

Addis Ababa University



## SENATE LEGISLATION

March 2019

## Acronyms

AAiT:	Addis Ababa Institute of Technology
CAC:	College Academic Commission
AEC:	Admissions and Enrolment Committee
AELC:	Academy of Ethiopian Languages and Cultures
ALIP:	Aklilu Lemma Institute of Pathobiology
ASPRC:	Academic Standards and Program Review Committee
AVP:	Academic Vice President
BEUP:	Board of Editors of the University Press
CAC:	Center Academic Commission
CATS:	Credit Accumulation and Transfer Scheme
CBE:	College of Business and Economics
CDE:	Continuing and Distance Education
CDS:	College of Development Studies
CEBS:	College of Education and Behavioral Studies
CGC:	Center Graduate Commission
CHLSJC:	College of Humanities, Language Studies, Journalism and Communication
CHS:	College of Health Sciences
CLGS:	College of Law and Governance Studies
CNCS:	College of Natural and Computational Sciences
CPVA:	College of Performing and Visual Arts
CSAC:	Cultural and Social Affairs Committee
CSS:	College of Social Sciences
CVMA:	College of Veterinary Medicine and Agriculture
DAC:	Department Academic Commission
DAC:	Department/Center/School Academic Committee
DASQE:	Director for Academic Standards and Quality Enhancement
DCDE:	Director for Continuing and Distance Education
DGC:	Department Graduate Commission
DGC:	Department Graduate Committee
DGP:	Director for Graduate Programs
OUILTT:	Office of University-Industry Linkage and Technology Transfer
OUGP:	Office of Undergraduate Programs
EC:	Executive Committee
ECTS:	European Credit Transfer System
EiABC:	Ethiopian Institute of Architecture, Building Construction and City Development
EIWR:	Ethiopian Institute of Water Resources
IB:	Institute of Biotechnology
HOAREC:	Horn of Africa Regional Environmental Center
IDPR:	Institute of Development and Policy Research
IER:	Institute of Educational Research
IES:	Institute of Ethiopian Studies
IGSSA:	Institute of Geophysics, Space Science and Astronomy
IoT	Institute of Technology
IPSS:	Institute for Peace and Security Studies
OWCYA:	Office of Women, children and Youth
OGP:	Office of Graduate Programs
OUILTT:	Office of University-Industry Linkage and Technology Transfer

RIC:	Research Institute Commission
RPC:	Research and Publications Committee
SAC:	School Academic Commission
SGC:	School Graduate Commission
SRAPC:	Staff Recruitment, Appointment and Promotions Committee
VPASS:	Vice President for Administration and Student Services
VPID:	Vice President for Institutional Development
VPRTT:	Vice President for Research and Technology Transfer
WLRC:	Water and Land Resources Center

## Table of Contents

Preamble.....	1
GENERAL PROVISIONS .....	2
Article 1 Short Title and Issuing Authority .....	2
Article 2. Definitions, Interpretation and Gender Reference .....	2
Article 3. Scope of Application .....	6
TITLE III. THE UNIVERSITY ADMINISTRATION AND THE SENATE .....	7
CHAPTER ONE: THE SENATE .....	7
Article 4. Membership of the Senate .....	7
Article 5. Powers and Duties of the Senate .....	8
Article 6. Senate Meetings .....	9
Article 7. Communication of Senate Deliberations and Decisions.....	10
Article 8. The Secretariat of the Senate .....	10
CHAPTER TWO: COMMITTEES OF THE SENATE .....	11
Article 9. Committees of the Senate.....	11
Article 10. Informing Deans, Directors and Officers .....	13
Article 11. Major Functions of the Committees .....	13
Article 12. Secretaries of Senate Standing Committees .....	13
Article 13. The Executive Committee (EC).....	14
Article 14. Academic Standards and Program Review Committee (ASPRC) .....	15
Article 15. Admissions and Enrolment Committee (AEC).....	16
Article 16. Research and Publications Committee (RPC) .....	17
Article 17. Cultural and Social Affairs Committee (CSAC).....	18
Article 18. Staff Recruitment, Appointment and Promotions Committee (SRAPC) .....	19
TITLE III. ACADEMIC STAFF .....	21
CHAPTER THREE: GENERAL PROVISIONS ON ACADEMIC STAFF .....	21
Article 19. Policy Premises on University Academic Staff .....	21
Article 20. Contents of Contract of Employment, Periodic Renewal and Status of this .....	21
Legislation in the University Contracts .....	21
Article 21. Rights of Academic Staff.....	22
Article 22. Duties of Academic Staff .....	23
Article 23. Rights and duties of academic staff whose retirement age has been extended and terms of retention after formal retirement .....	24
Article 24. Rights and duties of non-full time academic staff.....	25
Article 25. University Ranks for Academic Staff .....	25
Article 26. Salary Scale .....	26
Article 27. Salary and Benefits .....	26
Article 28. Extra-work Load Payment .....	26
Article 29. Housing and other Benefits .....	26

<b>CHAPTER FOUR: PROMOTION OF ACADEMIC STAFF .....</b>	<b>28</b>
Article 30. Procedures for Promotions: .....	28
Article 31. Effective Dates of Promotion.....	29
Article 32. Criteria for Promotions: Principles Governing Promotions .....	30
Article 33. Promotion Requirements for Academic Staff.....	36
Article 34. Promotion Requirements for Academic Staff in Research Institutes.....	37
Article 35. Clinical Services as a Separate Requirement for Promotion .....	37
Article 36. Publication Requirements of Academic staff of College of Performing and Visual Arts.....	38
Article 37. Criteria for Appointment and Promotion of Professional Librarians, Technical Assistants Artistic Experts and Museum Staff .....	41
Article 38. Academic rank assignment at the time of employment .....	41
Article 39. Employment, Rights and Obligations, and Promotion of Graduate Assistants.....	42
<b>CHAPTER FIVE: LEAVES AND OTHER ADMINISTRATIVE MATTERS.....</b>	<b>43</b>
Article 40. Study Leave .....	43
Article 41. Research Leave .....	44
Article 42. Sabbatical Leave .....	45
Article 43. Other Leaves.....	46
Article 44. Accumulating Leaves .....	47
Article 45. Tenure .....	47
Article 46. Designation of Emeritus/Emeriti.....	48
Article 47. Adjunct Professorship.....	49
Article 48. Other Non-full Time Academic Ranks .....	50
Article 49. Property Clearance.....	50
Article 50. Duty to Inform upon Arrest or Conviction .....	51
Article 51. Use of University Property for Personal Purposes .....	51
Article 52. Working for other Institutions or for Private Interest .....	51
<b>CHAPTER SIX: ACADEMIC STAFF DISCIPLINE .....</b>	<b>52</b>
Article 53. Acts Constituting Breach of Duty and/or Violation of Disciplinary Regulations ..	52
Article 54. Disciplinary Action by Various Heads of Academic Units.....	53
Article 55. Disciplinary Actions by the AVP.....	54
Article 56. The Ad Hoc Discipline Committee .....	54
Article 57. Inter-college Disciplinary Proceedings .....	55
<b>CHAPTER SEVEN: TEACHING, RESEARCH AND COMMUNITY ENGAGEMENT LOAD.....</b>	<b>57</b>
Article 58. Teaching Load and Student-Teacher Ratio.....	57
Article 59. Research Load .....	59
<b>TITLE IV: ACADAMIC RULES AND REGULATIONS .....</b>	<b>61</b>
<b>CHAPTER EIGHT: ACADEMIC CALENDAR.....</b>	<b>61</b>
Article 60. Academic Calendar.....	61
<b>CHAPTER NINE: ADMISSION AND RELATED MATTERS .....</b>	<b>62</b>
Article 61. Admission requirements .....	62
Article 62. Special admission to full-time programs .....	62

Article 63. Readmission after Dismissal .....	63
Article 64. Choice of Program of Study .....	64
Article 65. Transfer of Students .....	64
<b>CHAPTER TEN: COURSES OFFERED BY THE UNIVERSITY .....</b>	<b>66</b>
Article 66. General Provision on Modular Courses .....	66
Article 67. Core Area Modular Courses .....	66
Article 68. General Education Modules/Courses .....	67
Article 69. Elective Modules/Courses .....	67
Article 70. Phased-out Modular Courses .....	67
Article 71. Semester Load for Students .....	67
Article 72. Duration of Study and Validity of Modular Courses.....	68
Article 73. Credit Requirements for Graduation.....	68
Article 74. Class Attendance .....	69
<b>CHAPTER ELEVEN: ACADEMIC ADVISING .....</b>	<b>70</b>
Article 75. Academic Advising .....	70
Article 76. Student Counseling .....	73
<b>CHAPTER TWELVE: GRADING SYSTEM, ACADEMIC ACHIEVEMENTS AND STATUS FOR UNDERGRADUATE PROGRAMS .....</b>	<b>74</b>
Article 77. Grading Rules for Undergraduate Programs.....	74
Article 78. Semester Academic Achievements .....	76
Article 79. Academic Achievements for Graduation.....	77
Article 80. Graduation with Distinction, Great Distinction and Very Great Distinction.....	77
Article 81. The Addis Ababa University Medal .....	77
<b>CHAPTER THIRTEEN: ASSESSMENTS AND EXAMINATIONS .....</b>	<b>78</b>
Article 82. General Provisions on Examinations .....	78
Article 83. Periodic and Exit Examination .....	80
Article 84. Administration of Final Examinations .....	80
Article 85. Violation of Examination Regulations.....	81
Article 86. Re-marking of Examinations .....	83
Article 87. Make-up Examinations .....	84
Article 88. Re-examination .....	85
<b>CHAPTER FOURTEEN: ACADEMIC ACHIEVEMENTS AND STATUS IN GRADUATE PROGRAMS .....</b>	<b>86</b>
Article 89. General Provisions on Graduate Programs.....	86
Article 90. Grading System .....	86
Article 91. Academic Probation and Dismissal .....	87
Article 92. Repeating Modules/Courses .....	88
Article 93. Withdrawal and Readmission .....	88
Article 94. Transfer from One Program to Another .....	89
Article 95. The Graduate Thesis/Dissertation.....	89
<b>TITLE V: INTERNAL ACADEMIC ORGANIZATION OF THE UNIVERSITY .....</b>	<b>90</b>

