 Senior Technical Assistant I**

### **57.4.1 Appointment**

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

### **57.4.2 Promotion**

- a)** A minimum of two years of effective service as a Technical Assistant III;

AND

b) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

c) Active and effective service in the University.

## **57.5 Senior Technical Assistant II**

### **57.5.1 Promotion**

a) Senior Technical Assistant I with two years of effective experience

AND

b) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

c) Active and effective service in the University.

## **57.6 Senior Technical Assistant III**

### **57.6.1 Promotion**

a) Senior Technical Assistant II with two years of effective experience

AND

b) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

c) Active and effective service in the University.

## **57.7 Chief Technical Assistant I**

### **57.7.1 Appointment**

A Masters Degree or its equivalent in the specific or related field

### **57.7.2 Promotion**

a) Senior Technical Assistant III with two years effective service

AND

b) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

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

## **57.8 Chief Technical Assistant II**

### **57.8.1 Promotion**

a) Chief Technical Assistant I with two years effective service

AND

b) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

c) Active and effective service in the service

**OR**

d) Senior Technical Assistant III with three years effective service

AND

e) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

f) Two published Lab/practical manuals positively assessed by one internal and one external specialist in the area

## **57.9 Chief Technical Assistant III**

### **57.9.1 Promotion**

a) Chief Technical Assistant II with two years effective service

AND

b) Evaluation: Very good (above 75% average by both supervisors and students

which accounts 60% and 40%, respectively)

AND

**c)** Active and effective service in the service

**OR**

**d)** Chief Technical Assistant I with three years effective service

AND

**e)** Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

**f)** One published Lab/practical manual positively assessed by one internal and one external specialist in the area

**PART FOUR**  
**CHAPTER TEN**  
**TEACHING AND RESEARCH LOADS**

**Article 58: Teaching and Research Load**

**58.1** **Load** shall be defined as the total credit hours of teaching and related assignment that an Academic Staff carries taking 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.

**58.2** **Full work load** shall be the number of hours that an Academic Staff is required to work for the institution. Any permanent academic staff under the federal civil service is expected to spend 39 hours of work per week, while those hired on a contract are expected to work 40 hours per week.

**58.3** **Full teaching load** Without prejudice to Art 30 (5) of the Proclamation, the teaching and research loads of academic staff shall be as provided hereunder:

**58.3.1** 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.

**58.3.2** In light of what has been provided above, 12 LEHs are equivalent to 36 hours of work per week (2 hours of preparation for 1 hour lecture, and this result in 1 LEH).

**58.3.3** Every academic staff is required to advise/consult up to up to 3 hours per a week up to 15 students for a semester.

**58.4** The teaching load of an academic staff, in both regular and continuing education programs, shall be expressed in terms of Lecture Equivalent Hour (LEH). A lecture equivalent hour is normally 1 credit hour, and a credit hour requires 3 hours of work load. Work load, other than teaching and research assignments, is calculated in hour, not in LEH.

**58.5** The teaching staff members of the University are expected to engage in Research and Community Serviceactivities. Normally the load distribution shall be as follows:

**58.5.1 Teaching staff:** is required to devote 75% teaching and 25% research.

**58.5.2 Research staff:** is required to devote 75% research and 25% teaching.

**58.5.3 Academic Clinical Staff:** is required to devote 50% to clinical services and the rest for teaching.

## Article 59. Measurement Teaching Load

**59.1** The teaching load of an Academic Staff shall be expressed in terms of **Lecture Equivalent Hours (LEHs)**. A Lecture Equivalent Hour is normally 1 credit hour, and a credit hour requires 3 hours of workload.

**59.2** A course having only lecture hours in ECTS curriculum structure is in a straight line identical to conventional credit hour system by rejecting home study hours billed in ECTS. Therefore, for such courses:

Credit Point (CP) in ECTS = Conventional Credit Hours (Cr. Hr) = Lecture contact hours.

1Cr.Hr clinical or community practice = 5 contact Hour

1 Cr. Hr. laboratory/demonstration = 3 contact hour

**59.3** A course that has lecture and tutorial hours in ECTS equals to conventional credit hours system, multiplying tutorial hours by 2/3 and adding the dividend hours of tutorial to lecture hours of ECTS. Therefore, for such courses:

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

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

**59.4** A course that has lecture, tutorial and laboratory/practice hours in ECTS equals to conventional credit hours system, dividing each hour specified in tutorial and laboratory/practice multiplying by 2/3 and adding the dividends to lecture hours of ECTS. Therefore:

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

Where c= laboratory/practical hours in ECTS

Note: The total credit hours of a course=  $a + [(b \cdot 2/3) + (c \cdot 2/3)]$

**59.5** There are different computation rates for clinical and community practices  
(1Cr.Hr. clinical or community practice = 5 contact hr)

1 Cr. Hr. laboratory/demonstration = 3 contact hour

**59.6** 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:

- a) One undergraduate course credit ..... = 1.0 LEH
- b) One graduate (Masters) course credit ..... = 1.5 LEH
- c) One graduate (PhD) course credit ..... = 3.0 LEH
- d) One hour Lab/Practical/ or Tutorial session..... = 0.67 LEH
- e) One group (5 students) undergraduate senior Project/essay advising..... = 0.50 LEH\*
- f) One PhD student Dissertation advising ..... = 2.0 LEH\*
- g) One PhD student Dissertation Co-advising ..... = 1.5 LEH\*
- h) One Master's Thesis advising ..... = 1.5 LEH\*
- i) Co-advisory for one Master's Thesis..... = 1.0 LEH
- j) Advising one medicine or veterinary student..... = 0.5 LEH

\* Such teaching load can only be considered for duration of essay or thesis advising.

**59.7** In medical specialty programs, the staff load can be computed based on the following scheme:

**59.7.1** Two seminars should be undertaken per week in each residency program for two hours and all senior specialists should participate;

**59.7.2** Three morning sessions should be undertaken per week in each residency program for one hour and all senior specialists should participate;

**59.7.3** Outpatient department teaching and major operation teaching (where applicable) should be undertaken for four hours every working day and each senior specialist should be accompanied by the residents;

**59.7.4** Teaching rounds and minor operation teaching (where applicable) should be undertaken for two hours, every working day, and each senior specialist should be accompanied by the residents;

**59.7.5** Teaching in duty hours shall be undertaken, but shall not be considered as far as duty payments are made;

**59.7.6** In undergraduate medical education program, the staff load can be computed based on the following scheme:

**59.7.7** One seminar should be undertaken per week in each undergraduate program for two hours and all senior specialists should participate;

**59.7.8** Three lectures and two bed-side teaching sessions should be delivered per week in each undergraduate program for two hours and all senior specialists should participate;

**59.7.9** Three morning sessions should be undertaken per week in each undergraduate program for one hour and all senior specialists should participate on the sessions, and shall be undertaken with residents;

**59.7.10** Outpatient department teaching should be undertaken for four hours every working day and each senior specialist should be accompanied by the medical students;

**59.7.11** Teaching rounds should be undertaken for two hours, every working day, and each senior specialist should be accompanied by the medical students;

**59.7.12** Teaching in duty hours shall be undertaken, but shall not be considered as far as duty payments are made;

**59.7.13** Teaching load for essay/senior project/ thesis/dissertation can only be considered for the duration of the advising. Advising related loads are counted starting from the date of official notification of assignment as thesis advisor to the original

deadline for submission of the thesis work. No advising load shall be requested for extension of the thesis work.

**59.7.14** The advisor shall have the responsibility to allot the necessary time, per week as indicated in sub-article 59.6.5 to the student and make the necessary follow up regularly until the final work is submitted to the department under his approval

## **Article 60 .Measuring Research Load**

**60.1** The Vice President for Research and Community Service shall coordinate the development of directives for lecture equivalent hours of research undertakings. Among others, the basis for developing the lecture equivalent hours of research undertakings shall include involvement in project formulation and preparation, implementation, reporting and dissemination.

**60.2** 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, a teaching staff is not expected to engage in a research work for more than 25% of their time.

**60.3** Since an Academic Staff is expected to spend some of his time on research, one's teaching load per semester may be reduced to nine credit hours based on one's approved research commitments.

**60.4** In case where more than **one** academic staff members are involved in a research project, the **three LEHs** may be shared among the researchers.

**60.5** In case where more than **three** academic staff members are involved in a research project, **one LEHs** shall be given to each researcher.

**60.6** The head of the department in consultation with the office of Research and Community Services shall make a decision on reducing the teaching load only during the approved duration of the period of research.

## **Article 61. Measuring Community Service Load**

**61.1** An academic staff member is required to engage in community services. A full time teaching staff member who carries out a community service project approved by his respective AC and/or Vice President for Research and Community Services will get a reduced teaching load that shall be specified in a separate guideline of the University.

**61.2** The duration of every community service project shall be determined by his respective AC and/or the Office for Research and Community Service Vice President.

**61.3** When more than one academic staff members are involved in a community service project, the LEHs shall be shared among the community service providers.

**61.4** Detailed implementation of the community service load shall be carried out by a separate guideline.

## **Article 62. Reporting Teaching and Research Loads**

**62.1** Teaching, Research and Community Service loads for all staff members engaged in it shall be reported each semester by the respective Deans to the office of the Director for Academic Affairs in the forms prepared for this purpose before the end of the fourth week after the beginning of classes.

**62.2** Justifications have to be provided in writing in instances where the teaching and research load of an academic staff member is below or above the full credit load requirement or below the average or above the maximum.

## **Article 63. Class Sizes per Section**

**63.1** In order to maintain and raise the academic standards of the University, classes of instruction should, in principle, be kept with certain limits with regard to maximum size.

63.2 The recommended class size (number of maximum students/section) for undergraduate program for courses offered on the basis of lecturing, tutorials and laboratory works shall be as follows:

|                                                                      |       |
|----------------------------------------------------------------------|-------|
| 63.2.1 Lecture for undergraduate program except for Language.....    | 40-60 |
| 63.2.2 Language courses .....                                        | 30-40 |
| 63.2.3 Lab/Field sessions.....                                       | 25-30 |
| 63.2.4 Tutorial and seminar classes except for language courses..... | 50-60 |
| 63.2.5 For clinical attachment .....                                 | 15    |
| 63.2.6 For community based attachment.....                           | 10-15 |
| 63.2.7 Lecture for graduate program.....                             | 25    |

63.4 Considering high number of applicants on one hand and limited class room space on the other hand, the above standard of occupancy may be compromised until adequate space is available.

63.5 Departments shall present proposals on course list and special class size to the AC of their respective College/School/Institute and forward the same for approval by the ASCRQAC. Such determination of class size shall take the following into account:

- 63.5.1 Courses that can be given as lecture;
- 63.5.2 Courses for skill development;
- 63.5.3 Facilities and capacity of the department; and
- 63.5.4 Cost effectiveness;

## **Article 64. Teaching Load**

64.1 The maximum full load of an academic staff shall be 12 LEHs in the undergraduate and 8 LEHs in the graduate programs; is for one or two different courses.

**64.2** An academic staff shall not be assigned to teach more than three different courses at a time.

**64.3** A teaching assignment of only 9 LEHs will be given to a full-time teaching staff when he is assigned to teach **three different courses** for undergraduate levels; and it shall be considered as full load.

**64.4** A teaching assignment of only 5 LEHs will be given to a full-time teaching staff when he is assigned to teach three different courses for graduate levels; and it shall be considered as full load.

**64.5** Except in extra ordinary situation, accepted by the respective AC and approved by AAVP, an academic staff is not expected to handle more than three different courses.

**64.6** The load of an academic/research staff working at the university teaching hospital or an affiliated public hospital, in addition to the course/s he teaches and the research he undertakes shall be counted as per the government working hours counting principle in government hospitals.

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

|                                                                                   |         |
|-----------------------------------------------------------------------------------|---------|
| 64.7.1 Full-time Academic Staff .....                                             | 12 LEHs |
| 64.7.2 Department level mentors.....                                              | 11 LEHs |
| 64.7.3 Course/Exam Team members.....                                              | 10 LEHs |
| 64.7.4 HDP trainees.....                                                          | 9 LEHs  |
| 64.7.5 University Approved Project Coordinators.....                              | 9 LEH   |
| 64.7.6 Department level Quality & Reform Focal Persons...                         | 9 LEHs  |
| 64.7.7 Department Heads/Coordinators at Academic unit level/or<br>equivalent..... | 6 LEHs  |
| 64.7.8 Deans, Directors and Coordinators at university<br>level/equivalent .....  | 5 LEHs  |
| 64.7.9 Campus coordinators /equivalent .....                                      | 4 LEHs  |
| 64.7.10 Research staff .....                                                      | 3 LEHs  |
| 64.7.11 The Vice-Presidents/ Campus Chief Executive Directors<br>.....            | 3 LEHs  |
| 64.7.12 President.....                                                            | 0 LEHs  |

**64.8** Except in exceptional situations an academic staff that works in administrative post is not allowed to carry loads beyond the above-mentioned articles.

**64.9** In case a course is offered to more than one section, each extra section will have the same amount of LEH. However, the class size should be as put in this legislation.

**64.10** For undergraduate lecture type of classes when the number of students in a class is over 60 students, in marking examinations, 0.04 LEH per extra student on weekly basis will be considered in calculating the teaching load of the academic staff, provided that the instructor conducts progressive (at least one test or any other per a week) assessment as per the course syllabus.

## **Article 65 .Overloads on Teaching and other Assignments**

**65.1** As the full teaching load is determined on the premise that a teaching load in excess of those specified in this legislation above will negatively affect the quality of instruction and the research work of the individual academic staff member, academic units shall make effort not to exceed required limit.

**65.2** An overload is defined as a teaching load in a regular program and research **above** the full teaching load specified in this legislation.

**65.3** In order not to compromise the quality of teaching-learning process, the total overload for an academic staff shall not exceed 6 LEH.

**65.4** However, where academic units have serious shortage of staff , it can be demonstrated that there are no other alternatives and approved by AAVP , an additional 3 more LEHs could be given for each category of staff

**65.5** The University shall make payment to the academic staff member for services rendered in teaching, research and other administrative duties **beyond** the full load expected of them.

**65.6** An academic staff member who, due to a serious shortage of staff, is assigned to take assignment above the maximum specified on the above articles for the regular program compensated with payment at the prevailing rate according to the university's payment rate.

**PART FIVE**  
**CHAPTER ELEVEN:**  
**SCHOLARSHIP, LEAVES, TENURE AND RELATED MATTERS**

**Article 66 : Scholarship**

**66.1** All scholarships, partially or fully, financed or secured by the university shall be governed by this provision:

**66.1.1** A masters holder candidate who has served for two years and more after his previous study shall be considered for competition;

**66.1.2** A BSc/BEd/BA/LLB or MD/DVM cannot, without good cause refuse to take the training opportunity for second degree, extended to him by the University.

**66.1.3** Candidates who have not served more than two years can compete if there are still remaining positions that cannot be filled by the candidates who satisfy the requirement under this provision;

**66.1.4** Scholarship could be given for technical assistances as par-time students in MTU if they serve for at least one academic year in the University; independent guideline shall be prepared by the University Academic Staff Development and Scholarship Committee of the senate.

**66.2** Any scholarship selection process shall be on an open competition, based on meritorious criteria. In particular, it shall consider the following factors:

**66.2.1** Performance evaluation

**66.2.2** The level of experience

**66.2.3** Participation in university affairs

**66.2.4** Community service

**66.2.5** Research and publication

**66.3** A detailed directive on scholarship shall be prepared by ASDSC and issued by the Senate

## **Article 67. Study Leave**

**67.1** 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 department and approved at the university level.

**67.2** For all academic staff, the leave provided may be taken only after a staff member has served for a minimum of two years following his employment or reinstatement. However, under special circumstances, Graduate Assistants can be granted a study leave in a shorter time frame and such special circumstances shall include the following:

**67.2.1** The department to which such a graduate assistant belongs to 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

**67.2.2** Such arrangement is in line with the staff development plan of the University and approved by the Academic Staff Development & Scholarship Committee.

**67.3** However, under special circumstances, academic staff members can be granted study leave upon the recommendation of the respective department and subsequent approval by the academic council of the college/school.

**67.4** Unless the cost is covered by the scholarship provider, for a foreign and domestic scholarship grantee who takes study leave as provided in this Article, the University may cover research fund (provided the research is within the University's priority thematic areas) and round trip airfare when accepted by the senate ASDSC. Colleges/Schools shall ensure

that budget for such costs are allocated in their annual plans. Detail guideline shall be prepared by the Academic Staff Development and Scholarship Committee.

**67.5** Payment of salaries to staff on study leave shall be governed by the applicable government policy during the tenure of the leave or any other rules that may be issued by the University.

**67.6** For academic staff studying in foreign Universities but are reinstated during the study period and can prove that they do not receive stipends from the scholarship providers shall be paid their full salaries.

**67.7** A staff who is on a study leave shall keep the University informed via semester and annual reports for in country and abroad, respectively, starting from the end of the first semester/year of leave. These regular reports shall in all cases be endorsed by the appropriate academic advisor or the major professor of the member of staff in the University or college he has joined as a student. Failure to submit such reports may result in the discontinuation of payment of salary that may be due or other appropriate actions.

**67.8** An academic staff who, for acceptable reasons, cannot complete his studies within the originally granted period of absence has to formally request the University for an extension of leave. Such an extension, endorsed by the respective Dean and approved by the AAVP up on the recommendation of the director for Academic Affairs, shall be limited to a maximum period of one year for those pursuing masters' degrees and a maximum of two years for those pursuing a PhD or its equivalent. However, the salary payment during the study leave shall be based on the rules and regulations of the Government.

**67.9** While extension due to enrollment into a higher degree is not normally desired, extension may be granted upon the endorsement of the AC and the approval of AAVP when recommended by the director for Academic Affairs.

**67.10** An academic staff who is on a study leave has a grace period of six months (if the study was abroad) and two months (if the study was domestic) after completion of study to organize his return to the University and a maximum period of fourteen months (if the study was abroad) and three months (if the study was domestic), including the grace period put before, for one who proves to the University that he has been offered academic training opportunities or postdoctoral fellowships. However, staff on study leave shall seek

University approval for any extension of stay beyond the completion of study, excluding the first six months.

**67.11** The University reserves the right to claim damages from staff 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.

**67.12** A staff member who fails to return to the University to resume required duties within the periods of time specified in the agreement made between the Academic Staff and the University 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 68. Research Leave**

**68.1** 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 full pay provided that the applicant has not taken any other academic leave during the four years preceding the anticipated starting date of the leave sought;

**68.2** A staff member requesting for research leave under this Article shall present a specialized program of study or research to scholarly capabilities to the respective department. In certain cases such a leave could be a study leading to certificate, diploma or higher degree. 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.

**68.3** Research leaves provided in this Article shall be granted with full pay and all benefits available for academic staff;

**68.4** Application for research leave shall be submitted by the staff to the appropriate head of the department three months in advance of the start of the leave. The head shall convene the DC and decide on the application of the academic staff. The Decision of the DC shall be sent to the AAVP. The AAVP shall grant the leave unless it is determined that the teaching need of the department 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.

**68.5** Research leave may be extended without pay for a period not exceeding six months on the conditions that:

**68.5.1** The department confirms that such extension will not seriously impede its academic or research programs;

**68.5.2** 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, and

**68.5.3** There is adequate funding for research and maintenance during the period of which the leave is sought.

## **Article 69 . Sabbatical Leave**

**69.1** A full time academic staff holding academic rank who has served the University continuously for a period of seven uninterrupted years and intends to continue association with the University is entitled to a sabbatical leave, as of right and with full pay, for a period of a year, provided the following conditions are fulfilled:

**69.2** A staff member requesting for sabbatical leave under this Article shall present to the respective department a program of study or research related to a particular area of specialization for scholarly development.

**69.3** 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.

**69.4** 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.

**69.5** 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.

**69.6** 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.

**69.7** Application for sabbatical leave shall be submitted by the staff member to their respective Department Head 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.

**69.8** The Head shall convene the DC and DCide on the application for the Academic Staff. The 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.

**69.9** The Decision of the DC shall be sent to the ASRAPC for final approval, unless it is determined that the teaching needs of the Department 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.

**69.10** Academic Staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to his sabbatical leave if he/she can demonstrate to the satisfaction of his Department and the University that returning to full time duty would seriously prejudice 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 department 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 DC. The AAVP, in consultation with ASRAPC, shall approve the Decision of the DC before the extension is granted.

**69.11** 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.

**69.12** A student of a sabbatical leave shall upon completion of the leave, submit a report on detailing experiences and/or accomplishments to the respective department. 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.

**69.13** An academic staff that is granted sabbatical leave shall be required to sign an agreement and provide a guarantee that he will continue his services to the University for a minimum period of two years after the completion of his leave. Failure to comply with the undertaking shall entitle the University to claim the salaries that were paid to him during the leave plus any other damages.

## **Article 70. Annual leave**

**70.1** Every academic staff is entitled for two months of summer vacation;

**70.2** Notwithstanding sub article (1) of this provision, academic staffs may in certain circumstances, such as in hospital, be obliged to work for 11 months. Such a staff shall be entitled to get a payment for the 11<sup>th</sup> month based on the rules of the “elevenization”;

**70.3** Officials on duty shall be entitled to a payment of the two months summer vacation in the form of “annualization”;

**70.4** A full-time staff member holding official position is entitled to 20 working days of annual leave each year. Leave is for recreational purposes and should be taken annually.

Staff members and supervisors should work cooperatively to ensure that leave balances are within maximum limits;

## **Article 71. Other Leaves**

**71.1** 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.

**71.2** 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.

**71.3** If such leaves are required for longer than one month in a semester the following conditions must be met:

**71.3.1** The teaching assignment of the Academic Staff can be covered by another staff;

**71.3.2** The training is relevant to the professional development of the Academic Staff and the capacity building of the University

**71.3.3** The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period

**71.3.4** 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.

**71.3.5** Such leave of absence must be approved and endorsed by DC, and any leave longer than one month at a time should be approved by the AAVP up on the recommendation of the respective dean of the College/School/Institute satisfying fulfillment of the requirements put in this article.

**71.4** 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:

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

**71.6** That the granting of the leave will not seriously disrupt the normal functioning of academic activities in the department.

**71.7** 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.

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

**71.9** Leaves other than mentioned in the above provisions shall be entertained by the governing laws of the Country.

**71.10** An academic staff member of the University shall be granted sick leave with full pay for six months and half pay for additional six months in the event of protracted illness within a given year. In either case, the leave shall be granted only when the staff member produces a medical certificate which verifies that such a leave is medically required or advisable.

**71.11** A staff may be granted a short term training (90-180 academic calendar days) in his/her area of specialization with full pay for a period not more than six months. Such a privilege shall be given only ones in two years.

**71.12** Any permanent staff member of the University is entitled for ten working days marriage leave.

**71.13** Seven days mourning leave for a staff shall be allowed if a member of a family and immediate extended member of family is deceased.

**71.14** Maternity and paternity leave shall be granted as per the relevant law of the land

## **Article 72. Accumulating Leaves**

72.1 Sabbatical and research leaves can be split but cannot be accumulated, unless it is done for the benefit of the university.

## **Article 73. Tenure**

73.1 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.

73.2 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 this Policy.

73.3 Professors or associate professors who meet the requirements of this legislation may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus.

73.4 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:

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

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

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

### **73.5 Criteria for Awarding Tenure**

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

**73.5.1** Holds the rank of Associate Professor or above and serves the University for a total of ten years or Assistant Professor with 10 years of service after holding such status and

**73.5.2** Demonstrates a desire to continue to serve the University as a staff member for an indefinite period and

**73.5.3** Has demonstrated throughout one's professional career scholarly ability through teaching, research, publications or other contributions to advance the respective academic field and 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

### **73.6 Procedure for Awarding Tenure**

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

### **73.7 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 74. Arrest or Conviction & Working for Other Institutions or Private Interest**

### **74.1 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.

## **74.2 Working for Other Institutions or Private Interest**

- 74.2.1 An Academic Staff member shall give full energy and attention, to the best of his ability, to the required duties in the University unless with the endorsement of head of the Academic Unit and approval of AAVP, assigns duties for other institutions.
- 74.2.2 No Academic Staff member shall undertake any outside activity which may tend to impair his usefulness to the University or conflict with their duties.
- 74.2.3 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.
- 74.2.4 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.

## **PART SIX**

### **CHAPTER TWELVE: DISCIPLINARY REGULATIONS FOR ACADEMIC STAFF**

#### **Article 75 . Breaches of Duty and Disciplinary Regulations**

##### **75.1 Minor Breaches of Duties (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

- 75.1.1** Unpunctuality to any of duties/responsibilities to be discharged in the University;

**75.1.2** Dressing clothes below the standard of an instructor and inappropriate clothing which does not go with the profession of teaching. Its details shall be addressed by a dressing code to be issued by the Senate;

**75.1.3** Failure to give appropriate responses to any requests presented by the concerned body of the University;

**75.1.4** Organizing meeting without prior permissions from the immediate responsible body of the University;

**75.1.5** Missing up to 240 minutes of class contact in a semester/module course without official permission.

**75.1.6** Smoking in offices, library, computer rooms, class rooms, seminar rooms/halls, during any meetings.

**75.1.7** Insulting a student or a colleague or any community member of the university through verbal or non-verbal means.

## **75.2 Serious Breach of Duties**

The following acts and/or forbearances shall constitute serious breach of duties

**75.2.1** Absence from invigilation duties without adequate reasons and prior permissions from the immediate responsible body of the University;

**75.2.2** Failure to make full exam preparation before exam time

**75.2.3** Failure to report to duty without clear written permission from immediate boss

**75.2.4** Missing more than 180 minutes without official permission

**75.2.5** Failure to submit grades on time according to the University schedule produced and distributed by the office of the registrar

**75.2.6** Willful refusal to perform assigned teaching and/or research/community service function or assignments by relevant body;

**75.2.7** Failure to show exam paper with corrections to student upon request

**75.2.8** Refusal to re-grade when it is shown that the student deserves re-grading based on his work

**75.2.9** Failure to submit research/project outputs on specified deadline without good cause

**75.2.10** Willful failure to perform any or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the powers and duties specified under this Legislation;

**75.2.11** Continuation of a willful course of conduct despite warning from the concerned university officials that demonstrates open disloyalty to, and disrespect of, the University or causes unjustified embarrassment to the University and harm to its programs;

**75.2.12** Abuse use of :

- a. one's phone number of the University community.
- b. internet connections of the University like using pornography.
- c. Publicize bad image of the University on face book

**75.2.13** 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;

**75.2.14** abuse of power,

**75.2.15** accepting bribes, favoritism in grading,

**75.2.16** Failure to report to an immediate boss where the staff knows or has the reason to believe that there is conflict of interest

**75.2.17** sexual harassment,

**75.2.18** rape, child molestations, physical violence, incitements of riots & ethnic clashes, theft or breach of trust,;

**75.2.19** under performance work for three consecutive semesters (<3.00 average evaluation point);

**75.2.20** Plagiarism, falsification and misrepresentation;

**75.2.21** Bullying on students or staffs through the internet and other forms

**75.2.22** use of derogatory terms, defamation, insults to student or to colleague

**75.2.23** Failure to report disciplinary offence that he knows or has sufficient reason to believe that a member of the academic staff in his department/college has committed a disciplinary offence classified as serious breach of discipline under this provision

**75.2.24** Other breach of duties that are deemed serious breach by the college/institute

**75.3** Disciplinary proceedings shall be initiated within three months from the reporting of the breach of discipline to the head/dean/director

**75.4** Disciplinary proceedings shall be finalized in three months from the date of filing of the disciplinary matter. The committee may ask for additional time from the respective dean/director for the College/School/Institute level disciplinary matter

## **Article 76. Type and Classification of Disciplinary Measures**

Depending on the severity of the offense, one of the following penalties may be imposed on staff members for breach of discipline.

**76.1** The following measures in order shall be taken for minor disciplinary breaches:

76.1.1 Oral warning

76.1.2 Written warning

**76.2** The following measures in order shall be taken for serious disciplinary breaches

76.2.1 Final written warning

76.2.2 Fine up to one month salary

76.2.3 Fine up to three months salary

76.2.4 Withholding the next academic rank up to the period of two years

76.2.5 Dismissal

## **Article 77. Disciplinary Measures by Head of College/School/Department**

**77.1** A head of academic unit may take measures specified under sub articles 76-1& 2 (1-2) in both measures stipulated in Article 76 above.

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

## **Article 78. Academic Staff Disciplinary Committee (ASDC)**

**78.1** At each college or equivalent institute of the University there shall be established Academic Staff Disciplinary Committee accountable to the respective head of the college.

**78.2** When there are cross-cutting disciplinary that cannot be seen by the college/institute level ASDC, or in events that the AAVP finds it necessary to scrutinize the findings of ASDC, the AAVP shall set up an ad-hoc disciplinary committee. The composition of the committee is at the discretion of the AAVP. However, there shall, at least, be a member from the academic unit of the staff member, whose case is under scrutiny.

- 78.3** 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 fulltime staff members for a period of two years.
- 78.4** 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.
- 78.5** 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.
- 78.6** 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.
- 78.7** Proceedings before the ASDC may be initiated by:
- 78.7.1 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;
  - 78.7.2 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.
- 78.8** The findings of the ASDC and the recommendations of the sanctions to be applied thereon shall be submitted to AAVP.
- 78.9** An Academic Staff member dissatisfied with the findings and recommendations of the ASDC and action taken by AAVP may appeal in writing to the president for reconsideration within a week time. The decision of the President shall be final.

## **Article 79. Disciplinary Procedures**

- 79.1 Any disciplinary case may be initiated by the department/chair head or any member of the university. The head/dean may take disciplinary measures prescribed in this legislation if he is convinced that there appears sufficient evidence showing that the person subject to disciplinary measure has committed the disciplinary offence. The

decision of the head/dean is appealable to the immediate supervisor of the one who took the measure.

79.2 Notwithstanding the provision of article 79.1, the head/dean/director shall forward without delay disciplinary matters to the college/institute level disciplinary committee when the case merits additional investigation;

79.3 The disciplinary committee shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations forwarded to it

79.4 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 violated provisions of the law or code of conduct.

79.5 The committee shall handle and dispose disciplinary proceedings in accordance with the Law of the Land, this legislation and accepted norms of fairness and equity. In particular the committee shall give the accused the opportunity to defend himself by all legitimate means:

79.5.1 The committee has to inform the accused the contents of the case in writing;

79.5.2 The accused may be asked to reply in writing with the attachment of all the necessary evidence;

79.5.3 The committee shall evaluate the case based on the evidence produced by the parties

79.5.4 The committee is authorized to get access to any relevant documents and to call any person who might be needed for investigation

79.5.5 Upon careful scrutiny of the case, the committee has to establish the facts of the case and submit its recommendations to the head.

79.6 The findings of the committee and the recommendations of the sanctions to be applied thereon shall be submitted to the head of the department or College/School/Institute dean director in case of college/institute level disciplinary committee;

- 79.7 The head/dean, upon the recommendation of the committee, shall take the necessary disciplinary measures prescribed measures under article;
- 79.8 An Academic Staff member dissatisfied with the findings and recommendations of the committee and actions by the head may appeal to the Dean. The Decision by the dean is appealable to the vice president for academic affairs and then to the president;
- 79.9 All appeals for reconsideration shall be submitted to the appeal body within two weeks time after final Decision
- 79.10 Disciplinary procedures at college/Institute shall follow same procedure
- 79.11 Notwithstanding this provision, recommendations by disciplinary committee my do not bind the head, the dean, and the president
- 79.12 Without prejudice to the right to appeal based on higher laws, the Decision of the president shall be final.

## **Article 80. Inter-College Disciplinary Proceedings**

- 80.1 There shall be a university level permanent disciplinary committee composed of five members to be established by the President, two appointed by the president and three elected by the senate members. The president shall appoint chairperson of the committee from the members
- 80.2 Breaches of duty or violations of disciplinary regulations that are inter-college in nature shall be investigated and heard by the university level disciplinary committee;
- 80.3 The president or the vice presidents may forward appealed cases to the University level disciplinary committee if he believes that they should be seen again;
- 80.4 Based on the recommendations to be made by the university level disciplinary committee, the President may take any one of the penalties specified under the provisions of this Legislation on a staff member responsible for breaches of duty or violations of disciplinary regulations.

**PART SEVEN**  
**CHAPTER THIRTEEN**  
**PROGRAM DEVELOPMENT AND REVIEW**

**Article 81. Policy Premises**

**81.1** 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 living standards of the Ethiopian peoples.

**81.2** In all its departments, institutes and schools, the university shall pursue standards to evaluate and identify feasible scholastic programs so as to attain the goals of the academia through launching value adding and demand based disciplines.

**81.3** 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.

**81.4** There shall be independent guideline for program development and review procedures prepared at University level and endorsed by the senate.

## **Article 82 Academic Programs**

**82.1** The University runs regular undergraduate and graduate programs and continuing and distance education.

**82.2** Both undergraduate and graduate programs may be launched following procedures and endorsed by the Senate and approval by the Board.

## **Article 83. Procedures for Program Development and Review**

All program development or review shall be preceded by needs assessment involving various stakeholders. When needs assessment affirms the relevance of a program, the feasibility of such program shall be ascertained for eventual incorporation into the University. When both need and feasibility are established, the program may be launched through a process of curriculum drafting. On the other hand, if there is no need for an existing program, such program may be recommended for a phase-out by the Senate.

### **83.1 Needs Assessment and Feasibility Test**

#### **83.1.1 Needs assessment shall be carried out at two levels: -**

a) University/high level and program level need assessments –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.

b) 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.

### **83.2 Drafting a Curriculum**

Drafting the curriculum involves the following detailed activities: -

- a) identifying desired learning outcomes expressed as graduate and professional profile (detailed job and task analysis)
- b) developing acceptable evidence to assure the desired results are achieved (outcome is obtained)
- c) develop course list, course distribution over the study period (course profile) and descriptions for each course including learning and assessment strategies
- d) work out inputs required (facilities, human resource, etc)
- e) determine admission and certification/graduation requirements

### **83.3 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 the university senate via AAVP 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.

### **83.4 Program approval**

The final draft of 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.

### **83.5 Quality Assurance**

The quality of the program shall be audited in accordance with the guidelines set by Higher Education Relevance and Quality Agency (HERQA).

**PART EIGHT**  
**CHAPTER FOURTEEN**  
**ACADEMIC RULES AND REGULATIONS**

**Article 84. Academic Calendar**

**84.1** 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.

**84.2** 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.

**84.3** The programs of Health Sciences may employ a system of annual rather than semester course offerings. A separate Academic Calendar may be prepared for the medical students and others who might deserve a special consideration by the registrar in consultation with vice-president for academic affairs.

**84.4** The Calendar for each academic year shall be prepared by the University Registrar in consultation with the Vice- President for academic affairs and approved by the Senate.

**84.5** 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, dates for the approval by the senate of graduation ceremonies, graduation date, 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 research and development directorate, instructors' evaluation weeks, the regular meetings of the Senate, final thesis submissions and open defense dates, etc.

**84.6** The calendar may be amended when the need arises and shall be approved by the senate

## **Article 85: General Provisions on Admissions to Undergraduate Programs**

**85.1** Admissions to undergraduate programs 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).

**85.2** 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 of Education.

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

**85.4** The University in certain circumstances may admit students jointly with other affiliated universities or institutes.

85.5 Such admission may be processed at anytime 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 DC/AC and endorsed by the admission and placement committee (APC).

85.6 Without prejudice to other provisions of this Article and this legislation and other applicable laws, MTU shall admit: technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry of education.

## **Article 86: Admission Requirements**

### **86.1 Regular Admission**

86.1.1 As per the criteria set by ministry of education

### **86.2 Special Admission**

**86.2.1** Special admissions into some programs may be granted to attract potentially resourceful candidates such as mature students. Detail guidelines shall be worked out by the APC & approved by the senate.

**86.2.2** A student who has successfully finished a set of particular modules which entitles him to a degree may also peruse other related modules and earn another degree continuously. Details guidelines shall be worked out by Academic Standard, Curriculum Review and Quality Assurance Committee (ASCRQAC).

**86.2.3** 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.

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

**86.2.5** Other special admission, such as people from disadvantaged areas, physically challenged people, people needing special training etc may be granted by the Decisions of the University.

### **86.3 Admission of Part-time Students**

**86.2.6** Part-time students are permanent MTU employee who is allowed to attend classes of regular undergraduate program on part-time basis for degree.

**86.2.7** Students who would like to enroll on part-time basis could be allowed to attend classes of regular undergraduate program.

**86.2.8** They must meet the admission requirements of the university and fulfill other requirements set by the regulation of the university.

### **86.3 Advanced Level Admission**

**86.2.9** A student may apply for advanced standing admission if he:

- a) has completed a minimum of one academic year of degree program study in an Ethiopian public institution of tertiary education recognized by the Ministry of Education or in a foreign institution of tertiary education recognized by the University .
- b) meets the special requirements of the faculty or department he is applying to and such requirements must have already been approved by the various relevant bodies of the University and are communicated to the Registrar well ahead of the dates of application .
- c) has a diploma in the same or related field he is applying for (if applying for admission to a degree program) from an institution of higher learning with a CGPA of 2.00 or has pass mark in COC examination.

### **86.4 Admission Requirements for CEP**

**86.2.10** 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 & CEP, as per the rules and regulations proposed by APC and approved by the University Senate.

**86.2.11** 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.

**86.2.12** 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 The

number of employee/dependents that shall be admitted to each program shall not exceed 15% of the minimum intake capacity of the academic unit.