<b>CHAPTER FIFTEEN: COLLEGES, INSTITUTES, SCHOOLS, DEPARTMENTS AND CENTERS.....</b>	<b>90</b>
Article 96. General Provisions on the Organization of Academic Units .....	90
Article 97. Academic Positions and Support Services in Colleges and Teaching Institutes ....	91
Article 98. College of Health Sciences (CHS).....	91
Article 99. Ethiopian Institute of Architecture, Building Construction, and City Development (EiABC) and Addis Ababa Institute of Technology (AAiT).....	91
<b>CHAPTER SIXTEEN: POWERS AND RESPONSIBILITIES OF COLLEGES .....</b>	<b>93</b>
Article 100. Powers and Responsibilities of a College .....	93
Article 101. College Deans.....	96
<b>CHAPTER SEVENTEEN: COLLEGE LEVEL COUNCIL AND ACADEMIC COMMISSION.....</b>	<b>99</b>
Article 102 General provision.....	99
Article 103. The College Council .....	99
Article 104. College Academic Commission (AC).....	100
<b>CHAPTER EIGHTEEN: UNIVERSITY–WIDE ADVISORY/CONSULTATIVE BODIES .....</b>	<b>103</b>
Article 105. University Managing Council and University.....	103
<b>CHAPTER NINETEEN: DEPARTMENTS, SCHOOLS AND CENTERS .....</b>	<b>106</b>
Article 106. Departments/Centers Chairs and School Heads .....	106
Article 107. Duties and responsibilities of Deans of Schools under CHS.....	108
<b>CHAPTER TWENTY: DEPARTMENT/SCHOOL/CENTER LEVEL ACADEMIC AND GRADUATE COMMISSIONS .....</b>	<b>109</b>
Article 108. Department/Center/School Level Committees.....	109
<b>CHAPTER TWENTY ONE: CONTINUING AND DISTANCE EDUCATION .....</b>	<b>111</b>
Article 109. General Provisions .....	111
Article 110. Power and Responsibilities of the CDE Office.....	111
<b>CHAPTER TWENTY TWO: GRADUATE STUDIES.....</b>	<b>113</b>
Article 111. General Provisions .....	113
Article 112. Multidisciplinary Graduate Programs involving several Academic Units .....	114
Article 113. Duties and Responsibilities of the Office of the Graduate Programs (OGP) .....	114
Article 114. Admission to Graduate Studies and Transfer of Graduate Students.....	115
Article 115. Conditions of Student Scholarship Award .....	115
Article 116. Enrolment and Registration in Graduate Studies.....	115
Article 117. Program of Study .....	115
Article 118. Credit Requirements and Course Load.....	116
Article 119. Duration of Study .....	117
Article 120. Grading System and Status .....	117
Article 121. Thesis/Dissertation.....	117
Article 122. The External Examiner.....	120
Article 123. Graduation .....	121
<b>CHAPTER TWENTY THREE: BESTOWAL OF HONORARY DOCTORATE DEGREE .....</b>	<b>122</b>
Article 124. Honorary Doctorate/ <i>Doctor Honoris Causa</i> .....	122

<b>TITLE VI: RESEARCH, PUBLICATIONS, CONSULTANCY SERVICES AND COMMUNITY ENGAGEMENT .....</b>	<b>125</b>
<b>CHAPTER TWENTY FOUR: RESEARCH AND PUBLICATIONS .....</b>	<b>125</b>
Article 125. Policy Premises on Research .....	125
Article 126. General Provisions on Research .....	125
Article 127. Procedures for Initiating and Conducting Research .....	126
Article 128. Administration of Research .....	126
Article 129. General Provisions on Research Institutes .....	127
Article 130. Functions of Research Institutes .....	127
Article 131. Director of a Research Institute .....	128
Article 132. Property Rights on Research Findings and Research Property .....	130
Article 133. Research Priorities .....	130
Article 134. Reputability of Journals .....	130
Article 135. Commissioning and Approval of Teaching Materials, Textbooks and Books ...	131
<b>CHAPTER TWENTY FIVE: CONSULTANCY .....</b>	<b>132</b>
Article 136. Principles .....	132
Article 137. General Provisions on Consultancy Services .....	132
Article 138. Private Consultancy .....	133
Article 139. University Consultancy .....	133
Article 140. The Responsibility of University Units for University Consultancy .....	133
Article 141 Sub-contracting Consultancy Service Agreements .....	135
Article 142. Property Ownership .....	135
Article 143. Publication and Intellectual Property Rights .....	135
<b>CHAPTER TWENTY SIX: COMMUNITY ENGAGEMENT .....</b>	<b>136</b>
Article 144. Principle .....	136
Article 145. General Provisions on Community Engagement .....	136
<b>TITLE VII: UNIVERSITY OFFICES .....</b>	<b>137</b>
<b>CHAPTER TWENTY SEVEN: THE UNIVERSITY LIBRARY AND ACADEMIC DOCUMENTATION SERVICES .....</b>	<b>137</b>
Article 146. General Provisions on the University Library and Academic Documentation Services .....	137
Article 147. Property Interest in Books and other Media .....	137
Article 148. Creation and Dissolution of Constituent Libraries .....	137
Article 149. Creation of Smaller Collections .....	137
Article 150. Organizational Structure of the University Library System .....	138
Article 151. Powers and Duties of the Library and Academic Documentation Services .....	138
Article 152. The Head of the University Library and Academic Documentation Services ...	139
Article 153. Weeding of Library Materials .....	140
Article 154. Budget Appropriations for the Library .....	141
Article 155. Library Staff .....	141
<b>CHAPTER TWENTY EIGHT: THE OFFICE OF THE UNIVERSITY REGISTRAR .....</b>	<b>142</b>
Article 156. The Office of the University Registrar .....	142



Article 157. The University Registrar .....	144
Article 158. The College Associate Registrars .....	145
Article 159. Other Units of the Office of the University Registrar .....	146
<b>CHAPTER TWENTY NINE: THE UNIVERSITY PRESS .....</b>	<b>147</b>
Article 160. General Provisions on the University Press .....	147
Article 161. Organization and Management of the University Press .....	147
Article 162. Powers and Duties of the Board of Editors of the University Press (BEUP) .....	147
Article 163. Powers and Duties of the Office of the Addis Ababa University Press.....	148
<b>CHAPTER THIRTY: THE OFFICE OF GENDER AND EDUCATIONAL EQUITY .....</b>	<b>149</b>
Article 164. The Office of Women, Children and Youth Affairs (OWCYA) .....	149
Article 165. Appointment of the Director of Women, Children and Youth Affairs (OWCYA) .....	149
<b>TITLE VIII: STUDENT AFFAIRS, STUDENT RIGHTS AND DUTIES AND STUDENT ORGANIZATIONS .....</b>	<b>151</b>
<b>CHAPTER THIRTY ONE: STUDENT AFFAIRS .....</b>	<b>151</b>
Article 166. The Office of Student Affairs.....	151
Article 167. Dean of the Office of Student Affairs .....	151
Article 168. Appointment, Accountability and Term of Office .....	151
Article 169. Powers and Duties of the Office of Student Affairs .....	151
Article 170. Powers and Duties of the Dean of Student Affairs.....	152
<b>CHAPTER THIRTY TWO: STUDENT RIGHTS AND DUTIES, AND DISCIPLINE .....</b>	<b>154</b>
Article 171. Rights and Duties of Students .....	154
Article 172. Limits of Jurisdiction .....	155
Article 173. Student Participation in Disciplinary Matters.....	155
Article 174. Responsibility to Report Violations of the Code of Conduct.....	155
Article 175. Primary Responsibility for Implementation.....	156
Article 176. Code of Conduct of Students.....	156
<b>CHAPTER THIRTY THREE: STUDENT ORGANIZATIONS .....</b>	<b>160</b>
Article 177. Policy Premises on Student Organizations .....	160
Article 178. General Provisions on Student Organizations.....	160
Article 179. Objectives of Student Organization(s).....	161
Article 180. Activities of Student Organization(s) .....	161
Article 181. Recognition of Student Organizations.....	161
Article 182. Procedure for Obtaining Recognition .....	162
Article 183. Common Provisions .....	162
Article 184. Actions on Application for Recognition.....	163
Article 185. Rights and Duties of Student organizations.....	163
Article 186. Suspension and Withdrawal of Recognition of Student Organizations.....	164
Article 187. Conditions for the Use of University Facilities by Student Organizations .....	164
Article 188. Disciplinary Offences .....	165
Article 189. University Support for Student Publications.....	165
Article 190. Oversight Power of the University .....	166

<b>TITLE IX: TRANSITORY AND MISCELLANEOUS PROVISIONS .....</b>	<b>167</b>
<b>CHAPTER THIRTY FOUR: TRANSITORY PROVISIONS .....</b>	<b>167</b>
Article 191. Pending Academic Matters .....	167
Article 192. Consistency with the Proclamation and Regulations Issued Thereunder .....	167
<b>CHAPTER THIRTY FIVE: MISCELLANEOUS PROVISIONS.....</b>	<b>168</b>
Article 193. Forgery and False Statements .....	168
Article 194. Repealed Regulations.....	168
Article 195. University Rules and Regulations Inconsistent with this Legislation .....	168
Article 196. Power to Issue Guidelines .....	168
Article 197. Obligation to Comply .....	168
Article 198. Effective Date.....	168

## **Preamble**

Whereas, a university should be a sanctuary for the search, cultivation, preservation and transmission of knowledge through nurturing the habit of free inquiry and scholarship as well as research, and through the propagation of knowledge;

Whereas Addis Ababa University's vision is to promote excellence in the production, growth and dissemination of advanced scientific knowledge through teaching and research that primarily focuses on technology transfer;

Whereas, Addis Ababa University, as a public institution of higher education, must orient itself to advance student-centered governance and education as well as development-oriented and technology transfer-focused research that best supports the fulfillment of the primary national goals of democratization and the achievement of other national priorities;

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

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

Whereas, the Higher Education Proclamation No. 650/2009; regulations No. 210/2011 and regulations No. 214/2011 not only confer considerable financial and administrative autonomy on the country's public institutions of higher education, with a view to making their financial and administrative systems adaptable to the requirements of the core activities of institutions of higher education, but also determine, in broad terms, the organizational structures and the powers and duties of the major units of the institutions;

Whereas, the Senate Legislation and other rules of the University shall be made compatible with the Proclamation, Regulations and other new policies concerning institutions of higher education; and internal Academic Policy Harmonization Document; and the University's policies;

Whereas, on account of the passage of time and, most importantly, by reason of the new external and internal developments, the earlier Senate Legislation and many other rules of the University do not adequately address many of these issues and concerns;

Now, therefore, this Senate Legislation is issued by the Senate of Addis Ababa University in accordance with Article 49 (3) of the Proclamation; Article 6 of Regulations No. 210/2011 and Regulations No. 214/2011.

# **GENERAL PROVISIONS**

## **Article 1 Short Title and Issuing Authority**

- 1.1. This Legislation may be cited as ‘Senate Legislation of Addis Ababa University of 2019’.
- 1.2. This legislation is issued by the Senate of Addis Ababa University pursuant to the powers vested in it by Article 49 (3) of the Proclamation; Article 6 of Regulations No. 210/2011 and Regulations No. 214/2011.

## **Article 2. Definitions, Interpretation and Gender Reference**

### **2.1. Definitions**

In this Legislation, unless the context requires otherwise:

- 2.1.1. ‘Academic administration’ shall mean the control and supervision of academic activities in academic units.
- 2.1.2. ‘Academic Community’ shall mean all students and academic staff of the University.
- 2.1.3. ‘Academic governance’ shall mean the legally defined working relationship among academic units and the arrangement that governs academic decision making by academic officers and other lawfully constituted bodies.
- 2.1.4. ‘Academic officer’ shall mean an academic office bearer who is appointed to be in charge of an academic unit or office through the process put in place for the purpose.
- 2.1.5. ‘Academic staff’ shall mean members of the academic units within the University employed in the capacity of teaching and/or research, and any other professional of the University who shall be recognized as academic by the Senate.
- 2.1.6. ‘Academic unit’ shall mean a college, an institute, a department, a school, or a center established as a constituent unit of the University.
- 2.1.7. ‘Board’ shall mean the Board of the University established and empowered as per Articles 43(1) (a) and 44 of the Proclamation.
- 2.1.8. ‘Center’ shall mean an executive academic unit that runs and/or coordinates programs of trans-disciplinary nature and specialized areas of study or services in: a) at least two programs/disciplines at undergraduate or graduate levels or a combination of it in which a degree, a diploma or a certificate may be obtained, and b) has a minimum of ten full-time academic staff that can handle more than seventy five percent of the required courses/modules.
- 2.1.9. ‘Chair’ shall mean an executive manager of an academic unit such as a department and center.
- 2.1.10. ‘College Council’ shall mean a body established pursuant to Article 104 of this Legislation.
- 2.1.11. ‘College Permanent Committee’ shall mean a permanent committee in a college.
- 2.1.12. ‘College/School/Institute Management Council’ shall mean a council formed in each College/School/Institute for the purposes of assisting the managing of the affairs of the respective College, School or Institute.
- 2.1.13. ‘College Academic Commission’ shall mean a commission established in each

College as defined in sub-article 107 of this Article.