## **Article 87: Choice of Program of Study**

**87.1** 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.

**87.2** 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.

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

**87.4** 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.

**87.5** Regular students sponsored by governmental institutions to fill specific vacancies shall be placed in the program that offers the desired study provided that they meet the minimum entrance requirement for the program and they provide letters from the 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.

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

**87.7** 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.

**87.8** The registrar 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.

**87.9** 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.

**87.10** The Academic unit, through the University Registrar, shall report to the Senate all admissions and placement made in the University.

## **Article 88: 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 ASCRQAC.

## **Article 89: Transfer of Students**

### **89.1 Regular Program**

**89.1.1** A student may transfer from one program to another program within or across academic units under the following conditions..

**89.1.2** Students requesting transfer must have completed a semester in their departments but should not have completed beyond first of their education.

**89.1.3** If the transfer is within the same academic unit, the Head of the academic unit involved, in consultation with the respective DC, approves the transfer.

**89.1.4** If the transfer is between academic units within the same college, the college Dean in consultation with the respective department heads & AAVP approves the transfer.

**89.1.5** If the transfer is between academic units of the different colleges/schools/institute, the AAVP & University Registrar, in consultation with the heads of the respective academic units, approves the transfer.

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

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

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

**89.1.9** Students seeking transfer to the University from other public universities may apply to the university registrar as per the academic calendar of the university and should have stayed in their 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 AAVP detailed guidelines for such transfers shall be set by APC and approved by the Senate.

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

## **89.2 Continuing Education Program (CEP)**

**89.2.1** 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.

**89.2.2** Students in CEP (evening, distance and Kiremt) may transfer to regular programs as private students upon approval by the concerned DC/AC and endorsed by APC provided they meet the conditions set forth below.

**89.2.3** 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.

**89.2.4** Applicants must have accumulated 75% of the total credits required for graduation.

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

**89.2.6** Transfer shall take place within the same programs only.

**89.2.7** 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.

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

**89.2.9** 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 DC/AC and forward to the Registrar.

**89.2.10** 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 DC/AC.

## **Article 90: Transfer of Credits**

Credit transfer refers to credits transferred to departments of the University from other Universities for student admitted on transfer basis.

**90.1** The AC of the relevant Academic units shall determine the transferable credits earned in other public institutions of higher education

**90.2** The receiving DC shall work out the details of transfer of credits and other technical matters in light of the program's curriculum. The applicant student may be required to submit authentic course outlines from his previous university for the courses he wants to be exempted or transferred.

## **PART NINE**

### **CHAPTER FIFTEEN**

#### **RULES ON COURSE OFFERING**

## **Article 91: General Provisions on Modular Courses**

**91.1** All courses shall be modular.

**91.2** While more than one module can be offered in a semester, there shall not be a single a single module to be stretch to the next semesters.

**91.3** All modules offered by the University shall be coded and the system of code numbering modules and courses shall be provided by the academic unit as approved by ASCRQAC of the senate.

## **Article 92: General Education Modular Courses.**

**92.1** All students pursuing undergraduate programs, in the University shall satisfy the general education requirements of this Article.

**92.2** General Education Modular Courses consist of courses selected for the purpose of:

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

**92.2.2** developing sound awareness in students' physical and social environment in which they will live and work.

**92.3** The number of general education modular 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 93: Elective Modular Courses**

Each Academic unit shall provide its students with opportunities to take a certain number of elective courses/ modules.

## **Article 94: Phased-out Modular Courses**

**94.1** 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.

**94.2** 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 DC/AC of academic unit in which they are enrolled.

## **Article 95: Semester Load for Undergraduate Regular Students**

**95.1** A minimum ECTS or credit hours for full-time regular students especially females and special need students shall be 25 or 15 per semester, respectively. The maximum load shall not exceed 32 ECTS or 19 credit hours unless otherwise stated in the course catalogue/curriculum. However, a student who has justifiable reason for deviation from the normal load has to secure a special permission not exceeding 35 ECTS or 22 credit hours from AC/DC.

**95.2** The maximum load for part time students is 16 ECTS or 9 credit hours and its minimum is 21 ECTS or 12 credit hours.

## **Article 96: Semester Load for Continuing Education Students**

**96.1** 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.

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

**96.2.1** The student secures a CANG or CGPA of 2.5 and above upon completion of an equivalent course work corresponding to one academic year;

**96.2.2** The student is at graduation year after passing all courses taken up to date.

**96.3** The normal load for evening and weekend students in a Kiremt semester shall be 12 to 14 ECTS or 6 to 8 credit hours.

**96.4** The normal semester load in the continuing Education for Kiremt students shall be 22 to 25 ECTS or 13 to 15 credit hours.

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

**96.6** 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 97: Duration of Study and Validity of Modular Courses**

**97.1** 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:

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

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

**97.2** The maximum length of time students may stay in such programs may not exceed twice the normal duration of study depending on the program.

**97.3** A student who withdraws for valid reasons shall be granted readmission within 4 years after the date of withdrawal; if not he shall be dismissed from the program of study.

**97.4** A student who fails to complete any studies within the maximum length of time permitted (sub-articles 1 to 3 of this Article) shall be cancelled from that program. However, the student will be certified for the modules or courses successfully finished.

## **Article 98: Credit Requirements**

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

**98.2** The minimum total credit points for three years bachelor program shall be 180 ECTS or 109 credit hours while the maximum shall be based on university specific program which will add up to 10 ECTS to 180 ECTS.

**98.3** The minimum total credit points for four years bachelor program shall be 240 ECTS or 145 credit hours while the maximum shall be based on university specific program which will add up to 10 ECTS to 240 ECTS.

**98.4** The minimum total credit points for five years bachelor program shall be 300 ECTS or 182 credit hours while the maximum shall be based on university specific program which will add up to 10 ECTS to 300 ECTS.

**98.5** The minimum total credit points for six years bachelor program shall be 360 ECTS or 218 credit hours while the maximum shall be based on university specific program which will add up to 10 ECTS to 360 ECTS.

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

## **CHAPTER SIXTEEN**

### **GRADING SYSTEM**

#### **Article 99: Undergraduate Grading System**

**99.1** The grading scale and letter grades system is indicated in the following table

Table xx: Undergraduate Grading Scale and letter grading System

| Raw Mark Interval<br>( 100%) | Number Grade | Letter Grade   | Status<br>Description | Class Description |
|------------------------------|--------------|----------------|-----------------------|-------------------|
| [90.100]                     | 4.00         | A <sup>+</sup> | Excellent             | First Class Width |

|         |      |                |                 |                   |
|---------|------|----------------|-----------------|-------------------|
| [85,90) | 4.00 | A              |                 | Great distinction |
| [80,85) | 3.75 | A <sup>-</sup> |                 |                   |
| [75,80) | 3.50 | B <sup>+</sup> | Very Good       | First Class Width |
| [70,75) | 3.00 | B              |                 | Distinction       |
| [65,70) | 2.75 | B <sup>-</sup> | Good            | First Class       |
| [60,65) | 2.50 | C <sup>+</sup> |                 |                   |
| [50,60) | 2.00 | C              | Satisfactory    | Second Class      |
| [45,50) | 1.75 | C <sup>-</sup> | Un Satisfactory | Lower Class       |
| [40,45) | 1.00 | D              | Very Poor       |                   |
| [30,40) | 0.00 | F <sub>x</sub> | *Fail           | Lowest Class      |
| < 30    | 0.00 | F              | Fail            |                   |

**99.2** A student with F<sub>x</sub> shall take supplementary examination; whereas those who scored 'F' grade should repeat that course. However, a student who has scored F<sub>x</sub> due to disciplinary or cheating case shall not be entitled for supplementary examination but the F grade shall be maintained.

**99.3** A student who scored "F" in a course/module must repeat the course/module for a maximum of two-times. After that, if he repeats F grade, the student can request for course change/replacement or waiver as course allergic

**99.4** For any course/module having lecture, laboratory/practical and tutorial, raw mark evaluation shall be treated independently from 100%. The final grade is obtained based on the sum of percentage of independent raw mark with its weight given for each courses element.

**99.5** Semester Average Number Grade is determined by dividing grade points earned in semester by the number of credit points in that semester.

**99.6** The final number grade of a module is obtained based on the sum of the number grades of independent courses with its weight given for each course in that module.

**99.7** 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.

**99.8** To an “I” (incomplete) by the AC in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/course.

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

**99.10** To a “DO” (dropout) by the 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 7a hereof or has not produced evidence justifying a failure to sit for the exam(s).

**99.11** Neither “W”, “DO” nor “I” shall not play any part in the computation of the semester Average Number Grade.

**99.12** A student who obtains a “DO” for a course or courses shall be required to justify the reasons why he/she failed to comply with the withdrawal procedures set forth by the University to the appropriate DC/AC within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.

**99.13** If a student repeats a course, the initial credit hour and grade shall appear on the transcript, but be ignored in calculating (SGPA/SANG) whether or not there is a change in the grade

**99.14** All required non-credit work shall be recorded with a grade of “P” (Pass) and “F” (Fail), or excellent ,very good, good, etc but neither shall be included in the computation of the SGPA/SANG.

**99.15** 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.

**99.16** A student who scored ‘C-’ and/or “D” in a course/s can pass to the next semester if he or she has pass mark in Cumulative Average Number Grade (CANG).

**99.17** If the ‘C’ and/or ‘D’ grade is for a Module or for a course as a module, he/she must re-sit for another exam with self-study to remove ‘C’ and/or ‘D’ when module status determination is required.

**99.18** A student with a good stand can pass to the next semester and even can graduate if he/she scores ‘D’ and or ‘C’ in any course under module. Nevertheless, if the student is not in good standing, he or she should re-sit an exam within two weeks after the beginning of the semester with self-study.

**99.19** A student who scored ‘Fx’ must sit re-exam with minor support within two weeks time after the beginning of the next semester. If a student scores ‘Fx’ for the second time, the grade shall be converted into ‘F’ for status determination.

**99.20** A student can sit for sup-exam for Fx after status determination is made and if he can pass to the next semester.

**99.21** A student can sit for sup-exam for Fx only for a maximum of three course.

**99.22** The sup-exam for Fx should only cover the final exam and allotted weight for it; doesn’t include the continuous assessment part.

**99.23** A student who scored ‘F’ in a course/module must repeat the course/module for a maximum of two-time. After that, if he repeats F grade, the student can request for course change/replacement or waiver as course allergic.

**99.24** The final grade of any repeated course shall be maintained regardless of the initial one.

## **Article 100: Earning Credits on the Basis of Examination**

**100.1** 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.

**100.2** In such cases the following conditions should be taken into account:

**100.2.1** 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 ASCRQAC of the Senate.

**100.2.2** 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.

**100.3** 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 2 of this Article, shall register during the regular registration periods to obtain credits through examinations only.

**100.4** Registration to earn credits on the basis of examinations should be approved by the concerned DC/AC and ASCRQAC.

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

## **Article 101: Class Attendance**

**101.1** 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.

**101.2** Except for extenuating circumstances, students are required to maintain a minimum of 80% attendance to earn credit in the given course. However, Some program 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.

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

**101.4** 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.

**101.5** If a student's incomplete attendance was due to reasons that were not valid, the IA grade shall be changed to an "F".

## **Article 102: Student Academic Achievements**

**102.1** At the end of each semester, the academic unit will examine the case of students who fails to achieve the required academic standard in line with the university legislation. .

**102.2** One semester in the regular program is equivalent to two semesters in the evening program. The academic status of evening student is, therefore, determined every other semester.

**102.3** For Kiremt programs, the academic status of the students shall be determined for a minimum of 25 ECTS points/15 credit hours.

**102.4** Grade report should be issued to applicants for semesters to which the status is determined by the DC/AC.

**102.5** The academic status of part-time students is determined for a minimum of 25 ECTS points/15 credit hours, starting from the first admission date of the students.

## **CHAPTER SEVENTEEN: STATUS DETERMINATION FOR UNDERGRADUATE STUDENTS**

### **Article 103: Academic Standing of Undergraduate Students**

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

#### **103.1.1 First Year Students**

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

- ii. first year student whose first semester SANG is greater than or equal to 1.5 and less than 1.75 shall be warned and can pass to second semester.
- iii. Student who, at the end of the first semester, receives an SGPA/SANG of greater than or equal to 1.00 and less than 1.50 shall be academically dismissed.
- iv. A first year student whose first semester SANG is less than 1.00 shall be completely dismissed.
- v. A student, who, at the end of the second semester, receives either an SGPA/SANG of less than 1.75 or a CGPA/CANG of less than 2.00 shall be warned.
- vi. If a student, who has been put on warning during the first semester, fails to maintain an SGPA/SANG of 1.75 or a CGPA/CANG of 2.00 during the second semester of the first academic year, he is subject to dismissal unless otherwise put on probation at the discretion of the academic commission.
- vii. If student's SGPA/SANG is less than 1.75 and his CGPA/CANG is less than 2.00, the student is subject to dismissal.
- viii. If a student fails to achieve a SGPA/SANG of 1.00 at any semester, s/he is subject to dismissal

## **103.2 Second and Higher Class Year Students**

**103.2.1** A student, who fails to achieve either SGPA/SANG of at least 1.75 or a CGPA/CANG of at least 2.00 at any semester, shall be warned by his dean.

**103.2.2** However, a student, who has been put on warning during the first semester fails to maintain either an SGPA/SANG 1.75 or a CGPA/CANG of 2.00, is subject to dismissal unless put on probation.

**103.2.3** A student who is subject to dismissal cannot claim probation as a matter of right.

**103.3** If a student's SGPA/SANG is less than 1.75 and his CGPA/CANG is less than 2.00, the student is subject to dismissal.

**103.4** A student who fails to achieve a SGPA/SANG of 1.00 at any semester is subject to dismissal.

### Article 104: Academic Status of Undergraduate Students

| Class Year | Semester | Status of Previous semester | Academic Dismissal |       | Warning       |             | Pass            |             |
|------------|----------|-----------------------------|--------------------|-------|---------------|-------------|-----------------|-------------|
|            |          |                             | SANG               | CANG  | SANG          | CANG        | SANG            | CANG        |
| I          | I        | -                           | <1.50              |       | [1.500 ,1.75) |             | $\geq 1.7$<br>5 | $\geq 2.00$ |
|            | II       | -                           |                    | <1.75 | <1.75         | [1.75,2.00) | $\geq 1.7$<br>5 | $\geq 2.00$ |
| II         | I        | Pass                        | <1.00              | <1.75 | <1.75         | [1.75,2.00) | $\geq 1.7$<br>5 | $\geq 2.00$ |
|            | I        | Warning                     | <1.75              | <2.00 |               |             | $\geq 1.7$<br>5 | $\geq 2.00$ |
|            | II       | Pass                        | <1.00              | <1.75 | <1.75         | [1.75,2.00) | $\geq 1.7$<br>5 | $\geq 2.00$ |
|            | II       | Warning                     | <1.75              | <2.00 |               |             | $\geq 1.7$<br>5 | $\geq 2.00$ |
| III        | I        | Pass                        | <1.00              | <1.75 | <1.75         | [1.75,2.00) | $\geq 1.7$<br>5 | $\geq 2.00$ |
|            | I        | Warning                     | <1.75              | <2.00 |               |             | $\geq 1.7$<br>5 | $\geq 2.00$ |
|            | II       | Pass                        | <1.00              | <1.75 | <1.75         | [1.75,2.00) | $\geq 1.7$<br>5 | $\geq 2.00$ |
|            | II       | Warning                     | <1.75              | <2.00 |               |             | $\geq 1.7$<br>5 | $\geq 2.00$ |

|           |    |         |       |       |       |             |                 |             |
|-----------|----|---------|-------|-------|-------|-------------|-----------------|-------------|
| IV        | I  | Pass    | <1.00 | <1.75 | <1.75 | [1.75,2.00) | $\geq 1.7$<br>5 | $\geq 2.00$ |
|           | I  | Warning | <1.75 | <2.00 |       |             | $\geq 1.7$<br>5 | $\geq 2.00$ |
|           | II | Pass    | <1.00 | <1.75 | <1.75 | [1.75,2.00) | $\geq 1.7$<br>5 | $\geq 2.00$ |
|           | II | Warning | <1.75 | <2.00 |       |             | $\geq 1.7$<br>5 | $\geq 2.00$ |
| V         | I  | Pass    | <1.00 | <1.75 | <1.75 | [1.75,2.00) | $\geq 1.7$<br>5 | $\geq 2.00$ |
|           | I  | Warning | <1.75 | <2.00 |       |             | $\geq 1.7$<br>5 | $\geq 2.00$ |
|           | II | Pass    | <1.00 | <1.75 | <1.75 | [1.75,2.00) | $\geq 1.7$<br>5 | $\geq 2.00$ |
|           | II | Warning | <1.75 | <2.00 |       |             | $\geq 1.7$<br>5 | $\geq 2.00$ |
| $\geq IV$ | I  | Pass    | <1.00 | <1.75 | <1.75 | [1.75,2.00) | $\geq 1.7$<br>5 | $\geq 2.00$ |
|           | I  | Warning | <1.75 | <2.00 |       |             | $\geq 1.7$<br>5 | $\geq 2.00$ |
|           | II | Pass    | <1.00 | <1.75 | <1.75 | [1.75,2.00) | $\geq 1.7$<br>5 | $\geq 2.00$ |
|           | II | Warning | <1.75 | <2.00 |       |             | $\geq 1.7$<br>5 | $\geq 2.00$ |

104.1 A student who earned a 2.0 (C)” grade or above in all courses of a semester shall be in good standing.

104.2 A student cannot register a course for more than three times in anyway.

104.3 If a student didn't take supplementary examination having "Fx" within two weeks time due to **unjustifiable reason**, the "Fx" shall be converted into "F" for status determination.

104.4 Any re-admitted student can repeat courses he/she scored "F","D" and or "C"

104.5 **Any consecutive warning** leads to Academic Dismissal.

104.6 Discretionary probation

**104.6.1** 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 academically to the required level of achievement.

**104.6.2** At the end of the semester, each academic unit, pursuant to procedures fixed by its DC/AC, 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 DC/AC that:

- a) valid reasons exist to explain their low academic performance;
- b) those causes for their academic deficiencies can be removed;
- c) the students can attain the required academic standard during the same semester in which they have been put on probation.

**104.6.3** An DC/AC of particular academic unit may attach certain conditions to grant a probation, which must be met if the students are to remain enrolled.

**104.6.4** When students are placed on probation, their 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.

**104.6.5** 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 CANG/CGPA of 2.00.

## **Article 105. Academic Advising**

### **105.1 General Provisions**

- 105.1.1** Academic advising being an integral part of the teaching and learning process is featured in terms of advice for a course taught and advice up to graduation.
- 105.1.2** Students should feel free to discuss with their Advisor all personal, social and other problems that directly or indirectly threaten their academic performance.
- 105.1.3** Academic advising shall provide with opportunities to spend as much time as possible to learn from a faculty member who is assigned as an advisor.
- 105.1.4** The academic advising also allows the advisor to monitor and follow up the progress of a student so that a student left on his own will not depart from the development path that is set out for him.
- 105.1.5** Each student is assigned to one staff member in his academic unit department who serves as his Academic Advisor.
- 105.1.6** The Academic Advisor shall keep close track of the students assigned to him and is available for consultation and advice on request.
- 105.1.7** The Advisor shall maintain records of each student's performance and he/she advises the heads of academic units if serious problems arise requiring their intervention. All documents relating to a student are maintained in strictest confidence.
- 105.1.8** Students will also benefit from the guidance and counseling office if their problems are beyond the capacity of their advisors.
- 105.1.9** Whenever there is change of advisors there should be proper handover of students' record
- 105.1.10** The college/school/institute member shall designate office hours and inform his students of the same in class and by way of posting the hours on a conspicuous place. The college/school/institute member is expected to be in his office during the hours

designated. The place of the advice shall be in a regular office as determined by the respective dean.

**105.1.11** All college/school/institute members shall not undermine their mentoring role as important as this intervention is in developing future leaders and professionals for the country. Unless a department council wherein one teaches otherwise decides otherwise, the number of students assigned to each instructor shall be limited to a maximum of 20 students.

**105.1.12** The head shall avail copies of a student's record to an academic advisor for the latter to advice based on knowledge about a student's background and academic status.

## **105.2 The Role of the Academic Advisor**

**105.2.1** An academic advisor shall:

- a)** Advice on courses to be repeated, added or dropped or exempted.
- b)** Approach the student non-judgmentally and with respect focusing on just the above issues.
- c)** Explore what a student's professional interests are and help develop them through various reinforcements.
- d)** Get copies of the grades and attendance records of their advisees from the registrar well ahead of time and make appointments with each of his advisee for acquaintance, discussion and further appointments in a semester.
- e)** Get to know a student that is assigned for advice by studying his/her academic file first and then having the student make an appointment to get to know him and plan the advising milestones together on a semester basis until the student graduates.
- f)** Have at least three one-to-one contacts with each student in his cohort per semester to help those students who may be reluctant to talk about their challenges.
- g)** Help students choose their program of study, major, minor, elective, based on the available course catalog and requirements.
- h)** Help students develop personal academic goals or learning plans and facilitate their progress towards their goals.
- i)** Help students develop strategy for learning, studying, improving educational attainment and developing competence in their selected programs of study.

- j) Help understand an individual student's learning needs and goals and do what one can by way of tutoring and coaching.
- k) Identify students with academic problems and recommend tutorial sessions, courses to be repeated, added/dropped, exempted and waiver requests etc.
- l) Interact with their assigned students one-to-one on a regular basis, according to mutually agreed frequency and duration.
- m) Keep all information and records on the advisee in the strictest of confidence.
- n) Maintain academic and other records required for advising their assigned group of students.
- o) Make an improvement in one's advising by responding positively to the evaluation of students who are advised.
- p) Make notes on the discussions and commitments as well as timetables set together and file them by the name of the student for further reference.
- q) Network with other faculty members and help students use all available resources to meet their learning and development needs. This may include resources inside and outside of the university as well as strategies for learning.
- r) Provide advice on how a student can be assisted with his academic difficulties either through direct coaching or referral to a tutorial service.
- s) Refer those with emotional burdens to the office of Guidance and Counseling of the University and then follow up the progress of the student.

### **105.3 The Part of Students in Making Academic Advising Successful**

**105.3.1** Students should know and accept that the university is there to primarily support them so that they can succeed with their programs and be of use to themselves and society. In the light of this opportunity, students have the right to demand help when they have difficulties with their programs and the psycho social aspects of their life as university students. They can also depend on their course or academic advisors when they have questions or curiosities or initiatives.

**105.3.2** Listening to a student being an important aspect of student-centered teaching, departments shall align their faculty members to help students on demand and upon the realization that a student is not doing well. Academic advising has to be proactive to be of use and add value to heavy investment in educating a student.

- 105.3.3** Students shall insist on this support and have their own roles and responsibilities on how to best benefit from academic advising.

#### **105.4 Role of Students in Relation to their Academic Advisors**

- 105.4.1** Avoid shying away from academic advising insisting and persisting for needed advice either from a course advisor or from an academic advisor and complaining on time to the respective department head or dean when the cooperation in getting advice is wanting or dismissive.
- 105.4.2** Be honest about learning difficulties, hurdles and behavioral road blocks standing in the way of expected academic achievement and approach the advisor on how to overcome these disturbances and other personal, social and academic problems.
- 105.4.3** Be willing to discuss academic challenges and uncertainties about programs of study honestly and on time with their academic advisors.
- 105.4.4** Check back with the advisor on noticeable changes for the better and/or for the worse and continue to get advice as frequently as the need arises.
- 105.4.5** Develop one's own personal learning and achievement goals and plans in their course of studies in consultation with their academic advisor.
- 105.4.6** Make note of the advices given and do one's best in following the advices.
- 105.4.7** Understand clearly the requirements of once program and get clarity early from the advisor on how to go about fulfilling the requirements.

#### **105.5 The Roles of Deans and Heads of Departments**

- 105.5.1** A department head shall monitor the advice given to a student either by a course advisor or an academic advisor on a regular basis and make things right if improvements are needed early in the course of the advice such that no time is lost or no opportunity is missed.
- 105.5.2** The dean and his heads of departments shall also plan and organize orientation sessions for academic advisors and students at the beginning of each semester such that the advising component runs smoothly and early with every student being aware of it and taking part.
- 105.5.3** Each department head shall secure copies of the academic records of the students in his department from the registrar and distribute the records of a cohort of advisees to the respective academic advisor at least two working days before the date of registration. It shall then continue to provide the grades and attendance list of each student digitally or

otherwise as they come to the respective advisors such that advice can be given on the basis of current knowledge.

- 105.5.4** He must ensure that course advisors maintain their office hours and that academic advisor have at least three appointments with each of their designated students within a semester. Then he shall evaluate the impact of such advices by ways of outcomes such as student achievement, retention, adjustment, etc.
- 105.5.5** On the basis of the recommendation of the advisor, a department head shall arrange tutorial sessions for students in need of the same.
- 105.5.6** The action plan shall be evaluated for its effectiveness in consultation with staff members and department heads at the end of each semester. Based on such evaluation, changes and modification shall be made early enough to benefit students in their development.
- 105.5.7** The head of a department shall initiate and finalize plans for assigning all the students in the department to appropriate academic advisors within two weeks of the start of a semester.
- 105.5.8** The orientation shall create awareness about the need for academic advising and clarify the mutual roles and responsibilities of students and academic advisors.
- 105.5.9** When there is a change of academic advisors, department heads shall ensure that there is proper handover of student records to the new advisor.

## **CHAPTER EIGHTEEN**

### **ASSESSMENT AND EVALUATION**

#### **Article 106: General Provisions of Examinations**

**106.1** As a matter of general principle continuous assessment in the form of tests, reports, assignments, presentations, etc. should be made for every module/course which shall count for 50-60% of the total module/course mark. The remaining 40-50% shall be allotted for a final exam at the end of module/course. However, some discipline such as Medicine can set out its own general guidelines.

**106.2** All assessment must be carried out on the principle of outcome-based learning (students must know and be able to do). Accordingly, to pass on any segment of assessment, a student shall score at least 50% on each to pass.

**106.3** Students are expected to receive remediation at the time they score less than 50%

**106.4** All assessment must reflect the kind of behavioral changes or core competences reflected in the course objectives. Accordingly, care shall be given to assess students for what they know, be able to do and attitudinal change they supposed to demonstrate.

**106.5** 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).

**106.6** The number, type and schedule of exams or tests in a course are determined by the modular/course team but shall be stated on the course outline/syllabus to be issued to students at the beginning of the course.

**106.7** 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 up on the approval of the respective academic unit course team.

**106.8** 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.

**106.9** 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.

**106.10** 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.

**106.11** Where common examination(s) have to be given for a course(s) taught by more than one module/course instructor, the academic unit that offers the course(s) shall ensure that all instructors involved in the teaching of the course have reached an agreement on the

content of the exam(s). The academic unit that 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.

**106.12** 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.

**106.13** Examination papers prepared by the instructor or a panel of instructors shall be submitted to the exam team for review and endorsement.

**106.14** Final grades for all module courses shall be reviewed and endorsed by exam team.

**106.15** 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.

**106.16** A copy of grade report sheets and minutes of the module/course team for all courses shall be kept at the academic unit.

**106.17** 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.

**106.18** 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.

**106.19** In those cases where the head academic unit had to designate someone other than the instructor who had taught the course to either set or mark the examination, the Head shall forthwith present the case to the DC/AC for endorsement.

**106.20** Students have the right to see their corrected exam papers

**106.21** 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.

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

**106.23** Grades shall officially be announced to students by the registrar.

**106.24** Academic unit must make sure that instructors on leave have submitted the grades of students in their hand before departure.

## **Article 107: Periodic and Exit Examination**

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

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

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

**107.4** Exit exam, if any, should be identified with course title & code.

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

**107.6** 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.

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

**107.8** A student who failed the exit exam can repeat it twice but no special reexamination schedule shall be arranged for failing students. The re-examination for national qualification shall be given after three months/depending on the harmonized curriculum of the program. The student shall be academically dismissed for good if he fails for the third time.

## **Article 108: Administration of Examinations**

**108.1** The number of candidates sitting for an examination in every exam hall shall be prepared in advance of the examination by the academic unit head or delegate and shall be handed over to the invigilators for purposes of checking attendance in the exam.

**108.2** 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.

**108.3** 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.

**108.4** 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.

**108.5** 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 109: Violations of Examination Regulations**

**109.1** 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.

**109.2** Copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted.

**109.3** Working on or being found in possession of exam papers other than one's own.

**109.4** 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.

**109.5** Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.

**109.6** 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.

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

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

**109.9** 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.

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

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

**109.12** 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.

**109.13** 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.

**109.14** 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.

**109.15** An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his/her behavior will be reported. The invigilator shall also make as detailed and complete note of the incident(s) as possible in preparation for this reporting. The invigilator shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors, etc.).

**109.16** Where the act or intent of cheating has been committed in an exam hall, the instructor or the invigilator shall sign on the exam paper and allow the student to continue to work on the exam and report the case to the concerned academic unit.

**109.17** Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the exam but shall be told that the behavior will be reported. The invigilator shall collect all pieces of evidence on intent to cheat in preparation for reporting.

**109.18** All pieces of evidence 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.

**109.19** The Head of the academic unit shall present the case to the DC/AC which shall determine if there had indeed been a clear case of cheating or of intended cheating. The DC/AC 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.

**109.20** In the event that the DC/AC 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 measures including warning or suspension for at least one semester the case shall be forwarded to students' discipline committee.

**109.21** 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.

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

**109.23** 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

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

**109.24.1** 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;

**109.24.2** 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 dean of the college/school/institute in which he is a students and the provisions sub-articles 10 & 11 of this Article shall apply.

## **Article 110: Remarking of Examinations**

### **110.1 General Provisions for Remarking**

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

- a)** The appeal shall be formally submitted to the head of academic unit within the time frame set in the Academic Calendar.
- b)** The maximum number of courses that a student can apply for remarking shall be only two at any one time. However, if the remarking result proved that the complaint of a student was correct, the remarking shall not be counted against a student in which case a student may apply for additional remarking as the case may be even after the time frame set in the Academic Calendar.
- c)** A grade obtained in remarking shall be final even if it is lower than the one previously obtained.

### **110.2 Re-marking Procedure**

**110.2.1** Any petition for re-marking may be initiated after the grades are officially released from the registrar.

**110.2.2** University Registrar shall develop remarking application form. Such forms shall require of the student to specify the reasons for disputing the earned grade.

**110.2.3** Each academic unit shall be in possession of the standard application form to be filled out by students who petition for re-marking.

**110.2.4** 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.

**110.2.5** If it is decided that a student's examination shall be re-marked, the Head academic unit shall:

- a) obtain all relevant exam papers and grade distribution scale employed by the instructor;
- b) Obtain the answer sheets or papers written by the petitioning and other students in the section to which the student belongs.
- c) 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.
- d) 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.

**110.3** The exam team leaders submit the final result to the head in three copies. The head then:

**110.3.1** Signs and sends the hard and soft copy to the office of the Registrar;

**110.3.2** Signs and sends one copy to the Head of the academic unit concerned; and

**110.3.3** Signs and sends one copy to the course instructor.

**110.4** 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.

**110.5** 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.

**110.6** The case of a student who had filed unfounded allegations against an instructor in connection with the marking of examination papers shall be forwarded by the exam team

leader which offers the course to the head of the academic unit in which the student is enrolled for disciplinary measures.

## **Article 111: Make-up Examinations**

**111.1** 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.

**111.2** 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.

**111.3** If the makeup examination is pertinent to continuous assessment part of the course, the case of the student can be decided by the instructor of the course and the head before the final examination.

**111.4** Where the DC/AC 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.

**111.5** 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 the student shall be treated as one who is entitled to take a supplementary examination.

**111.6** 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.

**111.7** 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.

**111.8** Notwithstanding sub-article 6 of this Article, a student who has three or more "I" grades in a semester and is allowed to sit for a make-up examination shall, irrespective of academic status, withdraw from the University for academic reasons and apply for make-up exam 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.

**111.9** A student who has less than three (one or two) "I" grades in a semester and who is allowed to take a make-up examination may continue 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 4 hereof.

**111.10** 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.

**111.11** Any "I" grade not removed within a year as per the provisions of this Article shall be converted to a "F" grade.

## **Article 112: Repeating Courses**

**112.1** A student who obtains a "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 DC/AC shall recommend an equivalent course.

**112.2** 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.

**112.3** 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.

**112.4** 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 113: Re-admissions**

**113.1** Without prejudice to the provisions of sub-article and of this Article, all re-admissions shall be processed in accordance with the procedures laid down by the Senate.

### **113.2 Re-admission of students in good academic standing.**

**113.2.1** 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.

**113.2.2** 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.

**113.2.3** 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.

**113.2.4** 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.

### **113.3 Re-admission of academically dismissed students.**

**113.3.1** A student may be readmitted after dismissal provided all of the following are fulfilled:

- a)** The dismissal was not due to acts of violation that resulted in his/her termination with the university;
- b)** 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 be re-admitted in a semester when there are more courses the student is eligible to register for;
- c)** Space is available in the program and there exists a likelihood that the student will raise their grade point to the required level after removing any deficiencies which should not take more than one year;
- d)** 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.
- e)** 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.
- f)** A cut-off SANG/SGPA and/or a CANG/CGPA for readmission of an academically dismissed student shall be as follows:
  - i.**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.
  - ii.**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.
  - iii.**A second year and above student dismissed at any semester with CANG/CGPA of not less than 1.75 shall be readmitted.
  - iv.**Any student may be allowed to repeat courses in which the student scored “D” or “F” grades with approval of the student’s academic advisor/head of the academic unit.

## **Article 114: Re-Examinations**

114.1 Re-examinations shall be allowed for:

114.1.1 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

114.1.2 A graduating student.

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

114.2.1 The courses are those that the student has taken during the foregoing semesters of the program;

114.2.2 The maximum number of courses shall be two for a graduating student and a maximum of four for which the possibility of repeating is non-existent due to program discontinuity.

114.2.3 The student's CANG/CGPA 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,

114.3 During the student's tenure at the University, a student can sit for re-examination only twice in the same course and as per 1.1 and 1.2 of this article, and any time during a study program.

114.4 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.

114.5 The grade obtained for re-exam shall be recorded as it is .However, previous grade or grades shall be shown as cancelled on transcript to indicate that the course has been repeated.

### **114.6 Time and Administration**

#### **114.6.1 Time**

- a) Re- examinations shall be administered any time within three weeks after the commencement of the subsequent semester.
- b) If the time of examination extends into the next period of training, students shall be allowed temporary registration.
- c) Depending on the results, the registration may be cancelled or retained as soon as the status is determined.

#### **114.6.2 Administration**

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

### **Article 115: Small Academic Deficiencies at the Completion of a Study Program**

#### **115.1 Conditions:**

- 115.1.1** The student has taken all the courses in the designated study program and has completed the program of study unsatisfactorily.
- 115.1.2** The student has exhausted all entitlements (readmission, repeating of courses, re-examination etc.).
- 115.1.3** The DC/AC has examined the academic files and proved beyond doubt that if the student is given this last chance and scores a minimum of “**2 .o or C**” in each of the courses the student is allowed to repeat, the student can fulfill the requirements for graduation.
- 115.1.4** 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 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 116: Waiver**

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

## **Article 117. Graduation Requirement of Undergraduate Program**

### **117.1 General Requirements for Graduation:-**

- 117.1.1** 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.
- 117.1.2** A Cumulative Grade Point Average (CGPA)/ CANG of 2.00 must be obtained;
- 117.1.3** No "F" grade in any course/module taken for undergraduate program.
- 117.1.4** An undergraduate student who fails in an examination ("F" grade) may, with the permission of respective Academic Council, register and repeat the course) s). In such a case the student shall pay all fees for the repeated semester(s).
- 117.1.5** A student, who fails to graduate due to CGPA/ CANG 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 scored a "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 for the repeated semester(s).

**117.1.6** 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".

## **Article 118: Graduation with Distinction and Great Distinction**

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

**118.2** A student who, upon completion of the requirements for the baccalaureate degree, has a CANG/CGPA of 3.75 or higher shall graduate with Great Distinction.

**118.3** If the student has CANG/CGPA between 3.25 and 3.74 the student shall graduate with Distinction.

## **Article 119: Mizan-Tepi University Medal**

**119.1** The University Gold Medal is a prize awarded every year at the graduation ceremony to one outstanding regular student with a minimum CGPA of 3.50 from each school/college/institute.

**119.2** The award is made on the bases of academic excellence and participation in extra-curricular activities.

**119.3** The academic commission of each college/school/institute shall, each year, recommend to the Senate its outstanding student and present to the senate for approval.

**119.4 The University Medal shall be awarded on the basis of the following criteria:**

**119.4.1** Eligible students for the award shall be differentiated by academic excellence (90%), and

**119.4.2** Involvement in extracurricular activities (10%). Such activities are counted only for those who can present official documents for unpaid professional and public service.

**119.4.3** Evidences from political and religious organizations shall not be considered.

**119.4.4** A student with disciplinary record during his stay in the university shall not be legible for a medal prize competition.

**119.4.5** A student who fulfilled the above criteria but transferred from other higher learning institution could be awarded a medal provided he has spent 2/3 of the time required to obtain that degree within the University.

**119.4.6** If there is a tie in scoring,

a) preference shall be given to a female candidate.

b) A student who completed his program without make-up examination may also be preferred.

**119.5** A special prize shall be awarded to one best female student from each college/school/institute with a minimum CGPA of 2.50 to be evaluated as per the criteria set for the University medal award.