- 2.1.14. 'College Council' shall mean a consultative body established to advise deans of colleges by expressing its views on college proposals regarding plans, budget, academic programs, and on division, merger, and closure of academic units under the college as well as on performance.
- 2.1.15. 'School/Institute/Department/Center Graduate Committee' shall mean a committee established in each School/Institute/Department/Center to handle the graduate program affairs of the /School / Institute / Department / Center.
- 2.1.16. 'College/School/Institute/Department/Center Staff Assembly' shall mean an assembly of all academic staff of each College, School, Institute, Department, Program Unit, and Center as defined in the pertinent sub-articles of this Article.
- 2.1.17. 'College/School/Institute/Department/Center Standing Committee' shall mean a committee established in each College /School / Institute / Department / Center pursuant to Article 111 of this Legislation.
- 2.1.18. 'College' shall mean an academic unit of the University that coordinates and oversees the academic, research, and community engagement activities of departments/schools and centers within it which share similar resources.
- 2.1.19. 'Continuing and Distance Education student' shall mean a student who is enrolled in an evening/weekend and distance education program.
- 2.1.20. 'Core academic staff' shall mean the minimum number of full-time academic staff in an academic unit.
- 2.1.21. 'Credit' shall mean a quantified means of expressing and measuring learning equivalence, awarded for the demonstrable achievement of learning outcomes.
- 2.1.22. 'Dean' shall mean an executive manager of a college with the exception of the College of Health Sciences and IoTs, which are managed by a Chief Executive Director and a Scientific Director respectively.
- 2.1.23. 'Department/Center/School Academic Committee' shall mean an academic committee of each department, school and center defined in the pertinent sub-articles of this Article.
- 2.1.24. 'Department' shall mean a discipline-based executive academic unit engaged mainly in teaching, research, and provision of community engagement and that runs: a) at least two programs at undergraduate or graduate levels or a combination of it in which a degree, a diploma or a certificate may be obtained, and b) has a minimum of ten full-time academic staff that can handle more than seventy five percent of the required courses/modules.
- 2.1.25. 'Director' shall mean the executive manager of University academic programs and research offices.
- 2.1.26. 'Fiscal Year' shall mean the Ethiopian fiscal year (Hamle 1(July 8) to Sene 30 (July 7).
- 2.1.27. 'Head' shall mean an executive manager of an academic unit such as school.
- 2.1.28. 'Hosting', within the meaning of Article 115 of this Legislation, shall refer to the case where a department provides academic and financial services to multi-disciplinary academic programs it houses until the programs become full-fledged academic units, including having graduate commissions of their own.
- 2.1.29. 'Institute' shall mean an academic unit of the University with the principal objectives of carrying out multi-disciplinary research and publishing the results thereof, and whose staff may also engage in teaching at the institute itself or at home-base departments/schools/centers.

- 2.1.30. 'Institution of academic governance' shall mean the various academic bodies that are entrusted with the task of academic governance in their respective academic units.
- 2.1.31. 'Institutional Development' shall mean building the capacity and image of the University by initiating, mobilizing and managing resources.
- 2.1.32. 'International scholar' shall mean a scholar visiting the University for academic purposes such as teaching, student supervision, consultation observation, lecture delivery and attending scientific, educational, and professional conferences and seminars.
- 2.1.33. 'International student' shall mean any person who is not an Ethiopian citizen but permanent resident or refugee in Ethiopia and is admitted and registered at the University with the view to pursuing his undergraduate or graduate degrees or improving his language skills or advancing his specialized studies.
- 2.1.34. 'Managing Council' shall mean a body established at University or college level to advise the president or dean on strategic issues and on other cases that the president or dean believes require collective examination as well as serve as a forum for monitoring, coordination and evaluation of institutional or college operations.
- 2.1.35. 'Managing Director or Chief Managing Director' shall, as the case maybe, mean the executive manager of AAiT or of EiABC or of University support process owning offices.
- 2.1.36. 'Ministry' shall mean the Ministry of Science and Higher Education established in accordance with the 2018 Proclamation regarding the Definition of Powers and Duties of the Executive Organs of the Federal Democratic Republic of Ethiopia.
- 2.1.37. 'Module' shall mean a set of modules or courses taken to enable to finish a program of study and lead to a particular award/qualification.
- 2.1.38. 'President' shall mean the President of the University appointed pursuant to Higher Education Proclamation No. 650/2009 and Regulations No 210/2011 and Regulations No. 214/2011.
- 2.1.39. 'Proclamation' shall mean the Higher Education Proclamation No. 650/2009.
- 2.1.40. 'Professional Support Staff' shall mean an academic staff member who occupies a non-faculty position and is employed by the University to engage in a broad-range of academic support activities.
- 2.1.41. 'Program' shall mean a set of modules/courses in the undergraduate and graduate study disciplines.
- 2.1.42. 'Program Unit' shall mean an academic unit that runs at least one degree granting academic program either at undergraduate or graduate level of cross-disciplinary nature and is housed in a department, school or center.
- 2.1.43. 'Regular student' shall mean a fulltime student who is enrolled in a regular program.
- 2.1.44. 'Research and Technology Transfer' shall mean and shall include research extension, publication, dissemination, and Industry/Community-University linkage.
- 2.1.45. 'School' shall mean an executive academic unit whose main functions are teaching, research, and provision of community engagement and which may have a status equivalent to a department and that runs professional disciplines in: a) at least two programs/professional disciplines at undergraduate or graduate levels or a combination of it in which a degree, a diploma or a certificate may be obtained, and b) has a minimum of ten fulltime academic

staff that can handle more than seventy five percent of the required courses/modules.

- 2.1.46. 'Scientific Director' shall mean the executive officer of an Institute of Technology.
- 2.1.47. 'Semester' shall mean the academic calendar that lasts 15-16 weeks for regular programs and 8-12 weeks for summer programs.
- 2.1.48. 'Senate' shall mean the Senate of the University established and empowered as per Article 49 of the Proclamation and Article 6 of Regulations No.210/2011.
- 2.1.49. 'Student' shall mean any person who is admitted and registered at the University in regular/evening/summer/distance or any other program with the view to pursuing his undergraduate or graduate degrees or improving his language skills or advancing his specialized studies.
- 2.1.50. 'Summer Student' shall mean a student who is enrolled in a summer program.
- 2.1.51. 'University Council Permanent Committee' shall mean a permanent committee established pursuant to Article 57 of the Proclamation.
- 2.1.52. 'University Council' shall mean a consultative body established to advise the president by expressing its views on institutional proposals regarding plans, budget, organizational structures, academic programs, agreements of cooperation, and on division, merger, and closure of academic units as well as on performance.
- 2.1.53. 'University' shall mean Addis Ababa University.
- 2.1.54. 'Vice Presidents' shall mean the executive officers of the University appointed in accordance with Articles 52 and 53 of the Proclamation.
- 2.1.55. 'Clinical service' shall mean a service given by an academic staff of the College of Health Sciences in consulting and treating a patient.
- 2.1.56. 'Community engagement' shall mean a service rendered by the University community for a community, government institutions, business, non-profit organizations and society at large with the objective of solving their problems through capacity building, awareness creation and when necessary with the active engagement of the community with the view to improving the quality of their life.
- 2.1.57. 'Professional librarian' is a person who has been employed as an academic staff and appointed as librarian to lead the University's Library System.

## 2.2. Interpretation of this Legislation

- 2.2.1. The Legislation shall be interpreted in good faith in accordance with the ordinary meaning to be given to the terms of this Legislation in their context and in the light of its object and purpose.
- 2.2.2. Interpretation of provisions of this Legislation shall be compatible with the provisions of the Proclamation No. 650/2009 and Regulations No. 210/2011 and Regulations No. 214/2011 and the object and purposes of this Legislation.
- 2.2.3. The determination of the object and purposes of this Legislation shall be made taking the following into account:
  - 2.2.3.1. The preamble and;
  - 2.2.3.2. The supplementary means of interpretation which shall include policies of the University approved prior to the coming into force of this Legislation, the preparatory work of the Legislation and the deliberations of the Senate on the final draft of this Legislation.

- 2.2.4. The Academic Vice President shall be responsible for the appropriate interpretation of this Legislation.
- 2.2.5. Where controversies ensue in interpreting the provision of this Legislation, the interpretation proffered by the Senate shall be final and binding, not only for the specific case in relation to which the interpretation was needed but for all subsequent applications of the provision concerned.

### 2.3. Gender Reference

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

## **Article 3. Scope of Application**

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



# **TITLE III. THE UNIVERSITY ADMINISTRATION AND THE SENATE**

## **CHAPTER ONE: THE SENATE**

### **Article 4. Membership of the Senate**

The Senate shall consist of the following members:

- 4.1. The President;
- 4.2. The Academic Vice President;
- 4.3. The Vice President for Research and Technology Transfer;
- 4.4. The Vice President for Administration and Student Services;
- 4.5. The Vice President for Institutional Development;
- 4.6. The Executive Director for the College of Health Sciences;
- 4.7. The Scientific Directors for Technology Institutes of the University;
- 4.8. The University Registrar;
- 4.9. The University Librarian;
- 4.10. Twelve to twenty five leaders of academic units and/or academic staff selected on the basis of their individual merit and academic seniority;
- 4.11. Two representatives of the University's Teachers' Union; and
- 4.12. Two representatives of the University's Students' Union, one of whom shall be female.
- 4.13. Senate members mentioned in sub-article 4.10 of this article shall be appointed by the President through procedures established by the Board.
- 4.14. Without prejudice to the generalities of the provisions of this article, the tenure of membership of the members listed in sub-articles 4.10 – 4.12 of this article shall be three years; provided, however, that they may be reappointed as may be appropriate.
- 4.15. Members listed in sub-articles 4.11 and 4.12 shall be selected on the basis of gender parity, and membership of the Senate in general shall, to the extent possible, ensure gender mix and balance.
- 4.16. The Board may, upon advice by the President, change or modify senate membership and term of office, as necessary and consistent with good practice, but solely to ensure that it shall be fit for purpose.

## **Article 5. Powers and Duties of the Senate**

Without prejudice to the provisions of the Proclamation, Regulations 210/2011, and Regulations No. 214/2011 as well as directives of the Board, the Senate shall:

- 5.1. examine and approve the academic calendar of the University;
- 5.2. approve the University's various academic programs;
- 5.3. decide on the conferring of degrees (including honorary degrees), diplomas and certificates, as well as medals and prizes;
- 5.4. formulate criteria for the admission and enrolment of students;
- 5.5. set criteria for the determination of academic standards;
- 5.6. oversee quality assurance and excellence of programs;
- 5.7. provide governing guidelines for the settlement of disciplinary problems;
- 5.8. determine criteria for graduation and its ceremonial processions;
- 5.9. formulate guidelines for determining student assessment methods and standards;
- 5.10. recommend to the Board the conferring of the rank of full Professorship;
- 5.11. recommend to the Board tuition fees to be charged by the University;
- 5.12. issue guidelines on conditions and procedures of competitions for grants, fellowships, and scholarships;
- 5.13. formulate policies and guidelines for the planning and utilization of resources;
- 5.14. formulate, modify and revise the organization of academic units of the University, and decide on the establishment of new units, subject to the approval of the Board;
- 5.15. establish committees, which may include persons who are not members of the Senate, to carry out any of the functions or exercise any of the powers of the Senate;
- 5.16. develop and formulate policies designed to promote principles of tolerance and accommodate issues of diversity in the various activities and programs of the University;
- 5.17. propose policies to the Board regarding employment, salaries, allowances and the benefits of the academic staff;
- 5.18. formulate policies that promote social and cultural activities of the University Community;

- 5.19. formulate policy and devise mechanisms for staff recruitment, retention and promotion;
- 5.20. determine its own rules and procedures and elect its secretary from among its voting members;
- 5.21. set budgetary areas of priority, devise mechanisms for generating and retaining internal financial resources for the University, and administer the same as well as revise plans and budgetary appropriation schemes;
- 5.22. provide an overall governing policy for external funding;
- 5.23. determine non-voting permanent members; and
- 5.24. perform such other duties as may be given to it by the Board from time to time.