**119.6** A special prize shall be awarded to one best CDE student from each college/school/institute with a minimum CGPA of 3.50 to be evaluated as per the criteria set for the University medal award.

**119.7** There must be detail guideline that has to be prepared by Students Affairs senate standing committee.

## **119.7 Line-up Order for the Graduation Ceremony**

The colleges/institutes/schools of the University shall line-up and be presented to the guest of honor presiding over the graduation ceremony in the following order for the award of their degrees to their respective students:

**119.7.1** Graduate studies in alphabetical order of the departments;

**119.7.2** Colleges/School/Institutes; and departments within colleges/institutes/schools which offer regular degree programs in alphabetical order and

**119.7.3** CDE in alphabetical order of the departments;

**PART TEN:**  
**CHAPTER EIGHTEEN**  
**ACADEMIC RULES AND REGULATIONS FOR GRADUATE STUDIES**

**Article 120. General Provisions on Graduate Programs**

**120.1** Each academic unit may offer programs of study and research leading to the Master of Arts (M.A.), the Master of Education (M.Ed.), the Master of Science (M.Sc.), Masters of Law (LL.M), and Master of Business Administration (MBA), Doctor of Philosophy (Ph.D.) and similar other post-graduate degrees as well as programs leading to specialty and sub-specialty certificates in medicine or other similar programs. The academic unit may also, as conditions permit, offer such programs of study and research leading to PhD degrees and post-graduate diplomas.

**120.2** The academic units shall function through Department Graduate Committees (DGC).

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

**120.4** 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.

**120.5** A minimum academic rank of staff offering courses in the graduate program should be assistant and associate professor for master's 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) shall offer courses with the approval of Vice president for Academic Affairs (AAVP).

## **120.2 The Department Graduate Committee (DGC)**

There shall be established a Department Graduate Committee (DGC), hereinafter referred to as the DGC

### **120.4.1 Compositions and Term of Office.**

- a) The DGC shall be composed of the Department Head as Chairperson and at least three staff members with the rank of Assistant Professor or above assigned by the dean.
- b) The term of service of elected members of the committee shall be three years.
- c) A member shall be eligible for re-election.

### **120.4.2 Duties and Responsibilities**

The DGCs shall:

- a) Supervise all activities of the programs;
- b) Approve status of the students, and review and endorse grades;
- c) Prepare periodic reports on its activities and submit the same to the academic unit ;
- d) Recommend and/or approve a research adviser for each graduate student;
- e) Recommend members of examining Board for thesis, dissertation and other qualifying examinations for approval by the college/school/institute coordinator ; hereafter referred as the coordinator in this article.
- f) Review and approve thesis research proposals submitted by graduate students under the supervision of their academic advisors;
- g) Oversee settings of entrance examinations and screen candidates and approve for admission;
- h) Screen and assign graduate students eligible for teaching assistantship;
- i) Attend to all academic problems that concern the academic unit at graduate studies level;
- j) Suggest revision and amendment of policies, rules and regulations governing graduate studies in the academic unit;

- k) Approve graduate program course offerings and thesis research proposals of graduate students;
- l) endorse proposals of the college/school/department concerning new graduate programs for subsequent approval by the Senate and periodically assess and evaluate existing ones;
- m) Accomplish all other duties assigned by the college/school/department/the University
- n) Consider any matter entrusted to it by the coordinator or the college/school/department head;

### **120.3 Admission to the Graduate Programs (GP)**

#### **120.5.1 General Admission Provisions**

- a) 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.
- b) The minimum intake of a Master program shall be five students. The minimum intake of a PhD program shall be three students. However, the optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective coordinator taking into consideration the number of staff, availability of space and demand for training.
- c) 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.
- d) Admission to regular and other graduate programs is processed by the registrar and granted by the respective academic departments/units based on the requirements in the curriculum including entrance examination.
- e) Admission to the masters and PhD graduate programs shall be given to candidates who have successfully completed the academic requirements for the first and second degrees, respectively.

- f)** Given the availability of intake capacity admission to a graduate program shall be on competitive basis in line with the admission requirements of the specific curriculum.
- g)** A candidate should cover all his living and other expenses including accommodation, tuition fees unless the University gives him a scholarship.
- h)** Admission for regular students may take place once in a semester or twice in a year in a given program depending on the number of applicants and available resources in the University.
- i)** PhD admission can be done at any time.
- j)** A student cannot be admitted to more than one program at the same time in the university.
- k)** All other relevant articles and sub articles related to admission and related matters of the undergraduate programs shall also apply to the graduate programs where appropriate

#### **120.5.2 Academic Requirements for Admission**

- a)** For admission to the Master, the applicant must complete the academic requirements for the Bachelor's Degree in the specific/related field(s) of study with a cumulative Grade Point Average (CGPA) of 2.00 from any recognized institution of higher education.
- b)** The candidate must meet the graduate program's course requirements at the bachelor's level.
- c)** The applicant must meet satisfactorily the selection criteria which may include the entrance examination to be administered by the academic units concerned. Foreign applicants should present academic records equivalent to accredited Ethiopian Higher Education Institutions and pass entrance examination and they may be required to submit results of GRE/TOEFL/IELTS or equivalent, language proficiency examinations, for applicants whose undergraduate medium of instruction is not English, etc.
- d)** Senior undergraduate students of accredited universities or Schools/Colleges applying to join the graduate program immediately upon graduation may be allowed

to register and/or sit for entrance examinations administered by departments through providing their CGPA and/or major GPA at the end of the first semester of their final year should be above 2.75.

- e) An applicant for admission to a PhD program must have a Master's degree from an accredited institution of higher learning.
- f) For admission to PhD study, coordinator may require PhD. applicants to present preliminary PhD. research theme or synopsis. The applicant research area should be relevant to his field of studies
- g) Considering limitations of space and facilities, admission is competitive
- h) The coordinator may include additional admission requirements in conformity with the university's rules and regulations and upon approval by Graduate Studies senate standing committee.

#### **120.5.3 Non-academic Requirements**

- a) Academic units may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval of Academic Standard, Curriculum Review & Quality Assurance Committee (ASCRQAC).
- b) Academic units may also set appropriate work experience requirements after obtaining the bachelors degree subject to the approval of the ASCRQAC.
- c) The candidate must produce a minimum of two letters of recommendation from instructors, employers or professional Associates.
- d) Applicants shall be responsible to cover tuition fees and thesis/dissertation research costs as per internal rules and regulation of the university

#### **120.5.4 Provisional Admissions**

- a) Students admitted to a program from a field of specialization other than the intended area of specialization will be required to take undergraduate courses which will be determined by the DGC
- b) A student given provisional admission has to complete the prescribed courses before being formally accepted as a regular graduate student. The performance of the

student in the prescribed undergraduate courses will not be considered for SANG/SGPA and/or CANG/CGPA calculation but will appear on the transcript.

c) 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.

d) A special/Provisional student who has satisfactorily completed the prescribed undergraduate remedial courses and passed the entrance examination shall be granted regular graduate student status

e) A provisionally admitted student may, upon permission of the DGC, register for and take graduate level courses as qualified. Such a student must obtain a grade of at least C in the undergraduate courses.

#### **120.5.5      Advanced Standing Admission**

a) Qualified persons may apply for advanced standing admission which is determined by the concerned DGC if applicants:

- i. Have successfully completed a minimum of one year of study in a similar graduate program in another institution; and
- ii. Meet the special requirements of the program they are applying to.

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

#### **120.6      Enrollment and Registration at the GP**

**120.6.1**      Application for admission into the graduate program is normally processed before the beginning of each semester.

**120.6.2**      Every student of the GP must register at the beginning of each semester in order to keep enrollment active. A student who fails to maintain continuous registration without officially withdrawing from GP shall be considered to have dropped out. If such a student wishes to resume studies, the student must apply in writing for readmission to the GP. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.

**120.6.3** The Academic units may provisionally register candidates, but such cases must be presented within six weeks for approval by the DGC followed by official registration if the admission is approved.

**120.6.4** A candidate may be admitted to a PhD program at any time in the year, but shall normally enroll for his formal studies at the beginning of the semester following his admission.

## **120.7 Program of Study for Graduate Studies**

**120.7.1** Within the general program of the academic units, candidates shall have their programs of study approved by the DGC of the academic unit in which they are enrolled. The program shall be based on thesis and course-work or course-work alone under special conditions.

**120.7.2** Master's programs are based on thesis and course-work. Schools/Colleges graduate council with approval of the senate may design non-thesis option Masters Programs.

**120.7.3** In principles, PhD Programs may have both 'coursework and research'. However, PhD programs may also be by 'research only' option.

**120.7.4** The candidate shall study under a thesis advisor who may be assisted by a co-advisor and/ or an advisory committee for the student if and when required. At least one member of the committee should be nominated by the academic unit on its behalf. The supervisor and the student advisory committee shall be assigned /approved by the DGC

**120.7.5** The DGC shall present its program of graduate studies to the coordinator which, after careful consideration, shall present it to the ASCRQAC which in turn shall present it to the Senate for approval before implementation.

## **120.8 Credit Requirements and Course Load at the GP**

**120.8.1** The DGC determines credits for all course/module work and thesis, which is to be approved by the ASCRQAC

**120.8.2** One credit of study shall be one lecture hour or two to three hours of laboratory/practical hours per week for a semester.

**120.8.3** Seminars, article/book reviews, laboratory reports, term papers etc. (with/without presentation) shall normally be required for each graduate course.

**120.8.4** Each course in the graduate program shall involve one oral examination in which students would be asked to reflect, analyze and synthesize a specified theme or topic. The theme of the oral examination shall be communicated to the student before a month. Duration for examination can range from 30 minutes to an hour

**120.8.5** 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: three hours of lecture; or six hours of tutorial; or six hours of laboratory work; or the equivalent workload.

**120.8.6** The maximum class size for a master's program shall be 25 students. The maximum class size for a PhD program shall be five students unless indicated in the course catalogue

**120.8.7** 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.

**120.8.8** The total number of credit hours for coursework in Master's programs shall be 24 to 42 in addition to the Credit hour for thesis work unless indicated in the curriculum.

**120.8.9** A total of 9 to 12 credit hours per semester shall normally be regarded as full load for full time PhD candidate.

**120.8.10** The total credit hours in PhD programs requiring course work shall be 12 to 24 credit hours unless indicated in the curriculum.

**120.8.11** A total of six credit hours shall be allotted to Master Thesis and 12 credit hours for PhD Dissertation.

**120.8.12** A student must complete and register pass grades for all the courses of the program before registering for thesis work

**120.8.13** Notwithstanding the provisions of sub-articles 1 and 2 hereof, the credit requirements for candidates shall be determined by the DGC

**120.8.14** A maximum of 9-12 credit hours per semester shall normally be regarded as typical full load for a part-time Masters candidate

**120.8.15** A student who is taking below the minimum credit hours shall cover the full costs of tuition and other costs.

## **120.9 Duration of Study at GP**

**120.9.1** The Master's programs shall normally take two academic years for completion in all academic units.

**120.9.2** No Master candidate may anticipate finishing a program in less than one and a half academic year.

**120.9.3** A Master candidate may be allowed to continue for up to a maximum of four years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC. Such extension of time shall be recommended by the DGC and approved by the coordinator every semester.

**120.9.4** A Master candidate taking more than the normal two-year duration for completion of a program shall fulfill the special conditions set forth by the DGC

**120.9.5** The PhD programs shall normally take three to four academic years for completion in all academic units.

**120.9.6** No PhD candidate may anticipate finishing a program in less than two academic years.

**120.9.7** 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. Such extension of time shall be recommended by the DGC and approved by the coordinator every semester.

**120.9.8** The duration for the completion of specialty certificate in the field of Medicine shall range from three to four years. The candidate may be allowed to continue for up to a maximum of five years if it can be shown that the extension is required

**120.9.9** The study period for post-graduate diploma shall be determined by the respective coordinator but shall not exceed one year.

**120.9.10** The duration of study for master study in the summer and CDE programs shall be 3 years but shall not be less than two years

**120.9.11** A student who fails to complete his studies before the expiry of the maximum length of time permitted shall be dismissed from that program. However, the

student will be certified for the modules successfully finished in modular course offerings.

## **120.10 The Grading System at the GP**

**120.10.1** Examinations are graded on the following letter grading system with corresponding points.

| Raw Mark  | Letter Grade   | Grade Points |
|-----------|----------------|--------------|
| [95, 100) | A <sup>+</sup> | 4.00         |
| [90, 95)  | A              | 4.00         |
| [85, 90)  | A <sup>-</sup> | 3.75         |
| [80, 85)  | B <sup>+</sup> | 3.50         |
| [75, 80)  | B              | 3.00         |
| [70, 75)  | B <sup>-</sup> | 2.75         |
| [58, 70)  | C <sup>+</sup> | 2.5          |
| [50, 58)  | C              | 2.00         |
| [40, 50)  | D              | 1.00         |
| < 40      | F              | 0.00         |
|           |                |              |

**120.10.2** No F is given to a graduate student as D grade is considered as failing;

**120.10.3** A student's required non-credit works shall be recorded with a grade of P (pass) or F (Fail) but neither shall be included in GPA computation;

**120.10.4** In case where a student does not have full examination records, the instructor shall give "NG" for No Grade. But, "NG" may be changed with the following conditions to:

**120.10.5** "I" (Incomplete) within two weeks after the next enrollment by the respective academic commission in consultation with the instructor concerned for a student who, because of illness or of other reasons beyond his control, fails to complete

the course. But if there is no valid reason to change the “NG” to “I”, the “NG” shall be changed to “F” grade and such grade shall be computed in the student’s grade point average. If it is discovered that the student lied about the reasons for not completing the course, he/she will be given a “F” in the course and shall be dismissed from the University for two consecutive semesters.

**120.10.6** “W” (Withdrawal) provided that a student has formally withdrawn from the program before attending 85% of the class after the beginning of the semester. This change is authorized by the head of the pertinent department.

**120.10.7** “DO” (Dropout) by the respective Dean for a student who has not either withdrawn from a program in accordance with the withdrawal procedures set forth and the time limit specified in the provisions of this legislation or has not produced evidence justifying his failure to sit for examinations. This change is authorized by the head of the pertinent department.

**120.10.8** A student who is labeled “IA” for a course or courses shall be required to justify the reasons why he failed to attend classes, laboratory hours, tutorial classes, workshops or practical classes with the normal procedures set forth by the University to the appropriate academic commission within three weeks after the commencement of the subsequent semester. Failure to do so shall result in the change of the “IA” to “F”.

**120.10.9** Neither “W” nor “DO” nor “I” shall play any part in the computation of the semester grade point average.

**120.10.10** A student who obtains a “DO” for a course or courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by the University to the appropriate academic commission within three weeks after the commencement of the subsequent semester. Failure to do so shall result in the change of the “DO” to “F”.

**120.10.11** The modalities of converting “I” grade to other grades shall be as per the procedures set forth in this legislation;

**120.10.12** If a student repeats a course in which he scored a “F” or a grade below the minimum required, the credit hours taken for the first time shall be ignored in calculating his grade point average; and a double asterisk (\*\*) shall be entered in place of a letter of 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 letter grade. This would apply only to such courses as senior essays/projects or seminars with research components running beyond one semester and shall not be applicable to one-semester courses.

### **120.11 Qualifying for Graduation**

**120.11.1** To complete courses in a program and graduate, a candidate needs to obtain a minimum CGPA of 3.00 and a maximum of one “C”/two C+ grade in all courses for Master and no “C” grade for PhD candidate, plus a successful defense of thesis

**120.11.2** If one fails to attain the minimum required graduation CGPA as set forth in this legislation for whatever reason, he or she may register for the courses he/she scored the least grade upon the permission of the concerned academic commission and upon the payment of the tuition fee for the repeated semester.

**120.11.3** Unless the study is totally research oriented, the minimum number of credit hours required for graduation for various graduate credentials are as follows:

- a) For Ph.D. degree 18 credit hours excluding the dissertation.
- b) For MA/MS/LLM/MBA/MPH/Med 24 to 30 credit hours excluding the thesis or 30 to 36 credit hours with no thesis;
- c) For a postgraduate diploma 18 to 24 credit hours.
- d) For postgraduate certificate 12 to 15 credit hours

**120.11.4** A student should fulfill the graduation requirements set by the respective curriculums.

### **120.12 Academic Status of Graduate Students**

**120.12.1** A graduate student must sustain a minimum SGPA of 2.75 and a CGPA of 3.0 throughout his period of study.

**120.12.2** The respective Graduate Council determines the academic status of a graduate student based on the following rules:

- a)** A first year graduate student who at the end of the first semester scores a SGPA between 2.5 and 2.74 inclusive shall be warned;
- b)** A first year graduate student who at the end of the first semester scores a SGPA of less than 2.5 shall be dismissed;
- c)** A first year graduate student who at the end of the second semester scores either a SGPA of less than 2.75 and/or a CGPA of less than 3.00 shall be warned. If the student was on a warning status during the first semester and his SGPA is below 2.75 and his CGPA is less than 3.00, he shall be dismissed or put on probation if there is ground to justify that status.
- d)** A second and higher class year student who fails to achieve either a SGPA of 2.75 or a CGPA of 3.00 at any semester shall be warned.
- e)** A second and higher class year student who scores either a SGPA of or fails to maintain a CGPA of 3.00 for a second consecutive semester shall be dismissed unless put on probation if there is ground to justify that status.
- f)** A student may be placed on discretionary probation if reasons exist to justify the candidate's failure to attain the minimum Grade Point Average requirement of 3.00, and if the pertinent Graduate Council is convinced that the will meet the standards set by the University if given a chance.
- g)** A student shall be dismissed if he/she fails to attain a CGPA of 3.00 after being placed for one semester on a warning and for another consecutive semester on probation.

**120.12.3** 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.

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

**120.12.5** 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.

**120.12.6** 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.

**120.12.7** Probations are given if a student's semester GPA (SGPA) or cumulative GPA (CGPA) fails below 3.00.

**120.12.8** Any first year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by the DGC and any such student who had been placed on probation shall be subject to dismissal if the student fails to achieve a semester GPA of 3.00 in the next semester.

**120.12.9** If a student (in sub-article x above) who had been placed on probation for the first time in literature-based thesis programs, achieves a SGPA of 3.00 or above but still retains a CGPA below 3.00, the DGC may place the student on final probation in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.

**120.12.10** 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.

**120.12.11** 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.

**120.12.12** Consecutive probations are given a maximum of two times.

**120.12.13** No candidate subject to dismissal may expect discretionary probation as a matter of right.

### **120.13 Repeating Courses at GP**

**120.13.1** 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.

**120.13.2** For PhD student all courses with “C” grades or lower shall be repeated despite an attainment of a CGPA of 3 or above

**120.13.3** The college/school, with the recommendation of the course instructor and the DGC, may allow a student with a grade “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.

**120.13.4** A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.

**120.13.5** 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.

### **120.14 Add/Drop Courses at GP**

**120.14.1** With the permission of the academic advisor, taking into account the semester load of the student, and other relevant procedures, students can add and drop courses indicated on their original class registration schedule within the specified time each semester.

**120.14.2** The student and the advisor shall take full responsibility for any Decision on adding and dropping courses. Any application out of the time limit shall not be accepted.

## **120.15 Withdrawal from and Readmission to the GP**

### **120.15.1 Withdrawal from GP**

- a)** A student who wishes to withdraw from the GP must consult and explain any reasons to their academic advisor. Any student who withdraws from GP must be informed that the student must have reasonable grounds for withdrawal to be granted readmission.
- b)** Unless there are compelling reasons, official withdrawal forms shall be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement shall not be eligible for readmission.

### **120.15.2 Readmission to the GP**

- a)** A candidate in good academic standing who discontinues studies with good reason may apply for readmission through the academic unit into the discontinued semester.
- b)** A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.
- c)** A candidate may be readmitted only where the withdrawal is affected owing to any of the reasons specified hereunder.
  - i.** If the candidate cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.
  - ii.** If the University is unable to carry out the relevant program and advises the candidate accordingly.
  - iii.** If the candidate is unable to continue due to force majeure other than those outlined in (120.15.1) and (120.15.2) above.
- d)** A candidate who has been dismissed for academic reasons may apply for readmission on the following grounds:



- b)** The candidate must present a letter in support of the desired transfer from a sponsor where applicable.
- c)** the application must be approved by the concerned DGC
- d)** The candidate must have completed not more than one fourth of the originally joined program (50% of the course work)
- e)** The process of transfer must abide by all the rules and regulations that emanate from the University Registrar.
- f)** The candidate must satisfy the academic requirements for admission into the program to which transfer is desired/ sought.
- g)** Dismissed students are not allowed to transfer.
- h)** The approval of the relevant/ concerned DGC and coordinator must be obtained.
- i)** Transfer of credits shall be determined by the department receiving the candidate.

## **Article 121. The Graduate Thesis**

### **121.1 General Requirements for the Graduate Thesis**

**121.1.1** In this context, a thesis shall mean master's thesis, project work or PhD dissertation.

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

**121.1.3** A thesis shall constitute a partial fulfillment of the requirement for the Master's and fulfillment of PhD Degree, except in a program where it is not required.

### **121.2 Selection and Approval of Thesis Topic**

**121.2.1** The candidates involved in the graduate programs shall select topics for their thesis/dissertation. 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 DGC.

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

**121.2.3** As graduate thesis shall be aligned with research thematic areas of the University, funding of thesis is under the Office of the Vice President for Academic Affairs.

**121.2.4** The ASCRQAC shall issue detailed guidelines on Thesis preparation, format, deadlines, etc.

### **121.3 Submission of the Thesis**

**121.3.1** 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 COORDINATOR.

**121.3.2** A candidate may submit the thesis at any time during or after the last semester of course work and no later than the end of the fourth semester after the initial registration with the exception of candidates allowed for extended residency.

### **121.4 Examination of the Thesis**

**121.4.1** When a candidate, after conferring with the advisor, gives notice of readiness to submit a thesis, the DGC shall appoint an examining Board and select an external examiner.

**121.4.2** The external examiner should be decided in good time and obtain a copy of the thesis of the candidate at least four weeks before the date set for the defense.

**121.4.3** The Board shall have a minimum of three and a maximum of five members consisting of at least one other member of the University.

**121.4.4** 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.

**121.4.5** For PhD Dissertation examination, the number of external members of the Examiners Board shall be three, however, the number of the external member of the examiner's board should not be less than two.

**121.4.6** 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.

## **121.5 Evaluation and Rating criteria of the Thesis**

### **121.5.1 Evaluation of the Thesis**

a) 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:

#### **i. Accepted**

The Thesis is:-

- Accepted with no change,
- Accepted with minor changes to be made to the satisfaction of the advisor, or
- Accepted with major modification to be made to the satisfaction of the external examiner and the rest of the Board of Examiners. Under certain circumstances the external examiner may delegate the Board of examiners
- If a thesis requires substantial changes in substance, which are to be made to the satisfaction of members of the examining Board or its designate, the examining Board's report shall include a brief outline of the nature of the changes required and indicate the time by which the changes are to be completed.

#### **b. Rejected**

A thesis shall be rejected if:

- i. The work does not meet the required standards; or
- ii. The work is plagiarized as judged by the examining Board; or

iii. 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.

### **121.5.2 Effect of Rejection**

- a) The college/school/institute graduate study coordinator may approve guidelines providing safe exit points through awarding postgraduate certificate or postgraduate diploma to Masters' candidates whose thesis has been rejected or its equivalent to PhD candidates whose dissertation has been rejected.
- b) The coordinator shall decide on the dismissal or suspension of a candidate whose thesis/dissertation has been rejected due to plagiarism or may impose other disciplinary measures.
- c) For modalities not mentioned in this sub-Article, separate guidelines shall be issued by the CGC/SGC

### **121.5.3 Thesis Rating**

|                                      |        |
|--------------------------------------|--------|
| Name of the Candidate                |        |
| Thesis Components                    | Points |
| (a) Abstract .....                   | (5%)   |
| (b) Materials and Methods .....      | (15%)  |
| (c) Literature Review .....          | (10%)  |
| (d) Result and Discussion .....      | (35%)  |
| (e) Summary and Conclusion .....     | (10%)  |
| Total                                | 75%    |
| Defense Examination                  |        |
| (a) Manner of presentation .....     | (5%)   |
| (b) Confidence in the subject matter | (5%)   |

|                                    |       |
|------------------------------------|-------|
| (c) Ability of answering questions | (15%) |
| Total                              | 25%   |
| Grand total                        | 100%  |

**Evaluation result:**      Excellent = A,   Very Good = B+,   Good = B,   Fail = C

NB: The Grading scales of each rank are as follows

| Rank         | (%)*             |
|--------------|------------------|
| Excellent    | $\geq 85$        |
| Very Good    | $75 \leq X < 85$ |
| Good         | $60 \leq X < 75$ |
| Satisfactory | $50 \leq X < 60$ |
| Fail         | $< 50$           |

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

- a) A Thesis that is defended and accepted may be rated "Excellent", "Very Good", "Good" or "Satisfactory" which may appear on the transcript but will not be used for calculation of the CGPA of the student.
- b) A rejected thesis shall be rated "Fail".

#### **121.5.4      Final Thesis**

- a) The candidate should correct the thesis in accordance with the Decision of the Board of Examiners and submit it to the DGC.

b) A PhD dissertation may be submitted in the form of a monograph or a series of articles. 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.

#### **121.5.5 Publications & Copies of Thesis Required**

- a) The number of hard copies of the thesis to be submitted for defense to the office of the graduate program coordinator including copies to be distributed to each member of the examining board shall be four. The candidate shall submit soft copy of the Thesis to the department.
- b) An original copy accompanied by sheets of approval signed by all members of the examining board and four hard copies of the original along with a soft copy shall be submitted to the department within the time limit set by the examining board and it will be verified by the DGC.
- c) A soft copy of the entire accepted thesis shall be submitted to the university's main library not later than two weeks after the acceptance of the verified copies by the respective department. Hard copies of thesis rated "Excellent" and "Very Good" shall be submitted to the university's main library by the head of the department.
- d) All the copies shall remain property of the University.

#### **121.6 Advisorship**

##### **121.6.1 Selection of Advisor(s)**

- a) A student shall be assigned thesis advisor(s) early in the thesis process for him/her to get proper advice at each stage of the thesis' genesis.
- b) The DGC normally recommends the selected thesis advisor(s). The Thesis advisor(s) shall be either

i.a full-time teaching staff with a minimum of assistant professor for the Master's Program and associate professor for the PhD. or

ii.a person outside of the University in the required area of specialization with a PhD. or MD with specialty who will be able to submit a letter of commitment in advising the student and who will be in the country at least for a year or more. In such cases, it will be mandatory to have a co-advisor(s) from the University.

c) The advisor(s) will assist the student in the choice of topic, planning the outline and writing the thesis in ways that is acceptable.

d) 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.

e) The advisor(s) will look at the drafts each step of the way critically and challenge the student to develop work that is technically sound and reflective of depth in content as well as in analysis and knowledge development.

f) 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.

g) However, the maximum number of advisee in each program shall not exceed five per advisor

## **121.7 The External Examiner**

### **121.7.1 Purpose**

a) The purpose of having external examiners is to ensure that degrees awarded in similar subjects at the University are comparable in standard with those awarded by other universities, though their content does, of course, vary; and secondly, that the assessment system is fair.

### **121.7.2 Functions**

a) 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.

- b) The external examiner shall also comment and give advice on course content, balance and structure.

### **121.7.3 Selection and Appointment**

- a) For a thesis, the DGC assign/ selects external examiners from other universities and institutions in Ethiopia or abroad and recommends to the COORDINATOR.
- b) Normally, one external examiner is required for each student/thesis except for PhD and Master Thesis in situations where the nature of the Thesis work requires more than one external examiner.
- c) Appointment is made by the head of the academic unit after the recommendation of the DGC is approved by the COORDINATOR.
- d) The program/ department seeking the appointment for an external examiner should submit to the DGC the biographical data including academic achievements, publications, and experience as external examiner of the nominee.
- e) In approving the nomination of an external examiner, the Department shall ascertain the following:
  - i. Only persons of seniority and experience who are able to command authority are appointed and in all cases must have an academic rank of at least Assistant Professor (or equivalent) for Masters and Associate Professor (or equivalent) for PhD. Exceptions shall be approved by the COORDINATOR on a case by case basis when presented to it by the concerned DGC.
  - ii. An external examiner in general must be external to the University.
  - iii. Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.
  - iv. One external examiner should not be assigned per program for more than three Theses at any one time.
  - v. The same external examiner may not be appointed/ assigned per program for more than three consecutive years. An external examiner may be re-invited only after a lapse of two years.

- vi. External examiners from outside the higher education system, for example from industry, or research institutions, or the professions may be appropriate in certain circumstances may be selected when necessary.

#### **121.7.4 Participation in Assessment Procedures**

- a) The views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular unit of assessment.
- b) The signature of the members of the Board of examiners shall be required as evidence of their Decision on the student's thesis work.
- c) External examiners are encouraged to comment on the assessment process and the schemes for marking.

#### **121.7.5 Discussion of Course Structure**

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

#### **121.7.6 Reports**

- a) External examiners shall make written official/ confidential reports at the end of their visits which should be available to the concerned department. They are free to make any comments they wish, including observation on teaching and course structure and content.
- b) The external examiner shall submit a report to the Department. The report shall be copied to DGC.
- c) External examiners shall give comments on the assessment process and the schemes for marking.

- d) The views of an external examiner are particularly decisive in the case of disagreement on the mark to be awarded for a particular unit of assessment;
- e) The signature of an external examiner shall be appended to the final results of the candidate as evidence that he accepts the results;
- f) The head of the department 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/ actions are taken.

## **121.8      Graduation and Award of Credentials to Graduate Students**

**121.8.1**      A candidate who fulfils the requirements laid down in this Legislation shall be recommended by college/school to the University Senate, through the University Registrar, for the award of the appropriate credentials by the University.

**PART ELEVEN:**  
**CHAPTER NINETEEN**

**RESEARCH & COMMUNITY SERVICES**

**Article 122. Policy Premises and focus of Research and Community  
ServiceSupports**

122.1 Conducting research and rendering community service are integral components of the University core processes.

122.2 The University thus encourages and supports research projects that are geared towards contributing to capacity building and continued growth of the University, the development of arts, science and technology as well.

122.3 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.

122.4 The University gives emphasis to knowledge generation in the fields of science, technology, and scholarly pursuits to address societal needs and maintain the status of the university as a leader in the knowledge industry.

122.5 The University shall do its best to advance outstanding accomplishments in scholarship and research by setting an enabling environment for innovative ideas and professional development to emerge and contribute to the academic excellence of the University.

122.6 Research conducted under the Office of Research and Community ServiceAffairs (RCDSA) shall belong to the University, with the University being the holder of the intellectual property and the staff members within the project shall be project employees of varying roles.

122.7 The University is also mindful of the ethical conduct in research and the honesty, objectivity, transparency as well as the care with which intellectual property (IP) needs to be handled.

122.8 The University has established the Office of Research and Community development.

122.9 Support Affairs (RCDSA) to manage and address the various issues of Research and Community ServiceSupport.

122.10 **A full time academic/research staff as a policy matter is expected to conduct research and/or develop projects.**

122.10.1 Academic staffs in teaching faculties are expected to devote 25% of their time to research.

122.10.2 Whereas, staff of research institutes are expected to devote at least 75% of their time to research and 25% of their time to teaching depending upon the nature of the program or department as provided in this legislation.

122.1 The linkage between the research units in the University and the teaching units needs to be strengthened through active research undertaking of personnel as well as collaboration on joint research and teaching activities.

122.2 Teaching and research staff in the University are encouraged to undertake collaborative/interdisciplinary and holistic research activities focusing on the priority needs of the country, the relevance and quality of education, technology transfer to promote the country's development efforts, etc.

122.3 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.

## **Article 123.Procedures for Initiating and Conducting Research**

123.1 As a principle research problem identification and prioritization, especially of the action oriented applied researches, shall be started at grass root level with full involvement of the respective community.

123.2 A research proposal of an academic staff member for which internal or external funding is sought shall be submitted to the college/school for review and endorsement.

123.3 Academic staff carrying out research without any need for financial support shall notify their departments of such activities, so that the department could oversee that the teaching and private research endeavors are going smoothly.

123.4 Proposals reviewed and endorsed by the college/school research and publications committee shall be approved by the respective AC.

123.5 Where funds are sought from sources internal to the University, the proposal shall be presented to the Research and Community ServiceAffairs (RCDSA) for appropriate action.

123.6 The Vice President's Office reserves the right to have the proposal reviewed by independent professional assessors notwithstanding the provision of Sub-Article 123.4 of this Article.

123.7 Where funds are sought from sources external to the University, the research proposal shall be reviewed and approved by the Research Directorate ;

123.8 When the research sought to be done involves human subjects, the research proposal shall be reviewed and approved by the Research and Community ServiceAffairs.

123.9 The modalities for initiation, elements of review, particularly in terms of content and ethics, endorsement, follow up, approval and documentation and archiving of research proposals and outputs at the various levels shall be issued in the form of guidelines by the Research and Community ServiceAffairs.

## **Article 124. Administration of Research**

124.1 The overall administration of research in the University is vested in the Research and Community ServiceSupports Vice President Office.

124.2 The Research and Community ServiceSupports Vice President, directors, coordinator, deans and department heads shall have the responsibility to implement the guidelines to be issued by the Senate or Research and Community ServiceAffairs.

124.3 Researchers whose proposals have been approved and funded shall submit regular/ periodic reports to respective department heads, deans, directors and Research and publication Officer in accordance with guidelines set by the Research and Community ServiceAffairs.

124.4 Research, proposals that have been funded and approved by the Research and Community ServiceSupports Vice President's Office shall be presented during the Annual Staff and Students' Research Conference of the University.

124.5 All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the concerned dean and the Office of the Vice President for RCDSA.

124.6 The financial administration of research funds shall be governed by the existing financial policy and procedure of the University and such other relevant guidelines as may be issued by the Vice President for Administration and Students Service (VPASS).

## **Article 125. Research Theme Priorities**

The following are guidelines for setting research priorities:

125.1 Based on guidelines and priorities set by the Senate or the Research and Community Service Supports Vice President's Office, colleges, faculties, schools and departments shall set priorities of research within their respective spheres.

125.2 In determining their research priorities and setting thematic areas, departments, schools, faculties and colleges shall take into account:

125.2.1 Research proposals are normally required to be in line with the needs and priorities of the country; the missions and objectives of the faculty and the University at large.

125.2.2 The availability of resources including skilled work force, time and money; and

125.2.3 The strategic plan of the respective department, college, faculty, school and the University.

125.3 Research and Community Service senate standing committee (RCSC) shall recommend the research priorities of departments and send/ put the Decision to the Research Directorate for final approval.

125.4 Guidelines for prioritizing research proposals may be set by the research directorate in consultation with RCSC and approved by the Senate.

125.5 The minutes of the meeting of the RCSC s that deliberated on the decision on priorities of research proposals shall be sent to research directorate, through the dean.

125.6 The Research and Community Service Affairs will then present its decision on the priorities of the research proposals submitted to it to the Senate for implementation

125.7 Departments shall revise their priorities whenever conditions dictate. RCSC research directorate shall give their advices on the research priorities of the respective academic units

125.8 Inter-college/school may be set up to deal with multidisciplinary subjects.

125.9 Release of fund for approved research proposals is authorized, as per their approved priority order, by the Research and Community Service Affairs.

## **Article 126. 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 developed as per the relevant provisions of this Legislation.

## **Article 127. Reputability of Journals**

**127.1** The purpose of setting forth these rules for reputability of journals published and/or sponsored by the University or anyone of its constituent units is to ensure that journals a maintain high level of professional credibility and meet a minimum set of scholarly standards as stated hereunder;

**127.1.1** The reputability of journals published under the auspices of the University shall be determined by guidelines approved by the Senate upon recommendation by the Research Directorate.

**127.1.2** Such guidelines shall first be developed by the Research and Community Service Affairs.

**127.1.3** The reputability of journals published outside the University shall be established and listed by the relevant departments in the University having regard for guidelines to be issued by the Senate.

**127.1.4** Such list of reputable journals shall be endorsed and deposited by the Research Directorate.

**127.1.5** The Research Directorate shall review adherence to the established criteria and make appropriate recommendations to the Senate on the status and reputability of journals every years.

**127.1.6** The academic staff may also establish professional associations, which may launch journals to which the academic staff may contribute

## **Article 128. General Provisions on Community /Consultancy Services**

**128.1** Community services include those intellectual, educational, cultural, scientific and other activities and programs designed in line with country's development, priority and MTU's mission and vision, offered by member/s of the University under the rule and regulations of the institution, which involve interaction with individuals, groups and organizations external to the University at the local, regional, State, national or international levels.

**128.2** The services rendered must contribute to social progress, economic growth or cultural development of those individuals, groups or organizations, or the community as a whole.

**128.3** Community services at MTU would be maintained and developed on the basis of the following principles:

**128.3.1** It should be linked to the mission and vision of the University as set out in the Strategic Plan.

**128.3.2** It should be conducted proactively, in terms of the active assessment of community needs and the development of programs aimed at meeting those needs, within the broad scope of the University's areas of expertise.

**128.3.3** It should be appropriately recognized and rewarded by the University.

**128.3.4** When initiating a community service project, we should remember the principle of working “with” community partners and not “for” them.

**128.4** Promote sustainability of service and not dependency, therefore community ownership of the development process and activity needs to be considered from the beginning.

**128.5** Community services should not be seen as a one-way process. Rather, it is a reciprocal two way learning process.