## **Article 6. Senate Meetings**

Without prejudice to the provisions of Article 51 of the Proclamation:

- 6.1. The President is the chairperson of the Senate and shall preside over meetings of the Senate.
- 6.2. In the absence of the President, the AVP, the VPRTT or the VPASS or the VPID shall, respectively, preside over the meetings of the Senate.
- 6.3. If, for any reason, the President or his deputies cannot be present at a meeting, the Senate shall be presided over by a *pro-tempore* chairperson who shall be elected from the members of the Senate present at that particular meeting.
- 6.4. The Senate shall hold a minimum of two meetings-one in each semester.
- 6.5. Without prejudice to the provisions of sub-article 6.4 of this Article, the Senate may conduct as many more meetings as desired to consider matters relating to promotions and other matters of urgency.
- 6.6. The presence of more than half of the members of the Senate shall constitute a quorum.
- 6.7. Decisions of the Senate shall be passed by a majority vote of the members present and voting. In case of a tie, the chairperson shall have a casting vote.
- 6.8. Notwithstanding the provisions of sub-Article 6.4 hereof, the President may call an extraordinary meeting of the Senate as and when he deems it necessary.
- 6.9. The President shall call an extra-ordinary meeting of the Senate at the request of at least 20% of the voting members of the Senate. Such request shall be presented in writing to the President or the Board of the University as appropriate.

## **Article 7. Communication of Senate Deliberations and Decisions**

- 7.1. Issues on which the Senate deliberated and decided upon shall be communicated in writing to deans, directors, center and department heads by the Office of the President. Such communication shall be made within ten days after every Senate meeting.
- 7.2. Deans, directors, school, center and department heads shall communicate the decisions, in any modality, to academic staff in their respective department, school, institute or center within seven days as of the date they received the written communication from the Office of the President.

## **Article 8. The Secretariat of the Senate**

- 8.1. There shall be a Secretariat of the Senate within the Office of the President, whose functions shall be to process the proper documentation and keeping of the records of the deliberations and decisions of the Senate and its EC.
- 8.2. The Office of the President and the Secretariat of the Senate shall be responsible for the follow-up and proper implementation of the decisions of the Senate, the EC, and that of its standing committees.
- 8.3. The Office of the President and the Secretariat of the Senate Shall compile, publish and disseminate rulings of the Senate and/or revisions of this Legislation on a regular basis.
- 8.4. The Secretariat of the Senate shall be accountable to the President.

## CHAPTER TWO: COMMITTEES OF THE SENATE

### Article 9. Committees of the Senate

#### 9.1. General Provisions

- 9.1.1. The Senate shall have Executive, Standing and ad-hoc committees.
- 9.1.2. The Committees shall serve as the arm of the Senate and function on its behalf in accordance with the mandates vested in them.
- 9.1.3. The Committees shall be accountable to the Senate.
- 9.1.4. Each committee shall adopt its own guidelines and rules of procedure, having regard to the relevant provisions of this Legislation.
- 9.1.5. Committee work is expected of all University staff as part of their obligation to the University. Serving on the committees shall be deemed to be part of the duties of an academic staff.
- 9.1.6. Election of members of the committees of the University Senate shall be conducted at Senate meetings.
- 9.1.7. Student representatives elected by students through proper democratic election process to serve in the Senate and its committees shall be so notified by the Students' Union of the University in writing. Similarly, two representatives of teachers elected by the same through proper democratic election process to serve in the Senate and its committees shall be notified by the Teachers' Union of the University in writing.
- 9.1.8. The President shall promptly notify in writing members elected to serve on Senate Committees together with their respective duties and responsibilities.
- 9.1.9. The President shall name the member responsible for calling the first meeting of each Senate Committee.
- 9.1.10. Unless provided otherwise in this Legislation, a committee of the Senate shall elect its chairperson.
- 9.1.11. The term of office of committee members shall be three years.

#### 9.2. Executive and Standing Committees

The Senate may function through an executive committee and standing committees as provided hereunder. The following shall be the standing committees of the Senate:

- 9.2.1. Academic Standards and Program Review Committee (ASPRC);
- 9.2.2. Admissions and Enrolment Committee (AEC);
- 9.2.3. Research and Publications Committee (RPC);
- 9.2.4. Cultural and Social Affairs Committee (CSAC) and
- 9.2.5. Staff Recruitment, Appointment and Promotions Committee (SRAPC).

#### 9.3. Ad-hoc Committees

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

### 9.3.2. Terms of Reference of Ad-hoc Committees

The terms of reference of an *ad-hoc* committee shall be issued by the EC subject to approval by the Senate.

### 9.4. Membership of Standing Committees

9.4.1. Each standing committee shall have a minimum of five members.

9.4.2. As far as the circumstances warrant, members of the various standing committees of the Senate shall include representatives of the pertinent offices of the University and, in constituting the committees, expertise, individual merit, gender and diversity shall be taken into account.

9.4.3 Excepting the case of *ex-officio* membership, the same academic staff or student cannot serve as a member of more than one standing committee at the same time.

### 9.5. Co-opting Additional Members

9.5.1. Standing committees of the Senate are encouraged to co-opt additional members from among the staff and representatives of stakeholders where this deems helpful.

9.5.2. The relevant committee shall formulate the rights and duties of such members and notify the Senate of the same.

### 9.6. Decisions of the Committees

9.6.1. In the exercise of the powers vested in it by the Senate, a standing committee may make decisions on matters under its competence and may propose decisions to the Senate.

9.6.2. The Senate may at its discretion review any decision of a committee.

9.6.3. A committee may also make interim decisions in between meetings of the Senate.

9.6.4. Interim decisions are decisions of a committee that require final approval by the Senate.

9.6.5. The reasons for passing an interim decision could be the weight of the matter under consideration, or the absence of clearly spelt out provisions in this Legislation, other University rules or relevant laws of the country.

9.6.6. Whenever an interim decision is made, the chairperson of the committee making such decision shall forthwith communicate this fact to the President.

9.6.7. The President shall subsequently forward the interim decision to the next Senate meeting for review and/or approval.

9.7. Terms of Service- Each elected member of a standing committee shall serve for a period of three years, at the end of which he may be re-elected for one more term.

9.8. Regularity of Meetings - Unless provided otherwise, each standing committee shall meet at least four times a year and two times a semester.

9.9. Request for a Meeting - Where one-third of the members request for a meeting of a standing committee, the chairperson shall call a meeting within two weeks from the date the request was forwarded to him.

9.10. Quorum - A simple majority of any committee shall constitute a quorum.

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

## **Article 10. Informing Deans, Directors and Officers**

10.1. The chairpersons of the standing committees shall inform deans, directors and officers whenever the agenda of a particular committee includes a matter of direct concern to a particular college, school, department, center, institute or office.

10.2. A dean or a director shall have the right to appear personally or through a representative and present his academic unit's or institute's position on the matter under discussion. However, the dean or director or his representative shall not have the right to vote unless he is at the same time a member of the committee in question.

10.3. The decisions of the standing committee, not awaiting the approval of the Senate on each agenda, shall be communicated to the dean or director by the secretary of the committee within ten days following their rendition.

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

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

11.1. monitoring the implementation of this Legislation, and policies, directives and decisions of the Senate;

11.2. deliberating on matters in their capacity and jurisdiction, and making decisions according to the general policy and principles that are provided in this Legislation, directives of the Senate and their own work guidelines;

11.3. reporting to the Senate the results of their deliberations and the implementation of their mandate;

11.4. initiating and proposing new policy guidelines as well as directives to be deliberated upon by the Senate; and

11.5. submitting recommendations for Senate deliberations and decisions.

## **Article 12. Secretaries of Senate Standing Committees**

Each standing committee of the Senate shall have a secretary who shall be a pertinent office bearer of the University.

## **Article 13. The Executive Committee (EC)**

### **13.1. Duties and Responsibilities**

The EC shall:

- 13.1.1. advise the Chairperson of the Senate on the agenda of meetings of the Senate and on ways in which issues and problems brought before the Senate can be clarified to promote orderly and efficient deliberation;
- 13.1.2. keep the Senate advised on recommendations and interim decisions of its standing committees by receiving and transmitting, as expeditiously as possible, all reports of standing committees and its own comments thereon to each member of the Senate;
- 13.1.3. recommend the convening of extraordinary sessions of the Senate whenever a matter within the jurisdiction of the Senate assumes such urgent importance as to warrant the action;
- 13.1.4. establish procedures for nomination of candidates eligible for honorary degrees and the modalities of review thereon and consider nominations for the eventual submission of names of candidates to the Senate;
- 13.1.5. refer issues and problems that shall come before the Senate to the appropriate standing committee for advice and recommendations, unless in those cases where, in the opinion of the Executive Committee, the matter is of such extraordinary urgency as to warrant direct submission to the Senate;
- 13.1.6. review or suspend any decision made by any one of the standing committees of the Senate where appropriate but any such review or suspension and the circumstances thereon shall be communicated to all members of the Senate in a week's time;
- 13.1.7. determine, whenever the need arises, the limits of jurisdiction of the standing committees and select the appropriate committee to which a matter falling within the general jurisdiction of the Senate shall be referred;
- 13.1.8. submit nominations of academic unit representatives for membership in each Senate Standing Committees; and
- 13.1.9. take 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.

### **13.2. Membership**

- 13.2.1. The EC shall have five members elected by the Senate from its voting members. Its membership shall, in addition, include the President, the Vice Presidents, the Secretary of the Senate and the Head of the School of Law.
- 13.2.2. Election of the members of the EC shall be conducted by secret ballot if, following the nominations, there is a contest.
- 13.2.3. The term of office of members of the EC shall be three years.
- 13.2.4. The Chairperson of the Senate shall also be the Chairperson of the EC provided, however, that the AVP, the VPRTT, the VPASS, the VPID shall in that order preside over the meetings of the EC in the absence of the Chairperson.
- 13.2.5. The Secretary of the Senate shall also serve as the Secretary of the EC.

### **13.3. Meeting and Reporting**

- 13.3.1. The EC shall meet at least once before each Senate meeting.
- 13.3.2. The Chairperson may also convene a meeting of the EC whenever he deems it



appropriate, or whenever three of its members make a request for such a meeting.  
13.3.3. The EC shall submit a bi-annual activity report to the Senate.

## **Article 14. Academic Standards and Program Review Committee (ASPRC)**

### **14.1. Duties and Responsibilities**

The ASPRC shall:

- 14.1.1. formulate and propose revision and amendment of rules and regulations governing undergraduate and graduate programs to the Senate;
- 14.1.2. provide expert advice on curriculum design, review, approval, and revision;
- 14.1.3. where appropriate, ensure the inclusion in the curricula of pedagogical methods with the view to encouraging and rewarding open and active interaction between academic staff and students;
- 14.1.4. ensure that through the inclusion of programs of internships, attachments and other practice-oriented system of education is enhanced;
- 14.1.5. review class size policy and practices at the various academic units and put forward recommendations to the Senate with the view to improving them;
- 14.1.6. examine proposals of graduate and undergraduate programs for improvement, revision or adjustment of existing rules and regulations;
- 14.1.7. promote and co-ordinate interdisciplinary programs for graduate studies and ensure that research and teaching programs are well integrated;
- 14.1.8. recommend for approval to the Senate proposals for new programs submitted to it by the academic commission concerned;
- 14.1.9. review and regulate semester academic load of students;
- 14.1.10. periodically review policies and practices of the University relating to academic work load;
- 14.1.11. review modes of assessing students' academic performance, the frequency thereof, the manner of distributing scores as well as re-grading procedures;
- 14.1.12. act as a board of appeal for complaints of students that could not be handled by their respective academic units;
- 14.1.13. oversee the conduct of academic advising and ensure the preparation of guidelines on student advising;
- 14.1.14. follow-up that attrition data is regularly reported by the University Registrar;
- 14.1.15. devise and implement all possible retention and enhancement strategies and initiatives;
- 14.1.16. propose suggestions on tuition fees and waivers to the Senate;
- 14.1.17. facilitate collaboration with programs in other universities, or with organizations that seek such collaboration;
- 14.1.18. ensure that both existing and new guidelines set by the Senate, or decisions made by it are implemented by the program office concerned;
- 14.1.19. formulate and recommend general policy for the welfare of students and the award of graduate studentship and other awards;
- 14.1.20. recommend to the Senate the award of the appropriate diploma, certificate or degree in accordance with University rules and regulations;
- 14.1.21. issue directives to the Office of the AVP on any matter pertaining to programs;
- 14.1.22. participate in the periodic assessment of the programs of the University;
- 14.1.23. advise the Senate on all matters regarding programs; and
- 14.1.24. establish its own rules of procedure and set up standing and ad-hoc committees as necessary.

## 14.2 Membership

The ASPRC shall consist of the following members:

- 14.2.1. The AVP (Chairperson) or/and the Director for Graduate Program (DGP) or the Director for Undergraduate Program (DUGP) as designated by AVP;
- 14.2.2. The VPRTT;
- 14.2.3. The DGP;
- 14.2.4. The DUGP
- 14.2.5. The Director for Continuing and Distance Education (DCDE);
- 14.2.6. The Director for Academic Standards and Quality Enhancement (DASQE);
- 14.2.7. The University Registrar;
- 14.2.8. Three to six academic staff from different units elected by the Senate;
- 14.2.9. One student representative from the student union; and
- 14.2.10. One curriculum and instructions expert.

## 14.3. Meeting and Reporting

- 14.3.1. The ASPRC shall meet at least twice in a quarter.
- 14.3.2. The chairperson may also convene a meeting of the ASPRC whenever he deems it appropriate, or whenever one-third of its members make a request for such a meeting.
- 14.3.3. The ASPRC shall submit bi-annual activities report to the Senate.

## **Article 15. Admissions and Enrolment Committee (AEC)**

### 15.1. Duties and Responsibilities

The AEC shall:

- 15.1.1. assess intake capacity against available human and material resources;
- 15.1.2. examine retention rate and advise the Senate on mechanisms for improvement;
- 15.1.3. make arrangements to promote diversity in admissions;
- 15.1.4. set clear and transparent criteria for admissions;
- 15.1.5. set and review readmission and placement guidelines; and
- 15.1.6. examine and review admission criteria set by academic units and programs.

### 15.2. Membership

The AEC shall consist of the following members:

- 15.2.1. The University Registrar (chairperson)
- 15.2.2. The DUGP;
- 15.2.3. The DGP;
- 15.2.4. The DCDE;
- 15.2.5. The Dean of Students Affairs;
- 15.2.6. The Admission Officer;
- 15.2.7. Two student representatives from the University Students' Union; and
- 15.2.8. Two academic staff representatives from the University Teachers' Union.

### 15.3. Meeting and Reporting

- 15.3.1. The AEC shall meet four times a year.
- 15.3.2. The Chairperson may also convene a meeting of the AEC whenever he deems it appropriate, or whenever three of its members make a request for such a meeting.
- 15.3.3. The AEC shall submit a bi-annual activity report to the Senate.

## **Article 16. Research and Publications Committee (RPC)**

### 16.1. Duties and Responsibilities

The RPC, in working towards the integration of research and teaching, shall:

- 16.1.1. formulate strategies for promoting research and dissemination of research results;
- 16.1.2. guide the Office of the VPRTT and other units of the University in designing and conducting training workshops on research methods and research writing and preparation of teaching materials;
- 16.1.3. specify priorities for research at the national level;
- 16.1.4. set guidelines for the approval of staff research proposals;
- 16.1.5. monitor the activities of the Office of the VPRTT in relation to approved research work;
- 16.1.6. provide procedures for the launching of a new journal;
- 16.1.7. determine criteria for establishing the reputability of journals;
- 16.1.8. re-assess the reputability of journals every three years;
- 16.1.9. determine courses of action in the case of breach of agreement by researchers;
- 16.1.10. specify the calendar for submission of research proposals and research reports;
- 16.1.11. examine and endorse the activity reports of research institutes;
- 16.1.12. advise and assist the Office of the VPRTT in securing funds from organizations outside the University;
- 16.1.13. design, facilitate and endorse collaborative activities with national and international institutions;
- 16.1.14. establish an award system for recognizing outstanding research;
- 16.1.15. assist the Office of the VPRTT in preparing the code of ethics governing or safeguarding research and intellectual property rights;
- 16.1.16. approve the allocation of funds for research institutes;
- 16.1.17. issue guidelines pertaining to visiting researchers who wish to be affiliated with the various units of the University;
- 16.1.18. promote the publication of outstanding theses and dissertations;
- 16.1.19. ensure the appropriate academic standard of publications;
- 16.1.20. supervise and monitor research and publication activities of the various academic units;
- 16.1.21. set rules and regulations with the view to deterring plagiarism issues across the board;
- 16.1.20. prepare and submit to the Senate policy and strategy for the development of teaching/learning materials, including textbooks and references; and
- 16.1.21. advise the Senate on all matters pertaining to research and publications.

## 16.2. Membership

The RPC shall consist of the following members:

- 16.2.1. The VPRTT (Chairperson);
- 16.2.2. Director for Research;
- 16.2.3. The Director of the University Press;
- 16.2.4. The University Librarian;
- 16.2.5. The Director of the Staff Affairs Office;
- 16.2.6. Two directors of research institutes elected by the Senate; and
- 16.2.7. Two academic staff from different units elected by the Senate.

## 16.3. Meeting and Reporting

- 16.3.1. The RPC shall meet four times a year.
- 16.3.2. The Chairperson may also convene a meeting of the RPC whenever he deems it appropriate, or whenever three of its members make a request for such a meeting.
- 16.3.3. The RPC shall submit a bi-annual activity report to the Senate.

## **Article 17. Cultural and Social Affairs Committee (CSAC)**

### 17.1. Duties and Responsibilities

The CSAC shall:

- 17.1.1. promote tolerance, diversity, sense of equality and partnership in the University;
- 17.1.2. promote excellence and reward initiatives in educational and cultural activities of extracurricular nature;
- 17.1.3. facilitate the enhancement and sustenance of a vibrant, active and strong academic system suitable to the development of not only an academically competent personality but also responsible citizenry;
- 17.1.4. advise the Senate on the possible contribution of the University regarding the promotion and preservation of the historical and cultural heritage of the peoples of Ethiopia;
- 17.1.5. formulate and recommend to the Senate policies and strategies that promote educational and cultural activities of an extramural nature;
- 17.1.6. advise the Senate on the planning, coordination and stimulation of cultural life in the University through sponsorship and encouragement of activities, such as sports activities, literary and artistic events, public lectures and debates;
- 17.1.7. advise the Senate on the organization of cultural units and bodies, including voluntary student cultural groups;
- 17.1.8. advise any unit of the University on matters of cultural and social affairs;
- 17.1.9. oversee and promote activities that enhance scientific and technical outlook;
- 17.1.10. devise mechanisms of ensuring the safety and cleanliness of University facilities, the entire campus environment and its vicinities; and
- 17.1.11. promote cultural exchanges at local and international levels.

### 17.2. Membership

The CSAC shall consist of the following members:

- 17.2.1. Director of the Institute of Ethiopian Studies (chairperson);

- 17.2.2. Head of Yared Music School;
- 17.2.3. Head of the School of Fine Arts and Design;
- 17.2.4. Chair of the Department of Physical Education and Sports;
- 17.2.5. Head of the School of Theatre Arts;
- 17.2.6. Director of the Academy of Ethiopian Languages and Cultures;
- 17.2.7 At least one academic staff representative from a relevant department of the College of Social Sciences; and
- 17.2.8. Two student representatives from both undergraduate and graduate programs.

### 17.3. Meeting and Reporting

- 17.3.1. The CSAC shall meet four times a year.
- 17.3.2. The Chairperson may also convene a meeting of the CSAC whenever he deems it appropriate, or whenever three of its members make a request for such a meeting.
- 17.3.3. The CSAC shall submit a bi-annual activity report to the Senate.

## **Article 18. Staff Recruitment, Appointment and Promotions Committee (SRAPC)**

### 18.1. Duties and Responsibilities

The SRAPC shall:

- 18.1.1. devise policies on human resource development schemes;
- 18.1.2. formulate guidelines on recruitment and selection, contractual matters, training and development, with equal opportunities for all;
- 18.1.3. formulate policy for appointment and set criteria and procedures for academic promotion, probation and confirmation of promotions, renewal of tenure, resignation and retirement and termination of appointment;
- 18.1.4. examine and recommend promotions in rank, new employments and pass the same to the EC;
- 18.1.5. formulate various mechanisms of rewarding merit and innovation in teaching and research;
- 18.1.6. formulate policies for retention of academic staff;
- 18.1.7. 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 disadvantaged communities, such persons would be employed only if they fulfill the minimum requirements of the University;
- 18.1.8. receive and consider complaints regarding recruitment and promotion, as well as oversee the implementation of policies in this regard; and
- 18.1.9. handle other policy issues related with recruitment and promotion.

### 18.2. Membership

The SRAPC shall consist of the following members:

- 18.2.1. The Director of Staff Affairs (Chairperson);
  - 18.2.2. The Director of Graduate Studies;
  - 18.2.3. Director of Research
  - 18.2.4. The Director of Undergraduate Studies;
  - 18.2.5. The Director of Human Resource Management;
  - 18.2.6. Five academic staff from the various units of the University elected by the Senate;
- and

18.2.7. At least one female academic staff elected by the Senate.

### 18.3. Meeting and Reporting

18.3.1. The SRAPC shall meet once a month.

18.3.2. The Chairperson may also convene a meeting of the SRAPC whenever he deems it appropriate, or whenever one third of its members make a request for such a meeting.

18.3.3. The SRAPC shall submit a bi-annual activity report to the Senate.

# **TITLE III. ACADEMIC STAFF**

## **CHAPTER THREE: GENERAL PROVISIONS ON ACADEMIC STAFF**

### **Article 19. Policy Premises on University Academic Staff**

- 19.1. The academic staff of the University shall endeavor to attain the requisite level of competence and expertise in their respective discipline and to maintain and improve such competence and expertise by keeping abreast with new developments and changes in their respective fields of study.
- 19.2. On its part, the University shall strive to create conducive environment that nurtures excellence and assists the staff in the endeavor to develop itself and discharge its responsibility with efficacy.
- 19.3. The University shall also clearly define what is required of its academic staff in the areas of teaching, research and services.
- 19.4. The University shall develop policies with respect to benefits, academic ranks and promotion which enable members of the academic staff to enjoy a standard of living compatible with the responsibility, dignity and competence which the University might demand of them.
- 19.5. The University is also duty bound to work out detailed rules and regulations governing the academic rights, freedom and responsibilities of its staff. Such rules and regulations shall have the purpose of regulating opportunities for regular research and sabbatical leaves to enable academic staff members to complete research projects, to pursue courses of study at other universities or to engage in activities related to their University duties and areas of specialization, which will advance their capacities as teachers and scholars.
- 19.6. The University, in implementing the provisions of this Legislation regarding the academic staff, shall adhere to policies on and procedures for general academic human resource, academic staff recruitment and appointment, staff development, staff productivity and promotions, mentorship and succession of academic staff, separation and termination of employment for academic staff.