**128.6** The rendering of consultancy services through the appropriate channels for remuneration or otherwise shall be carried out with a view to rendering public service, opening an outreach for professional capacity building of the University staff, and enhancing the teaching/learning process as well as the generation of resources.

**128.7** For the purpose of this Legislation, consultancy service, as part of community service, shall mean any form of professional or technical service rendered to any organization or individuals in the community by the University or a staff member of the University in accordance with rules and regulations of the University as provided in this Legislation or other instruments.

**128.8** The types of consultancy services include research, training, program/project planning and evaluation, production of materials, court representation, advisory or any other service of a professional and technical nature.

**128.9** The University may set up consultancy firms using its competencies under the laws of business establishment and operation. It can also establish entrepreneurship centers in order to develop products and services that are marketable. Detailed guidelines regarding the inception and operation of such bodies shall be proposed by the President and approved by the Board.

**128.10** The University organs responsible for conducting and handling consultancy services are colleges, faculties and schools.

## **Article 129. Consultancy Service Providers of the University**

**129.1** Any request for consultancy service brought to the attention of the office of Community development Support directorate is directed to the pertinent deans of faculties.

**129.2** Whenever necessary and upon recommendation by the relevant RCSC and approval by the senate, individuals or organizations exterior to the University may be included for specific tasks in the consultancy service.

**129.3** Upon approval by the Vice president for RCS, the selected team shall conclude contractual agreement and enter into the actual work.

**129.4** All the component activities of the consultancy service shall be specified in the contractual agreement.

**129.5** The selected consultancy team shall report and account the progress and completion of the work to the respective dean and the Vice president for RCS.

**129.6** The client receives progress and terminal reports through the office of the Community development Support directorate.

### **Article 130. Determination of Payment/ Cost in Consultancy Services**

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

**130.2** The major cost components including overhead charge to be considered in the determination of consultancy fees shall be decided in accordance with the guidelines provided by the Senate under the recommendation of the RCSC.

**130.3** The Community Service directorate shall submit the draft of such guidelines and follow-up the implementation.

**130.4** The University shall utilize the overhead charge for the promotion of research activities of the concerned faculty, institute or department.

**130.5** Where staff engaged in consultancy services belong to different departments and/or faculties the share of the fee shall be based on the ratio of the number of consultants involved and/or benefits accrued/ services rendered to the staff.

**130.6** Transport and per diem shall be charged depending on the agreements between the college/ school/department and the client.

**130.7** The major cost component parts to be considered in the determination of consultancy fees are as indicated as hereunder:

130.7.1 Personnel costs

- a) Special expertise including the principal investigator
- b) Technical assistants
- c) Support staff

130.7.2 Itemized material costs

130.7.3 Travel expenses

- a) Per Diem
- b) Fuel
- c) Vehicle service
- d) Material depreciation cost, if any

130.7.4 Equipment to be hired or purchased

130.7.5 10% of the overall cost for contingency purposes.

130.7.6 15% of the total cost of consultancy service shall be due to the University.

## **Article 131. Sub-contracting Consultancy Service Agreements**

Where colleges, faculties, schools or departments cannot implement all the components of the consultancy service agreements, it may involve individuals or organizations outside the University following consultation with the Office of the Vice President for Research & Community Services on such terms and conditions as may be agreed upon.

## **Article 132. Property Ownership**

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

## **Article 133. Publication and Intellectual Property Rights**

**133.1** The respective rights on the direct and indirect intellectual products obtained because of the consultancy service rendered shall be regulated by the terms of the contract.

**133.2** The consultant or researcher may seek the proprietor's permission to publish the research results and to use the scientific data obtained.

**133.3** However, in any published material the names of the consultant or researcher and the faculty, college or school shall appear with the proper acknowledgement to the proprietor.

**133.4** All intellectual rights shall belong to the proprietor unless specified otherwise in the agreement between the two contracting parties in accordance with the country's laws on intellectual property rights.

## **Article 134. Free Service to the Public**

All academic staff members in the University shall devise plans and implement, in cooperation with the Vice President for Research and Community Services, to serve, without remuneration, the disadvantaged and needy groups of people in the surrounding community. Such service by an academic staff member of the University shall count up to 15% of his duty as an academic staff member.

**PART TWEELEVE:**  
**CHAPTER TWENTY**  
**STUDENT AFFAIRS, DICIPLINE, AND STUDENT ORGANISATION**

**Article 135: Policy Premises on Students' Affairs**

**135.1** Academic freedoms depend on the good will and responsible behavior of all the members of the university community, who must treat each other with tolerance and respect.

They must allow each other to develop the full range of their capabilities and take full advantage of the institution's resources.

**135.2** Among the three distinguishable components of Mizan-Tepi University, none can exist independently of the others - students, academic and administration staff.

**135.3** In the areas of student affairs, it is not indispensable to recognize the very great interest of the government, for without its financial and legal support, neither students, staff, nor would administration exist.

**135.4** Mizan-Tepi University strives to foster the fullest development of its students in an atmosphere of care and concern. The University aspires to create an academic environment grounded in intellectual discovery and guided by rational discourse and civility. Within our learning community, we endeavor to act on our core values of respect for one another, cooperation, creative thinking and intellectual growth.

**135.5** No act shall be deemed a violation of the Student Code of Conduct which is included within the rights of academic freedom.

**135.6** Students admitted into Mizan-Tepi University are expected to act honorably based on integrity, common sense, and respect for the law of the land and public morality, ethnic and cultural diversity at all times, both on and off campus settings. They assume an obligation to behave in a manner compatible with the university's function as higher educational institution.

**135.7** When several groups operate as a team towards a common educational goal, success cannot be expected unless each segment appreciates the potential and contribution of all the other parties that operate in the whole system of the university.

**135.8** When, however, a student abuses his academic freedom he may be subject to disciplinary actions in accordance with the Student Code of Conduct.

**135.9** Without prejudice to the definition given to academic freedom in this legislation, Academic freedom shall mean the right to discuss and openly express views on ideas, immediate national and global problems and issues as well as other controversial matters in class, in connection with academic work on campus in discussion groups or in print provided the expression of views are generally relevant to the subject under discussion and is consistent with rational and intellectual inquiry.

## **Article 136: Intimidation, Violence, and Settlement of Grievances**

**136.1** Intimidation and violence are completely incompatible with an academic environment and hence it will lead directly to disciplinary action.

**136.2** Student grievance - which may come to light as problems, requests, petitions, or demands - can often be settled amicably if the various parties are ready to talk and listen to each other. The principle of honest joint discussion is basic to education and all intellectual inquiry; hence, threats and ultimatum must not displace negotiation, conciliation, and arbitration in student affairs.

**136.3** A boycott of classes reduces the amount of opportunity for education available to students. Furthermore, boycotts have a strong tendency to lead to the prolonged interruption of classes, and wastage of resources with no return to the nation.

**136.4** Therefore, it is not in the interest of the university or its students for classes to be disrupted, and no activities leading to the interruption of normal University functioning will be condoned.

**136.5** Loss of learning time by students is very likely to lead to lower course grades, poor quality of education or even perhaps academic failure.

**136.6** In case of boycott of classes, the University may have to declare a state of crisis and take special precautions to protect its property.

## **Article 137: International Students**

### **137.1 Principles**

136.1.1 The purpose of having foreign students is educational and to aid mutual understanding and appreciation between Ethiopians and other guest students.

136.1.2 The Dean for students' service shall appoint officer for international students when the need arises. The duties and responsibilities of the Office shall be determined by the Dean.

**PART TWEELEVE**  
**CHAPTER TWENTY ONE**  
**STUDENT DISCIPLINE**

**Article 138: Policy Premises on Student Discipline**

**138.1** The University fully understands and recognizes that its students, academic/research staff, and the administration and support service personnel are three basic components of the University, none of which can exist independently of the others.

**138.2** The University fully recognizes that its academic/research staff, students and administrators are all subject to other national laws of the country.

**138.3** The University recognizes that intimidation and violence are incompatible with an academic environment, with the values and objectives of the University. Hence it commits itself to the prevalence of peace and tranquility, law and order, and bears the responsibility to bring those responsible for any form of disturbance of whatever nature and degree to disciplinary measures and /or to refer them to the regular law enforcement institutions.

**138.4** Student grievance which may come to light as problems, requests, petitions, or demands may be settled amicably if the various parties are ready to talk to each other and listen as well. The principle of honest joint discussion is basic to education and all intellectual inquiry; hence threats and ultimatums must not displace negotiation, conciliation, and arbitration in student affairs.

**138.5** Boycott of classes is not in the interest of the University and its community and shall lead to disciplinary actions.

## **Article 139: Limits of Jurisdiction and Student Participation in Disciplinary Matters**

### **139.1 Limits of Jurisdiction**

Acts committed off University premises and not connected with any University sponsored or supervised activity shall not constitute a ground for disciplinary action unless where a student is convicted by a competent court of a criminal offense which clearly demonstrates that he is unfit to be a member of an academic community.

### **139.2 Student Participation in Disciplinary Matters**

Students shall participate at all stages of the decision making process in disciplinary matters through their representatives as it shall be stipulated in the Student Code of Conduct.

## **Article 140: Responsibility to Report Violations of the Code of Conduct**

It is the responsibility of every member of the University Community, whether a student or a staff member, to report to the appropriate authority any facts within his knowledge which would appear to show a violation of the Student Code of Conduct.

## **Article 141: Primary Responsibility for Implementation**

Without prejudice to basic procedural requirements of fairness, primary responsibility for the implementation of provisions pertaining to the Code of Conduct shall rest with Schools and/or the office of the Director of Students' Service.

## **Article 142: Rights and Duties and Responsibilities of Students**

### **142.1 Rights of Students**

Without prejudice to the provisions of the Proclamation and other applicable laws, students shall have the right to:

- 142.1.1** Free inquiry in pursuit of truth and freedom of expression of ideas and thoughts in the process of learning and conducting research;
- 142.1.2** Have appropriate opportunities and conditions to learn in classrooms, and the campus (es);
- 142.1.3** Protection of their constitutional human rights, personal safety, and security of their personal property on campus;
- 142.1.4** Be free to express orderly their views on issues of University policy;
- 142.1.5** Receive legal protection from any form of discrimination or harassment;
- 142.1.6** Be entitled to equitable and fair treatment in all respects of the teacher-student relationship and to an environment conducive to stimulate learning;
- 142.1.7** Be evaluated solely on academic basis consistent with norms provided for by the Proclamation and the University's academic standards, and receive redress against capricious evaluation;
- 142.1.8** Participate in a transparent system of performance evaluation of academic staff and academic programs;
- 142.1.9** Enjoy the benefits of a carefully considered policy of confidentiality regarding the information that should be part of their permanent educational record and as to the conditions of its disclosure;

**142.1.10** Join the University's student union, which shall be founded on the principle of universality of membership in accordance with the pertinent laws so as to promote and protect lawfully their common interests;

**142.1.11** Obtain access to facilities of the University through their union in accordance with the rules and procedures of the University;

**142.1.12** participate, through their union or representatives, in the sessions of the University's governing bodies in accordance with the provisions of the Proclamation, the provisions of this legislation and directives that may be issued by the Board;

**142.1.13** Use, under the leadership and guidance of the student union and with the attendant responsibilities, communications media on campus to provide a forum for the free exchange of ideas and to present news, opinion and editorial comments;

**142.1.14** Benefit from the cost-sharing system and receive guidance and counseling services in accordance with the Proclamation.

## **142.2 Duties and Responsibilities of Students**

Subject to relevant laws, regulations, the Higher Education Proclamation 650/2009 and the provisions of this Legislation, students shall have the duty to:

**142.2.1** Adhere to the students' code of conduct that is enshrined by the University.

**142.2.2** Attend classes properly and respect the indivisible authority of any academic staff in the leadership and management of the learning-teaching process;

**142.2.3** Attend to one's self care in ways that is expected by the University and that does not adversely affect one and others in the University community.

**142.2.4** Demonstrate and seek redress peacefully and through legal avenues in the event students interest, be it individual or collective, are at stake , and exhaust all University avenues of redress;

**142.2.5** Effect payment of fees applicable in accordance with the provision of higher Education Proclamation for services that have been provided by the University;

**142.2.6** Fulfill the academic stipulations that are placed on the curriculum of one's academic program.

**142.2.7** Interact with academic and other staff and any other student of the University with due respect to their constitutional rights;

**142.2.8** Know and uphold the objectives of higher education as set forth by Higher Education Proclamation and the guiding values of the University;

**142.2.9** Maintain standards of academic performance established for each course in which he is enrolled;

**142.2.10** Observe scrupulously the applicable provision of the Higher Education Proclamation and the rules of the University;

**142.2.11** Refrain from any unlawful act and from unethical activities;

**142.2.12** Register therein and to any official of the University truthfully and promptly.

**142.2.13** Respect the laws of the Land, University rules and regulations and such other standards of behavior as may be set by appropriate organs of the University.

**142.2.14** Respect, in class room or anywhere in the premises of the University, the right of other persons protected by law;

**142.2.15** Respond to the Student Discipline Committee as summoned for any complaint

**142.2.16** Use and handle the properties of the University with due care and be held accountable for any damage caused to the property of the University due to intentional or negligent misuse or destruction;

**142.2.17** Work with their fellow students and staff in a cordial manner, and demonstrate tolerance for diversities of all dimensions and make proper use of University facilities;

## **Article 143: Students' Code of Conduct**

### **143.1 Prohibited Acts**

The following acts constitute grounds for disciplinary action:

**143.1.1** Acts such as intimidation, bullying, sexual harassment, possession of arms and other harmful weapons;

**143.1.2** Consistent, continued and calculated offensive behavior towards any other member of the University community.

- 143.1.3** Conviction of a student by competent court which clearly demonstrates that he is unfit to be a member of the University community.
- 143.1.4** Dishonest conduct such as cheating, plagiarism, abuse of computer access and lying about some important matter to other members of the University.
- 143.1.5** Disorderly conduct, assault, the threat of such conduct, or incitement thereto.
- 143.1.6** Serious breach of any regulation issued by a competent University authority, such as library, laboratory, cafeteria and dormitory etc.
- 143.1.7** The dissemination, whether by oral or written means, of defamatory material concerning any other member of the University community.
- 143.1.8** The use of mass force to interfere with any normal or legitimate activity of the university or any group of members thereof.
- 143.1.9** Theft, misappropriation or willful neglect of University property or of the property of another member of the University community.
- 143.1.10** Trafficking of pornographic materials and possession or use of drugs, alcohol or drug abuse.
- 143.1.11** Violation of those acts stipulated in the Student Code of Conduct and approved by the University Senate.
- 143.1.12** Without the permission of an appropriate University/ Government Organ, the initiation, organization or promotion of any student meeting or demonstration, which foreseeable will result in the disruption, through encouragement of absences from classes or otherwise, of regularly scheduled classes or other normal School and University programs.

## **Article 144: Special Rules Relating to Defamation**

144.1 Students enjoy the same right as faculty to criticize the University and any of its programs.

144.2 They shall observe the same limitations of that right; including the principle that one individual should not use his right to criticize in order to defame the reputation of other individual, university or its program.

144.3 As used in this context, “defame” means to say or write things which are untrue about another, or if true, are said or written with the sole intent of injuring his standing and reputation.

## **Article 145: Authority to Supplement the above Rules**

With the approval of the University Senate, Director of students’ service, Senate Standing committee for Student Affairs of the University may issue additional rules consistent with this Legislation to add to or elaborate on the provisions this article unless specified otherwise, a violation of such additional rules shall be treated as a violation of the Code of Conduct.

## **Article 146: Special Provisions for Time of Crisis**

### **146.1 Encouragement of Expression**

Within the context of the University's role to encourage the discussions of Public Affairs and the articulation of viewpoints, the University Administration and the Student Affairs Committee shall encourage and help students to express their opinions in lawful ways.

### **146.2 Declaration of Crisis**

**146.2.1** During times of grave disturbances, including, but not by way of limitation, student boycott of classes, which prevent or imminently threaten to prevent the normal functioning of the University, the President may declare a state of crisis of the University.

**146.2.2** A decision to declare a crisis shall insofar as practicable be taken in consultation with the executive committee of the Senate, the Chairperson of Student Affairs Committee, Director for Students’ service, and all concerned college/school/institute Deans.

**146.2.3** A declared crisis shall have duration of no more than two weeks. A crisis declaration may be renewed for such additional fifteen-day periods as may be necessary until the normal functioning of the university is restored.

**146.2.4** Each renewal of a crisis declaration shall be effected by the procedure followed for the original declaration, except insofar as practicable, the Senate shall also be consulted.

## **Article 147. Intolerable Behavior**

**147.1** While the University encourages vigorous discussions on important problems, it cannot tolerate unlawful behavior, including the use of force in any way and particularly cannot tolerate the use of force to prevent the University community from carrying out their legitimate activities.

**147.2** Students responsible for such unlawful activities will be strictly dealt with under University rules of discipline.

## **Article 148: Student Discipline Committee (SDC) and Various Students' Services**

### **148.1 Student Discipline Committee (SDC)**

The University Student Discipline Committee shall have the following members:

- 148.1** Dean for Student Service \_\_\_\_\_ Chairperson
- 148.2** Associate Dean for Student Service \_\_\_\_\_ Secretary
- 148.3** Two academic staff representative of the senate \_\_\_\_\_ Member
- 148.4** Director, of Women and Youth Affairs \_\_\_\_\_ Member
- 148.5** Representative from Campus Police Unit \_\_\_\_\_ Member
- 148.6** Two Students' Representative of the senate \_\_\_\_\_ Member
- 148.7** One student representative of the concerned department \_\_\_\_\_ Member

### **148.2 The Various Students' Services**

Students' services are a set of services of student affairs designed to attend to the wellbeing, safety, protection, defense and support of students so as to enable students realize their goals as students and as future professionals and leaders. The various students' services of the university include:

#### **148.2.1 Post Admission Orientation**

- a)** Students shall be given full orientation on what is expected of them, what they can expect from the University and the various processes and steps that they need to take in meeting requirements and standards.
- b)** Students shall be openly confronted on how to live a safe and productive life given that the university is a home away from home substituting in some way the parental care, guidance, precaution and grooming that they had enjoyed.
- c)** The orientation shall also underscore certain behavioral limits and standards of conduct that enhance adjustment to the University and enable the maximum possible utilization of the opportunities that are available.
- d)** The post admission orientation shall be on going reflecting on the level of compliance, tempo of adjustment to the new realities and critical issues that may crop up in the course of student affairs.

#### **148.2.2 Guidance and Counseling**

- a)** All counseling communication will be confidential with information that has to be shared having to be consented by the affected student. In emergency situation, information may be shared with those who may assist in the resolution of the emergency.
- b)** As counseling revolves around trust, a female counselor shall be available for women and a male counselor for men. Peer counseling as well as peer discussions will also be advanced to facilitate the growth and discovery processes in a non-judgmental and supportive way.
- c)** Common problems noted in the student population shall be addressed by way of discussion involving affected students.
- d)** The directorate of student services shall avail counseling service to those students that exhibit emotional burden, are at a loss, have a hard time focusing on their studies and responsibilities and show difficulty in

relating to others. If the mental state of a student requires professional help, the student shall be told to seek professional help at his expense. In severe cases and on the basis of the consent of the affected student parents may be notified and further courses of action explored.