### **Article 20. Contents of Contract of Employment, Periodic Renewal and Status of this**

#### **Legislation in the University Contracts**

- 20.1. A contract of employment which the University concludes with full-time academic and research staffs shall generally be uniform in contents and prepared in a template form. Such contract template shall be prepared by the Office of the President and approve by the EC. It shall, among others, include:
  - 20.1.1. rank of the academic staff,

- 20.1.2. specific duties of the academic staff which may be accompanied by terms of references,
  - 20.1.3. specific rights of the academic staff,
  - 20.1.4. duration of the employment and
  - 20.1.5. provisions related to termination of the employment contract.
- 20.2. The concerned units of the University shall see to it that the employment contracts of full-time academic and research staffs are renewed every two years in a timely manner.
- 20.3. This Legislation shall form an integral part of the employment contracts for full-time academic and research staff unless it or a part thereof is expressly waived by the parties.

## **Article 21. Rights of Academic Staff**

The academic staff:

- 21.1. shall have the right to exercise academic freedom, which includes the right to fulfill their functions of teaching, doing research, writing, learning, exchanging and disseminating information, and providing services without fear of interference or repression;
- 21.2. are entitled to teach freely without any interference, subject to the generally accepted principles, standards, and methods of teaching; and carry out research without interference, subject to the universal principles and methods of scientific enquiry;
- 21.3. as researchers, may not be denied information or permission to do, or hindered in any way from doing, research on any ground except for reasons of public health, morality, ethics or, in circumstances of clear, present, and imminent danger to the nation and its independence;
- 21.4. shall enjoy freedom of association, including the right to form and to join independent and autonomous trade unions. The right of association includes the right of peaceful assembly and formation of groups, clubs, associations, and such other bodies to further the academic and professional interests of the members of the academic community;
- 21.5. shall have the right to write, print, and publish their own newspapers or any other form of media, including wall literature, posters, and pamphlets. The exercise of this right shall have due regard to secularity of education, the obligation of the members of the academic community not to interfere with the right of others to privacy and in any manner or form to unreasonably arouse religious, ethnic, national, or gender hatred;
- 21.6. are entitled to disseminate their research findings within or outside the University through any media and demand the establishment of media for the dissemination of their findings, where such appropriate media do not exist, subject to availability of resources; dissemination of research findings may not, however, be exercised in the



- name of the University without the approval of the appropriate University authority;
- 21.7. shall have the right to conduct research and render consultancy services in accordance with internal regulations of the University; and take sabbatical and research leaves to conduct research and studies beneficial to the University and the country in accordance with the pertinent provisions of this Legislation;
  - 21.8. shall enjoy transparent, fair, and equitable administration and system of remuneration and benefits that shall be instituted by the Government as the economic condition of the country may permit;
  - 21.9. shall participate, as feasible, in the formulation of the University's plans, rules and regulations, and in curricula development, and make comments on the quality and appropriateness of the teaching-learning process; and be informed on the plan, development, direction, condition and performance of the institution;
  - 21.10. are entitled to be informed about their performance results and of any records kept in their personal file without their prior knowledge as well as enjoy confidential maintenance of information in their personal file except when the official business of the University or the provisions of pertinent laws require otherwise;
  - 21.11. shall enjoy campus security for themselves and for their personal property while rendering the proper services;
  - 21.12. shall receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions;
  - 21.13. are entitled to further education and training for professional development in accordance with the relevant provisions of this legislation and policies of the University;
  - 21.14. get their salaries annualized in case where they are not holding academic administration post; and
  - 21.15. shall have the right to be promoted and assume new academic rank on the basis of merit in accordance with the pertinent provisions of this Legislation and in accordance with national norms and standards the Ministry may issue as necessary;

## **Article 22. Duties of Academic Staff**

- 22.1. 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 great scholarly circles. It shall be his primary duty to carry out his functions in the best interest of the University and that of the Nation, having due regard to the rules of his profession.
- 22.2. Without limitation to the generality of the provisions of sub-article 22.1 of this Article, a member of the academic staff shall undertake to:
  - 22.2.1. give course lectures and other forms of instruction to students related to the contents of the course in line with the policies and general guidelines set forth by

- his academic unit;
- 22.2.2. endeavor to stay abreast of the latest thinking in his area of specialization and shall periodically update his teaching material, within the resources available;
  - 22.2.3. encourage, guide and permit students to freely and rationally question and examine issues and various lines of thoughts in the course of their study;
  - 22.2.4. refrain from any act of discrimination against any individual or group on the basis of race, ethnicity, sex or creed, disabilities or any other unreasonable ground;
  - 22.2.5. refrain from imposing his political views and religious beliefs on his students within the University premises in any form;
  - 22.2.6. avoid acts and situations that are intimidating to students;
  - 22.2.7. develop relationship of mutual respect with the University Community;
  - 22.2.8. observe the code of ethics relevant to his profession;
  - 22.2.9. conduct research work and publish for the advancement of knowledge, having regard to the development and democratization needs of the country;
  - 22.2.10. participate in the affairs of the University;
  - 22.2.11. organize, direct and develop the activities of his academic unit where such is required by the University;
  - 22.2.12. without prejudice to the provisions of the Proclamation concerning joint appointment, devote his energy, working time and attention to teaching and research, and community engagement in connection with the mandates of his academic unit and of other academic units;
  - 22.2.13. render clinical services in the University's teaching hospital in case of an academic staff who is a medical or health professional.
  - 22.2.14. conduct classes regularly and inform his immediate supervisor and students in advance in the event he is not available for teaching on justifiable grounds and give make-up classes afterwards;
  - 22.2.15. not handover a course he is assigned to teach to any other person without the prior approval of the department head;
  - 22.2.16. make himself available for consultation, student advisement, academic guidance and counseling in particular by posting adequate consultation hours and observing the same regularly and strictly;
  - 22.2.17. submit examinations, marked examination papers and grades on time to his department;
  - 22.2.18. accept teaching assignments in continuing and distance education programs whenever circumstances warrant;
  - 22.2.19. take good care of all University property under his possession;
  - 22.2.20. accept additional teaching assignments with due compensation when compelling circumstances arise; and
  - 22.2.21. accept instructions of his superiors where such instructions are not contrary to the law and the terms and conditions of his contract of employment.

**Article 23. Rights and duties of academic staff whose retirement age has been extended and terms of retention after formal retirement**

- 23.1. The rights and duties of academic staff provided for in Articles 21 (21.1-21.12) and 22 of this Legislation shall, *mutatis mutandis*, apply to academic staff whose retirement age has been extended by the University pursuant to Article 33 (4) of the Proclamation and other relevant laws.

- 23.2. An academic unit may, based on a contract renewable every two year, employ fulltime academic staff after his formal retirement from the University considering his academic and research competence and health conditions in accordance with relevant federal civil service rules and regulations.

#### **Article 24. Rights and duties of non-full time academic staff**

The rights and duties of academic staff provided for in Articles 21 and 22 of this Legislation shall, *mutatis mutandis*, apply to the rights and duties of non-full time academic staff of the University. In particular, such provisions shall apply to academic staff in adjunct, collegiate and visiting professorship rank series. The relevant University body shall formulate policies and enact rules and regulations pertaining specifically to such non-full - time academic staff of the University following international good practice.

#### **Article 25. University Ranks for Academic Staff**

- 25.1. Notwithstanding the provisions of Articles of this Legislation, the University uses the following hierarchy of academic rank (in an ascending order):
- 25.1.1. Lecturer;
  - 25.1.2. Assistant Professor;
  - 25.1.3. Associate Professor; and
  - 25.1.4. Professor.
- 25.2. Notwithstanding sub-article 1 of this Article, the University may recognize and provide for special nomenclatures for academic ranks for fulltime research staff following international good practice.
- 25.3. In addition to the academic ranks under sub-article 1 hereof, a college/institute or department may use a rank of assistantship (Graduate Assistant and Assistant Lecturer) as a starting point for academic positions as specified under Article 39 of this Legislation.
- 25.4. A person joining any academic unit of the University, as a full-time academic staff shall be assigned an academic rank, in accordance with the general criteria established by the University and with other procedures and criteria established for that academic unit. Each person assigned to a rank shall be eligible for promotion in accordance with the procedures and rules set forth in this Legislation.
- 25.5. Adjunct academic ranks may be assigned to qualified professionals on the basis of the general University staff appointment and promotion policy.
- 25.6. An academic unit of the University may propose the grant of distinguished, collegiate and visiting professorship ranks following international good practice and in accordance with policies to be formulated and rules and regulations to be issued for this purpose by the University body concerned.
- 25.7. An instructor joining the University for the first time shall be subjected to a probationary period during his first year with the University in which time the

University may, on one semester's notice, inform the instructor that he will be re-employed the following year provided he fulfills the conditions of probation.

## **Article 26. Salary Scale**

- 26.1. A general academic staff salary scale providing for salary ranges, to be fixed in accordance with a scheme applicable to all full-time academic staff, shall be developed, revised by the University and presented to the Government. An ad-hoc committee to be established by the President shall review the existing salary scale and suggest a new salary and benefit package to the University.
- 26.2. Basic salary scale for academic staff shall be the same across disciplines. Differential incentive schemes may however be employed for some professions to enable the University attract qualified professionals on a competitive basis.
- 26.3. The University shall put in place mechanisms for periodical review of the existing salary structure in view of prevailing economic realities and especially with the view to adjusting salary scale to costs of living. The University shall present the result of such review to the Government and actively seek its approval.

## **Article 27. Salary and Benefits**

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

## **Article 28. Extra-work Load Payment**

The University shall make payments to the academic staff for services rendered in teaching and/or research beyond the full workload expected of them. Such payment shall vary depending on the rank of the staff rendering the service and the kind of service rendered.

## **Article 29. Housing and other Benefits**

- 29.1. The University may, subject to a general scheme which takes into account academic rank, provide housing and other allowances to academic staff.
- 29.2. University tuition fees will be waived in programs in which the cost-sharing scheme is not instituted for spouses and children of academic staff who served for a minimum of three years. The spouses and children of retired or deceased academic staff shall also enjoy this privilege, provided that the staff had served the University continuously for a minimum of 10 years before his death or direct retirement from the University.
- 29.3. Medical fees will be waived for a staff member and his spouse and children for

medical treatment at University-run hospitals.

- 29.4. Spouses and children of full time academic staff who has served the University for a period of at least three years shall have the privilege of being placed at the University's undergraduate program of their choice provided they meet the placement and admission requirements of the program concerned. Such full time academic staff shall also have the privilege to transfer their spouses and children placed in another public university to the University provided they fulfill the placement and admission criteria of the undergraduate program they apply to be admitted into.
- 29.5. Spouses and children of fulltime academic staff may also be given placement priority in graduate programs provided they meet the admission requirements of the University. Such spouses and children may in addition be entitled to make tuition fee payment on monthly installment basis provided they enroll in self-sponsored graduate programs of the University and fulfill the admission requirements. Where they are granted to pay tuition fee on installment basis in graduate programs, they may not receive their degrees without fully settling tuition fees.
- 29.6 Privileges indicated in sub-articles 29.1-29.5 of this Article shall also be extended to a spouse or children of a full-time academic staff who died or retired or whose contract of employment is willfully terminated after having served for at least ten years.

## **CHAPTER FOUR: PROMOTION OF ACADEMIC STAFF**

### **Article 30. Procedures for Promotions:**

- 30.1. The academic staff concerned or his lawful agent or, department chair or institute directors, college deans, or school heads or center chairs may initiate application or nomination for promotion of a staff.
- 30.2. The academic unit concerned shall assess the application and, upon denial, inform the applicant of the same and, upon acceptance, recommend it to the AC thereof within one month of the receipt of the application. If the deadline cannot be adhered to, the relevant academic unit shall make sure that the applicant is informed of the reasons for the delay.
- 30.3. Upon receipt of the recommended application from the pertinent academic unit, the AC shall process the same within a period of one month, forward report for those promotions to be handled at the College or below and forward the documents of promotion to be handled at the center to the Office of the AVP or forward the application back to the academic unit concerned if the application for promotion is denied.
- 30.4. Promotions to the rank of lecturer and below shall be approved by the concerned department or school or center and communicated to the candidate and relevant University bodies within one week from the date of approval, or if, denied communicated to the candidate within the same period of time.
- 30.5. Promotion to the rank of assistant professor and associate professor shall be approved at college level and communicated to the Office of the AVP and the Office of Academic Staff Affairs within two weeks from the date of approval of the promotion. Such communications to the Office of the AVP and the President shall be accompanied by copies of duly signed minutes, publications and other relevant documents considered in granting promotion to the ranks of assistant and associate professor. The college shall approve the request and communicate the same to the candidate and the relevant University body or where the request is turned down, return the document to the academic unit concerned, within one month after receipt of such application. Schools under the CHS shall approve promotion to the rank of assistant professor within the period of time fixed in this sub-article. The Office of the AVP shall see to it that an academic audit is carried out once a year with the view to checking and screening the appropriateness of promotions to assistant and associate professorships granted and employment of academic staff by each college. In particular, non-fulfillment of any major promotion requirements set out in this Legislation, if revealed through the academic audit, shall lead to revocation of the promotion granted. The committee in charge of undertaking academic audit shall propose to the AVP possible remedial action when it discovers minor irregularities in promotions and employments it has reviewed.

- 30.6. Promotion requests to the rank of professor are forwarded by the Office of the AVP to the SRAPC, which in turn processes the promotion request within one month, and upon acceptance, recommends the same to the EC, or returns the document to the academic unit concerned if request is denied.
- 30.7. Promotion requests for the rank of professorship are considered by the EC during the next meeting following recommendation of the same by the SRAPC for submission to the Senate.
- 30.8. Promotion requests for the rank of professorship that are endorsed by the Senate shall be presented by the President to the Board, for final approval at its next meeting.
- 30.9. Promotion to the rank of professorship shall be communicated by the President to the candidate and relevant University bodies within a period of one week after the approval of the same by the Board
- 30.10. Denied requests for promotion may be reinitiated anew and processed following the same procedure.
- 30.11. When a chair/ head of the relevant academic unit is a candidate for promotion, the college dean shall designate a senior member of the relevant academic unit to act as chairperson of the Staff Affairs Committee or its equivalent of the academic unit in question for the specific purpose of processing the promotion. The person so designated shall be responsible for:
  - 30.11.1. convening and chairing all meetings for the purpose;
  - 30.11.2. being in custody of and handling all relevant forms, documents and confidential correspondence relating to the case;
  - 30.11.3. selecting, in confidential consultation with appropriate senior members of the academic unit, relevant evaluators for the publications submitted; and
  - 30.11.4. submitting the final recommendations of the academic unit on the promotion to the college dean.

## **Article 31. Effective Dates of Promotion**

Effective dates of promotion shall be as follows.

- 31.1. promotion to the rank of professor that is duly approved by the Senate and the Board, shall be deemed to have become retroactively effective as of the date of final approval by the Staff Recruitment, Appointment and Promotions Committee (SRAPC):
- 31.2. promotion to the ranks of assistant and associate professor that are duly approved by the college shall be deemed to have become retroactively effective as of the date of final approval by Staff Affairs Committee of the respective Colleges or Research Institutes;
- 31.3. promotion to the rank of a lecturer and below as of the date of final approval by the academic unit concerned;
- 31.4. Where, in the course of promotion, some amendments to an application for promotion under this Article have been required, the effective date of such promotion shall be the date on which such amendments have been finally accepted by the concerned

approving Unit.

## **Article 32. Criteria for Promotions: Principles Governing Promotions**

The length of service within a given rank, effectiveness in teaching and/or research and publications, participation in the affairs of the University, and public and professional service rendered in various capacities shall be the criteria on the basis of which promotion is determined. 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. The SRAPC may provide detailed guidelines regarding the components of the requirements for promotions.

### **32.1. Length of Service within a Given Rank**

- 32.1.1. There shall be a minimum number of years an academic staff has to serve within a given rank for promotion to the next higher rank.
- 32.1.2. For an academic staff who has served in other accredited institutions of higher learning before being appointed in a given academic unit, his years of service outside the University shall be considered for the fulfillment of this criterion. However, such an academic staff must serve for at least one year at the University before submitting an application for promotion.
- 32.1.3. The provision of the sub-article 32.1.2 of this Article shall not apply where the length of service in other institutions of higher learning has been considered and used to determine the rank of an academic staff at the time of appointment.
- 32.1.4. For a person who joins the University as academic staff after a given period of service in other non-academic institutions or organizations, his service years in such organizations may be used to determine his academic rank and salary at the time of employment only.
- 32.1.5. As an academic staff on local study leave is required to render half-time service to the University, each year of local study leave shall count as half a-year of service to the University.
- 32.1.6. An academic staff with a rank of lecturer and above shall have on average publication (s) that constitutes a minimum of 0.35 publication point per year over the relevant period indicated under Article 32.1.7 of this Article. A research staff, in addition to this publication requirement, shall produce, at least, one individual or joint research report annually. The University may terminate the employment contract of an academic staff who fails to meet this annual publication requirement and/or research report.
- 32.1.7 An academic staff shall be promoted to the next academic rank within a maximum of 6 years starting from the effective date of the last promotion for a lecturer and an assistant professor; and 8 years for an associate professor.

### **32.2. Effectiveness in Teaching or Research**

- 32.2.1. Effectiveness in teaching or research of an academic staff shall be measured by the evaluations of the staff member's work by his students, colleagues or professional peers and the department head or director at the end of each semester or academic year as the case may be. The head of the academic unit concerned shall make sure that the teaching of each academic staff assigned to deliver a course/module is evaluated by students upon completion of such course or module. The academic staff shall request the concerned head of the academic unit that his teaching is evaluated by students within an appropriate



time. The result of such student evaluation shall be communicated to the academic staff timely. The dean of the relevant college shall reprimand the head of an academic unit who repeatedly fails to have student evaluations undertaken. Where no student evaluations required for promotion are found, the relevant academic unit may put the promotion request on hold for two semesters with the view to having the applicant evaluated by students or where the available number of student evaluation is insufficient in light of the requirement under this Legislation, the relevant academic unit shall extend the existing evaluation (s) and proceed to process the promotion request.

- 32.2.2. The overall rating in teaching efficiency and effectiveness in research of an academic staff shall be 45 and 55 percent, respectively.
- 32.2.3. The contribution of each of the components of the system of evaluation to the overall rating of the teaching effectiveness of an academic staff shall be:
  - a. Evaluation by students .....25%
  - b. Evaluation by colleagues .....10%
  - c. Evaluation by the head of the academic unit concerned.....10%
- 32.2.4. The contribution of each of the components of the system of evaluation of the overall rating of the research effectiveness of an academic staff shall be:
  - a. Student supervision.....25%
  - b. Involvement in research or conducting actual research.....25%
  - c. Efforts to promote research.....5%
- 32.2.5. Appropriate criteria for evaluating the teaching effectiveness of an academic staff by students, colleagues and head of an academic unit shall be developed and put in place by the University office concerned. Such office shall also develop and put in place separate criteria for evaluating the research effectiveness of an academic staff.
- 32.2.6. For fulfillment of the criteria of effectiveness in teaching or research, the weighted average of the evaluation over a given number of years the academic staff has served after his last promotion shall not be less than 75%. The average of evaluation over these years in each category shall not be less than 50%.
- 32.2.7. The different courses/modules the academic staff has taught since his last promotion shall be indicated with the corresponding students' evaluation on the delivery of these courses/modules. For the purpose of measuring his teaching or research effectiveness, results of evaluations shall be computed as follows:
  - 32.2.7.1. for promotion to the ranks of assistant professor, associate professor and professor, evaluations of the last two years of service.
  - 32.2.7.2. for a staff with the Doctor of Medicine (MD) or Doctor of Veterinary Medicine (DVM) degree, seeking promotion to the rank of assistant professor, evaluations of the last two years of service.
- 32.2.8. An application for promotion submitted before an academic staff leaves for research or sabbatical or study abroad shall be processed provided that all the requirements are fulfilled at the time of application. An application for promotion by an academic staff who is in the course of local study leave shall be processed if he fulfills the requirements of the promotion sought even where the application for promotion is submitted after the commencement of the study leave.
- 32.2.8. The years of service which an academic staff has rendered to the University before sabbatical, research or study leave shall count towards the effective

teaching requirement for promotion to the next rank

### 32.3. Requirements on Publication Points, the Number and Quality of Publications

- 32.3.1. Publication of a book or a textbook or an article in a reputable journal, preparation of a teaching material or, in some fields such as music, theatrical arts and the fine arts, production of realized pieces of work or projects demonstrating professional and creative talent is a mandatory requirement for promotion to the rank of assistant professor or associate professor or professor.
- 32.3.2. Publications and production of realized pieces of artistic work or projects considered for promotion shall be the outcome of continuous research focusing on one's area of specialization.
- 32.3.3. The publication points to be attached to certain publications are illustrated as follows:
  - 32.3.3.1. A book based on original research and a text-book shall carry four and two publication points, respectively;
  - 32.3.3.2. A duly and favorably assessed teaching material that is published in the University system shall carry one publication point;
  - 32.3.3.3. One article published in a reputable journal shall carry one publication point; and
  - 32.3.3.4. One realized artistic piece of work and recognized professional or artistic piece of work or project shall carry one-half of a full-fledged article subject to the provisions of Article 36 of this Legislation.
- 32.3.4. Without prejudice to the provisions of this Legislation related to publications, the Guidelines entitled "The 2017 Addis Ababa University Senate RPC Guidelines on the Assessment of Publications for Promotion" shall apply, among others, to criteria and procedures for assessing books, text-books and teaching materials submitted for promotion, the reputability of local and foreign journals and definitions of publication and originality, admissible publications, identity and function of assessors and admissible publication points from each publication category.
- 32.3.5. Research papers presented in such forums as scientific, academic or professional conferences, seminars and symposia and published in peer-reviewed proceedings of the same may be presented for purposes of fulfilling the publications criteria for promotion. However, such papers will 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 shall be issued by the RPC. These papers shall not, however, be considered as full-fledged articles, and the points allocated to them shall be equivalent to one-half of a full-fledged article.
- 32.3.6. Research papers or articles published in peer-reviewed journals whose reputability has not been established or chapters in books may be presented for purposes of fulfilling the publications criteria for promotion. However, such papers or articles and book chapters will have to be assessed for their academic merit and contributions to knowledge in the particular discipline. The points allocated to such papers and articles shall be equivalent to a full-fledged article. Assessed book chapters shall carry one publication point provided they have been published by a reputable publisher whereas those book chapters published by a publisher whose reputability has not been

established shall carry one-half of a full-fledged article. The criteria and procedures for the assessment of such papers and chapters shall be issued by the RPC.