- e) The directorate of students' services shall provide guidance in a number of areas that contribute to the character development of students focusing on themes such as interpersonal relations, personal acceptance and care, life goals, survival skills, work ethics, relations with the opposite gender, community responsibility, right assertiveness, handling grievance and personal crisis, tolerance, reconciliation, time management, self assessment, etc. in an open ended and non judgmental manner.
- f) The University shall do its best to reduce impersonality and the kind of atomization that comes from large crowds.

#### **148.2.3 Residential Services**

a) Mizan-Tepi University shall offer the services of dormitories for students to stay on campuses and carry on with their schooling.

b) Dormitories are managed by team leader under the students' services directorate. The residential service head shall be assisted by proctors, who shall be responsible for certain floors of a particular dormitory. Each dormitory shall have the services of repair and sanitation on one hand and 24 hours safety and security coverage on the other.

c) A dormitory may have a lounge of its own, where there may be televisions and other facilities for use and recreation. Students may use such facilities on a first come first served basis. In such common services, residents are to handle others with respect and the facilities with care.

d) Residents assigned to a room, shall be handed over the room during check-in through a room condition report which shall be completed by the respective resident assistant and signed by the students assigned to the room. At check-out time due to

either room change or at the end of the year or following withdrawal/dismissal, the room will be inspected again in comparison to the completed room condition report made during check in by the respective proctor to determine if there are damages or missing items. If there are damages or missing items, the resident(s) responsible will be charged. When individuals responsible for damages cannot be identified, all the residents of a room will be held liable.

**e)** Each dormitory shall have fire extinguishers. The proctors should know how to use them and pass the same know how to their residents. Furthermore, each semester, the respective team leader for residential services shall conduct fire drills involving their residents.

**f)** The team leader for residential services shall ensure that repairs inventory is taken every year before the long vacation and repairs made before the start of the new academic year. All proctors shall file repair requests of their respective floors and submit the same to the general services or facilities management office. They then have to follow up the repairs to ensure prompt rectification. Similarly all proctors shall ensure that the hallways, common bathrooms and dormitory environs are cleaned by the assigned cleanliness staff regularly.

#### **148.2.4 Food Service**

**a)** To the extent Mizan-Tepi University is residential, it offers cafeteria service. The cafeteria is expected to offer nutritious, delicious and adequate food of variety based on a planned menu for breakfast, lunch and supper. Furthermore, the cafeteria is to serve students with the fastest possible speed so that no time is wasted waiting and it is to keep itself clean at all times.

**b)** The university may use various means to prepare and cater the food and clean up. While the director of Students' Services monitors the performance of this service, students shall be allowed to be a part of the oversight in the purchase, processing and catering of the food.

#### **148.2.5 Health Service**

- a) Each campus shall be served by a clinic that can handle basic tests and provide medication for basic ailments.
- b) For health conditions beyond its capacity, the clinic makes referrals to higher health facilities in the neighborhood.
- c) This service shall emphasize prevention and it shall take many steps in this regard.

#### **148.2.6 Apprenticeship, Job and Business Mediation**

- a) The University provides the service of cultivating public and private organizations that are willing to take in students for meaningful and educational apprenticeships and assigns students therein by working with departments.
- b) The University maintains active data on employers from the private, public and voluntary sectors to avail to potential graduates. It also provides training on how to search for jobs, prepare CVs, have successful interviews and thrive in a work scene once one is employed.
- c) The university shall use its awareness of trends in the labor market and business and inform its own academic division for possible adjustment.

#### **148.2.7 Women Affairs**

- a) Considering the disadvantage of women in society, the office of Student services shall serve as a source of support and counseling and a place where female students can bring their complaints for quick rectification.
- b) It shall serve as hotline for potential and actual crisis that female students may face and take matters to the law in cases like abuse and harassment against them.
- c) It shall program various activities that can empower female students and address constraints that may be evident in their learning and growing experiences at the University.
  - Furthermore, it shall recommend ways by which more women can be recruited for enrollment and the attrition of those enrolled can be reduced.

#### **148.2.8 International Students**

- a) Mizan-Tepi University may accept international students as ordinary students, interns or as students to fulfill a program from their own colleges or universities for no more than a year.
- b) Applications as regular students may be accepted provided that the applicants fulfill the entrance requirements of the Ministry of Education and pay the full cost of education calculated by the number of credit hours that they may be allowed to take.
- c) Interns or students of other international institutions may be allowed to come following a negotiated payment arrangement and/or terms of mutual benefit.
- d) The Office of Student Services shall handle their student visa, orientation and counseling that may be necessary.
- e) International students shall abide by the Code of conduct for Students and shall be treated in the same way as Ethiopian students.
- f) All services of the University are open to them.

#### **148.2.9 Facilitation of Services to Disabled Students**

- a) Mizan-Tepi University is sensitive to the needs of special students.
- b) In as much as possible it would make its buildings accessible to those who are physically challenged.
- c) It would do its best to avail learning materials that aid in their educational attainment and encourage students with special needs to fully participate in student life.
- d) It shall also support special students with guidance and counseling.

**PART TWEELEVE**  
**CHAPTER TWENTY TWO**  
**STUDENTS ORGANIZATION**

**Article 149: Student Organizations**

**149.1** Policy Premises on Student Organizations

**149.1.1** As students constitute a vital component of the university community, they shall be provided with the means and forums for enhancing self-government and participation in the decision-making process of the university particularly by forming student organizations promoting academic pursuits and their personal development.

**149.1.2** By virtue of the powers vested in it by relevant laws of the country as well as by virtue of its title of ownership on premises and facilities, the University has the responsibility of overseeing all the activities that are being undertaken on its campuses. Student organizations and their activities are no exception.

**Article 150: General Provisions on Student Organizations**

**150.1** In order to have effective participation of students in university governance, the University shall ensure that the Student Union genuinely represents the interests of all students.

**150.2** Student Organization means any number of students joined together in the pursuit of a common purpose, which is in support of the mission, goals, and values of the University and that has been recognized by the concerned body of the university.

**150.3** Student organizations may also be formed by special interest groups wishing to organize for the promotion of such causes or interests as the promotion of academic excellence, democratic culture, development, prevention and control of HIV/AIDS, the promotion of the interests of disadvantaged groups such as female students, and students with disabilities or students from emerging cultural communities.

**150.4** Students and inclusive of all student interest groups.

**150.5** The Director for Student Service shall devise a mechanism for the organization of the Student Union in a manner conducive for a democratic representation of

- 150.6** The office of the Director of students' service shall ensure that all members of the student body including those enrolled in continuing and distance education programs and graduate programs are represented in the student union that officially represents the whole population of the student community.
- 150.7** The student body shall be represented in the governance of the University including the Senate, its various committees, AC/DC, other academic decision-making bodies and bodies engaged in the delivery of services chiefly directed to students.
- 150.8** Without prejudice to the general objectives set forth in this chapter, student organizations may be formed by students of the University on University-wide, College/School/Institute wide or departmental level representing students within their respective constituency.

### **Article 151. Objectives of Student Organization(s)**

Student organization(s) may be formed to pursue the objectives set forth below:

- 151.1** Encourage debates on public issues in varied forms including discussions and publications.
- 151.2** Fostering the intellectual, social and cultural lives of students.
- 151.3** Participate in the overall governance of the University as provided under this legislation and the HEP 650/2009.
- 151.4** Promotion of academic excellence, research, intellectual culture of tolerance to diverse opinions.
- 151.5** Promotion of mutual respect, understanding, tolerance and co-operation among University students, other members of the University community between University administrations.
- 151.6** Promotion of the contribution of students to the public.
- 151.7** promotion of the welfare of students; and
- 151.8** Supplement the University curricula by promoting such activities as lectures, panel discussion, debates, seminars, field trips, theatre, films, art exhibitions and other recreational activities among members of the University community and the society at large.

## **Article 152 : Activities of Student Organization(s)**

A recognized student organization may engage in any one of the activities set forth below:

- 152.1** Arrange gatherings outside normal class hours and, with the express permission of the relevant University offices, during normal class hours,
- 152.2** Discuss and express, in print or otherwise, considered views regarding issues of national and/or international interest and concern in accordance with the provisions of this chapter and laws of the country; and
- 152.3** Organize intellectual and/or recreational events, trips and programs in consultation with the relevant offices of the University,
- 152.4** Present considered views, grievances, proposals and recommendations to the University authorities on academic and other University matters; and participate in the deliberation of these matters,
- 152.5** Raise funds to finance its legitimate objectives and to support the programs of the University,
- 152.6** Undertake any other relevant non-partisan activity compatible with its objectives.

## **Article 153: Recognition of Student Organizations**

- 153.1** Due regard being given to the laws in force and to its overall mission, the University shall recognize and, within the limitations of its resources, provide the necessary assistance to student organizations.
- 153.2** No more than one student organization may be recognized by the University for the same objectives and purposes and where two or more applications are submitted for recognition to this effect, the application that is first submitted shall be granted recognition; and The modalities and procedures of recognition to student organizations shall be as described in Article 154 below.

## **Article 154: Procedure for Obtaining Recognition**

- 154.1** Recognition to a student organization may only be accorded upon submission of an application signed by founding members,
- 154.2** Application for recognition shall be submitted to the office of the Director for Students' Service,
- 154.3** Application for recognition shall be accompanied by the constitution of the student organization containing the following particulars:
- 154.3.1** The name of the organization,
  - 154.3.2** The list of its founding members as annex to the constitution,
  - 154.3.3** A brief and precise statement of the objectives of the organization,
  - 154.3.4** The criteria for determination of membership of the organization,
  - 154.3.5** The procedure of election of the officers of the organization including their terms of office and the grounds for removal from office before the expiry of their term office,
  - 154.3.6** The functions and mandates of the officers of the organization,
  - 154.3.7** The procedure for the convening of meetings of members and of officers;
  - 154.3.8** The applicable procedures to amendment of the constitution; and
  - 154.3.9** The system of keeping records, maintaining and auditing the financial resources of the organization and of the preparation of its financial reports.

## **Article 155: Common Provisions**

- 155.1** No student organization may admit as its member or represent any person who is not a registered student of the University,
- 155.2** No student organization may elect to any of its top three offices any student who has not completed at least one full year of study at the University. Students placed on probation are precluded from holding office. The director of students' service office may disqualify a student from holding office on established disciplinary grounds,
- 155.3** No student organization may deny membership to any student on ethnic, religious, regional, linguistic or other similar discriminatory grounds; and
- 155.4** No student organization which does not provide in its constitution for democratic election of its officers and for democratic procedures for decision making shall be recognized.

## **Article 156: Actions on Application for Recognition**

- 156.1** The Director for Students' Service, in consultation with and the approval of the Student Affairs Committee, shall grant recognition in writing where he is satisfied that the substantive and procedural conditions for recognition prescribed in this title are fulfilled.
- 156.2** Where the director of students' service is of the opinion that there are still certain conditions which are not fulfilled for the time being and he believes that they can be comply with in due course by the applicant, he shall grant provisional recognition and fix a time limit within which these conditions shall be fulfilled.
- 156.3** Failure to comply with the conditions specified in the provisional recognition may result in the withdrawal of the recognition.
- 156.4** The director of students' service may, in consultation with and the approval of the Student Affairs Committee, deny any application for recognition in writing where he believes that the objectives of the applicants are not lawful or the substantive and procedural conditions for recognition are not fulfilled provided, however, that the Director of Students' service shall, before making his final decision, grant an opportunity to be heard.
- 156.5** Without prejudice to the provisions of sub-Article 2 of this Article, the director of students' service shall act on any application requesting recognition within 30 days from the moment his office received the application provided, however, that this period may be extended by another seven days where the next week from the submission of the application is a leave week in accordance with the University academic calendar.
- 156.6** The applicant organization shall be deemed recognized unless the director of students' service does not notify its decision within seven days.

## **Article 157: Rights and Duties of Student Organizations**

- 157.1** A duly recognized student organization has the rights to:
- 157.1.1** Engage in any lawful activity.
  - 157.1.2** Represent its members before any forum within or outside the University,
  - 157.1.3** Use University facilities with the prior permission of the relevant University authorities; and

- 157.1.4** participate in the meetings of the organs of the University relating to academic and administrative matters directly affecting students' interests in such manner as the this legislation and the Student Affairs Committee shall determine.
- 157.2** A duly recognized student organization has the duties to:
- 157.2.1** observe and respect rules and regulations issued by the University,
- 157.2.2** use University facilities with due care and sense of responsibility,
- 157.2.3** use funds and other resources under its custody only for the attainment of its lawful objectives,
- 157.2.4** submit to the director of students' service a duly audited annual financial report to its members the benefit of its members,
- 157.2.5** notify the director of students' service of the names of its newly elected officers, if any,
- 157.2.6** give prior notice to the director of students' service or his representative of any meetings other than the regular ones to be held within the premises of the University and of any use to be made of University facilities and property provided; and
- 157.2.7** Submit a schedule of its regular meetings every semester.

## **Article 158: Suspension and Withdrawal of Recognition of Student Organizations**

- 158.1** The Director of students' service may, in consultation with and the approval of the Student Affairs Committee, suspend for such period as he thinks fit, the recognition accorded to any student organization where he finds that such organization has materially failed to comply with this legislation.
- 158.2** The director of students' service may, in consultation with and the approval of the Student Affairs Committee, withdraw the recognition accorded to any student organization only on the following grounds:
- 158.2.1** The organization has clearly violated its constitution to the detriment of the University or its members,
- 158.2.2** The organization has ceased to exist as a result of formal dissolution or in fact,
- 158.2.3** The organization has sponsored or encouraged activities which violate the Student's Code of Conduct,

**158.2.4** The director of students' service shall, before suspending or withdrawing recognition, provide the concerned organization with the reason for suspension and the opportunity to be heard; and

**158.2.5** Any student organization affected by such decision may lodge an appeal to the University Senate or the President.

## **Article 159: Conditions for the Use of University Facilities by Student Organizations**

**159.1** No student organization or group may use University facilities for meetings or other purposes without the prior permission of the director of students' service or his designates or the College/School/department/ office concerned,

**159.2** Request to make use of University facilities shall be made in writing by the concerned student organization or, in the case of a student group, by its organizers. The application shall specify the purpose for which the facility is to be made use of, the estimated number of users, the date and time of the use and the name(s) and address (es) of the officers or the organizers to be contacted,

**159.3** The director of students' service or his representative shall grant the permission unless:

**159.3.1** The facility applied for has been previously reserved for someone else for the same date and time; or

**159.3.2** the purpose for which the facility is to be used is unlawful under University rules or laws of the country or,

**159.3.3** He has reasonable ground to believe that damage to the facility is likely to occur if the application is granted.

**159.3.4** The director of students' service shall provide its decision in writing;

**159.3.5** Permission to make use of University facilities under the preceding sub-Articles does not relieve the concerned student organization or group of its liability for damages caused to the facilities in violation of university regulations.

## **Article 160: Disciplinary Offences**

**160.1** Officers of any student organization who make use of the University facilities without securing the authorization of the relevant University authorities and any student who is

known to participate therein shall be subject to the penalties provided for in the provisions pertaining to Students Code of Conduct.

**160.2** Any student who engages in any activity on behalf of a student group or organization not recognized by the University or on behalf of a student organization whose recognition has been suspended or withdrawn shall, without prejudice to penalties imposed for offences against national law, be deemed to have violated the Code of Students Conduct and shall be subject to the penalty prescribed therein.

**160.3** Disciplinary measures taken pursuant to sub-Articles 1 and 2 of this Article are without prejudice to the liability of any student organization and of any individual student to pay damages for any harm done to University facilities and property.

### **Article 161: University Support for Student Publications**

**161.1** Within the limitation of its resources, the University shall encourage and assist students and their organizations to exercise freedom of expression and the press.

**161.2** The University shall establish advisory organs to assist students and their organizations to exercise the rights prescribed under Sub-Article 1 of this Article. The advisory organs shall have the following general objectives to:

**161.2.1** Advise students on the quality and form of student publications; and Advise students on the legality of their publications under national laws and University regulations.

**161.2.2** The advisory organ shall be composed of members of the Student Affairs Committee and the director for Students' service, a member of the student union, an academic staff with journalism background, and staff from the legal office of the University.

**161.2.3** The SAC shall set guidelines for student publications.

**161.2.4** Students or student organizations who issue student publications in violation of the guidelines set by the SAC shall be responsible for the consequence of their publication in accordance with the University rules and regulations as well as the law of the country.

**PART THIRTEEN**  
**CHAPTER TWENTY THREE**  
**MISCELLANEOUS PROVISIONS**

**Art 162. Repealed Laws**

**162.1** The 2008 G.C Senate Legislation of Mizan-Tepi University is hereby repealed and replaced by this legislation.

**162.2** No University Senate regulation, directive or bylaw or practices shall, in so far as they are inconsistent with the provisions of this Legislation or the Proclamation or laws of the country have effect with respect to matters provided for by this Legislation.

**Art 163. Transitory Provisions**

**163.1** Cases pending prior to the coming into force of this Legislation shall be decided in accordance with the provisions of the previous Legislation, directives and bylaws.

**163.2** Any other pending matter which had no any clear law which governs it shall be decided in accordance with this Legislation.

**Art 164. Time Framework for the preparation and issuance of Code of Conduct of Staff, Code of Conduct of Students and Various other Urgent Directives**

**164.1** The respective pertinent bodies indicated in this Legislation shall prepare and submit drafts within six months time of the approval of this Legislation on the following matters:

**164.1.1** Code of Conduct for Staff,

**164.1.2** Code of Conduct for Students, and

**164.1.3** Other directives on matters envisaged in this Legislation.

**164.2** The Senate may determine to prolong this time for acceptable reasons.

**164.3** The deliberation and approval of such drafts by the Senate shall be made as soon as the draft works are completed.

**164.4** Such drafts shall enter into force upon publication following the approval of the Senate.

### **Art 165. Initiation and Amendment of this Legislation**

**165.1** Any proposal for an amendment of any Article or provision of this Legislation, or a proposal for an amendment of this Legislation may come through any of the standing committees of the Senate.

**165.2** Such proposal may also be initiated if the idea is supported by the majority vote of the members of the Senate.

**165.3** Any Article or Provision of this Legislation may be amended if the majority of the members of the Senate votes in favor.

**165.4** Any Article or Provision or the Legislation as a whole may be amended if two-third of the members of the Senate votes in favor.

### **Art 166. Effective Date**

This Legislation shall enter into force on the date of senate approval done on November 24, 2017.

**Faris Delil (PhD)**

**President of Mizan-Tepi University**