- 32.3.7. Publications that appear in reputable journals under titles such as technical notes, short communications, discussions, reviews and case reports may count to the fulfillment of the criteria for promotion. Even though these appear under different sections in different journals, they are defined as reviewed and published findings in reputable journals but not as full-fledged research articles. Accordingly, they shall be taken as one-half of a full-fledged article.
- 32.3.8. Each co-author of an article published in a reputable journal or a book or a discreet book chapter or a teaching material shall be given a share as per the following schedule:

No. of authors	Share of each co-author
2	0.7
3	0.6
4	0.5
5	0.4
6 or more	0.35

The share of publication point to be awarded to each co-author in connection with a joint textbook or conference proceeding or brief or short communication shall be as stipulated in the 2017 Addis Ababa University Senate RPC Guidelines on the Assessment of Publications for Promotion.

- 32.3.9. A book or an article or a book chapter or any other publication arising out of the applicant's thesis or dissertation may be used for promotion provided the published work has extended the work started or contained in the thesis or dissertation, which shall be ascertained through assessment, and is published by the staff after his last promotion.
- 32.3.10. Where publications or pieces of work of an applicant seeking promotion to the rank of an assistant professor or above is required to be assessed, it shall preferably be reviewed by a person with equivalent or higher academic rank. However, such assessment may be carried out even by a person with lower academic rank where a person with equivalent or a higher academic rank is not available in the applicant's field of study. Publications or pieces of artistic work submitted for professorship shall be assessed as a package, but not separately, and guidelines concerning such overall assessment shall clearly and comprehensively state aspects that the assessor's reports should cover. An application for promotion to the rank of professorship shall clearly indicate the publications that the candidate would like to be assessed for the promotion. The publications shall be reviewed by four assessors favorably. Where the four assessors are not unanimous in favorably assessing such publications, the candidate should be given two additional chances. Where the publications are assessed not favorably for the third time, the application for promotion shall be rejected.

32.3.11. Predatory journals shall be monitored strictly during the evaluation of publications submitted for promotion. The SRAPC shall prepare a list of predatory journals; it shall update the list periodically and submit it to the EC for approval.

#### 32.4. Participation in the Affairs of the University, Public Service, Professional Activities and Community Engagement

32.4.1. This requirement may be fulfilled by holding a post of academic administration at department/school/center, institute, college and/or university level, participating in standing or ad-hoc committees and taking assignments when called upon by the department/school/center, institute, college or University administration. Participation in activities such as University journal editing, organizing workshops, reviewing and professional development training that enhance one's profession shall also count towards the fulfillment of this criterion. The relative weights to be assigned to the three components of this criterion shall be as follows:

32.4.2. An academic staff who, for no justifiable reasons, refuses to accept positions of academic administration or committee assignments shall forgo the points for participation in University affairs. Those who did not have the opportunity to do so or those who, for valid reasons, decline to accept such offers may be evaluated having regard to their willingness and participation in other University-wide, academic unit committees, ad-hoc committees, professional development and such other assignments as may be deemed appropriate by the academic unit head. For this purpose, the points they score in committee works and other professional activities shall be converted into 100%.

32.4.3. In all cases, an academic staff should at least score half of the points allotted to each of these criteria to qualify for promotion to the next academic rank.

##### 32.4.4. Public Service and Professional Activities

32.4.5. Participate in community engagement as set out under the provisions of Articles 2.1.56 and 58.5 of this Legislation.

The following may constitute public service and professional activities:

- 32.4.4.1. participation in local, regional and national committees whenever called upon to do so;
- 32.4.4.2. taking part in journal editing, reviewing and organizing workshops; and professional development;
- 32.4.4.3. conducting series of press, radio and/or television programs to elucidate to the public some basic problems of health, education, law, science and technology, etc.; and other professional services, paid or unpaid, to the community the contents and quality of which are to be determined by the University department concerned; or
- 32.4.4.4. producing publications that do not fall in his area of specialization, but having contribution to the public at large.

#### 32.5. Weighted Values of the Criteria for Academic Promotion

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

32.5.2. In the case of promotions to academic ranks below that of an assistant professor, it is sufficient that the candidate meets the minimum in terms of years of service, academic qualification and publications wherever applicable. The minimum criteria are set under the provisions of Articles 33.1 and 39 of this Legislation.

32.5.3. For promotion to the rank of assistant professor, the following weights shall apply:

- a. Effectiveness in teaching/research..... 37.5-50.0
- b. Publications.....35.0-45.0
- c. Participation in University affairs and/or professional and/or related public service.....12.5-25.0

32.5.4. For promotion to the ranks of associate professor and professor the following weights shall apply:

- a. Effectiveness in teaching/research .....26.5-35.0
- b. Publications .....35.0-45.0
- c. Participation in University affairs..... 12.5-25.0
- d. Public service and professional activities.....7.5-15.0

32.5.5. Apart from the fulfillment of the individual criterion specified in the preceding provisions a candidate, for the ranks of assistant professor, associate professor and professor, shall earn a minimum of 75% of the maximum possible total points indicated hereof.

32.5.6. In all cases, an academic staff shall, at least, score half of the points allotted to participation in University affairs and professional and/or related public services, and the minimum points allotted to effectiveness in teaching/research and publications to qualify for promotion to the next academic rank.

## 32.6. Extra-ordinary and Accelerated Promotions or Appointments

32.6.1. An academic staff with achievements that have been widely acclaimed or who has won recognition through awards and/or meritorious achievement, citations from recognized professional bodies or institutions, may be recommended for any of the ranks through extra-ordinary promotion and/or appointment notwithstanding that the candidate does not strictly fulfill some of the criteria for promotion. In particular, an academic staff member who demonstrates extraordinary accomplishments in his area of specialization may be recommended for accelerated promotion. For the purpose of considering an academic staff who demonstrates extraordinary accomplishments in his area of specialization for accelerated promotion, every one hundred percent point achieved over and above the required points for publication in a given academic rank shall be considered equivalent to a year of effective teaching, provided, however, that a staff member should at least serve half of the number of years of the required term of service for his rank and score the minimum on students' evaluation and 90% weighted average on students', department and colleagues' evaluation.

32.6.2. A particular academic unit 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 show the special merits of candidate,

- 32.6.3. Review of the recommendation shall follow the normal process and shall be submitted to the committee of the relevant academic unit or the Senate and/or the Board for approval. Such recommendation shall be accompanied by a detailed description of the special merits of the candidate which would justify the academic unit concerned or the Senate and/or the Board taking an extra-ordinary decision on the recommendation for promotion.

### 32.7. Posthumous promotion

An academic rank may be granted posthumously where an academic staff has passed away while his promotion is being considered, provided that his application fulfills the requirements set out in this Legislation and relevant guidelines.

## **Article 33. Promotion Requirements for Academic Staff**

### **33.1. Lecturer**

- 33.1.1. A candidate with the qualification of a Master's Degree or its equivalent;  
or  
33.1.2. A candidate with the qualification of an MD or DVM degree or its equivalent;  
or  
33.1.3. In academic units where graduate programs are not offered:  
33.1.3.1. a candidate with a qualification of a Bachelor's degree, or its equivalent; and  
33.1.3.2. a minimum of two years of effective teaching and research as an assistant lecturer and a clearly identifiable evidence of academic progress. The following are indicators of academic progress for the purpose of this sub-article:  
a. rigorously and positively evaluated and compiled lecture notes which accommodate new developments in his field of study; or  
b. authorship or co-authorship of an article in a journal or a realized artistic or professional project.

### **33.2. Assistant Professor**

- 33.2.1. A candidate with the qualification of the degree of Doctor of Philosophy (Ph.D.) or equivalent; or an MD or DVM with specialty certificate/Master's degree; or  
33.2.2. a candidate with the qualification of a Master's Degree or MD or DVM degree or equivalent and a minimum of four years of effective teaching and research as a lecturer, or in the case of Visual and Performing arts, a candidate with a qualification of a BA or BFA degree or its equivalent and a minimum of four years of effective teaching and research/professional performance as a lecturer; and  
33.2.2. at least, two publication points since last promotion; and  
33.2.4. active participation in the affairs of the University; or  
33.2.5. a candidate with the qualification of a Bachelor's Degree or its equivalent; and  
33.2.6. a minimum of four years of effective teaching and research as a lecturer; and,  
33.2.7. at least, two publication points since last promotion, which can be fulfilled by submitting one article published in a reputable journal and one teaching material; and,

33.2.8. active participation in the affairs of the University.

### **33.3. Associate Professor**

33.3.1. Four years of effective teaching and research as an assistant professor; and

33.3.2. at least three publication points; and

33.3.3. active participation in the affairs of the University; and

33.3.4. public service.

### **33.4. Professor**

33.4.1. Four years of effective teaching and research as an associate professor; and

33.4.2. the degree of doctor of philosophy (Ph.D.), or its equivalent whose nature shall be determined in guidelines; and

33.4.3. at least, five publication points; and

33.4.4. active participation in the affairs of the University; and

33.4.5. public service.

33.4.6. A candidate for promotion to the rank of professorship shall submit a solo publication that constitutes at least one full publication point or, at least, three research articles in which he is a corresponding author.

33.4.7. notwithstanding the preceding provisions of this Article, publications or works not employed for the last promotion may be considered for subsequent promotion provided they do not exceed one-fourth of the required number of publication points for the promotion sought.

33.4.8. Combinations on evaluation of published works may further be worked out taking a book based on original research as being equivalent to four articles, or to two textbooks or to eight realized and recognized professional or artistic pieces of work.

## **Article 34. Promotion Requirements for Academic Staff in Research Institutes**

34.1. The promotion requirements for academic staff in research institutes shall be similar to those in teaching units in terms of participation in University affairs and public service, but the publication points shall be one - and a - half times as much as those in teaching units.

34.2. A research project staff may not be accorded with rights and obligations of an academic staff within the meaning of this Legislation. The rights and obligations of the research project staff shall be as specified in agreements such staff may conclude with the University in connection with a specific research project.

## **Article 35. Clinical Services as a Separate Requirement for Promotion**

35.1. Clinical consultations given and/or procedures performed in the course of rendering clinical services, since last promotion, by an academic staff at the CHS and CVMA shall be considered as a separate special requirement for promotion. In particular, for academic staff in various academic units of the CHS and CVMA, the promotion requirements, where relevant, shall consist of clinical services as described in this article and the guidelines thereto, and teaching and/or research effectiveness,

publication, community engagement and/or public service as stipulated in the preceding provisions of this Chapter.

- 35.2. In this regard, guidelines shall be set by the relevant University body that may consider approving Clinical Promotion Guidelines prepared by the CHS and CVMA. In particular, such guidelines shall take into account particularities across departments, and differences in the nature and type of services rendered within the same department. Those guidelines shall also indicate the percentage to be attached to clinical services, determine the minimum number of patient consultations that must be given and/or the minimum number of procedures that must be performed by the academic staff concerned to earn publication points indicated hereof.

## **Article 36. Publication Requirements of Academic staff of College of Performing and Visual Arts**

- 36.1. The following publication requirements shall apply to academic staff from the School of Fine Arts and Design:

### **36.1.1. Assistant Professor**

- 36.1.1.1. At least four creative solo exhibitions or creative body of works, since last promotion, with the artist's written statement, critically and favorably evaluated by internal and external experts in the area; or
- 36.1.1.2. at least four inventions of functional designs, since last promotion, with the inventor's written statements, critically and favorably evaluated by internal and external experts in the area; or
- 36.1.1.3. four joint creative exhibitions or body of works or six joint productions of functional designs, since last promotion, with the inventor's written statements, critically and favorably evaluated by internal and external experts in the area; or
- 36.1.1.4. four creative solo exhibitions or creative body of works since last promotion with the artist's written statements, critically and favorably evaluated by internal and external experts in the area;

### **36.1.2 Associate Professor**

- 36.1.2.1. Six creative solo exhibitions or creative body of works with written statements done since last promotion, critically and favorably evaluated by internal and external experts in the area; or
- 36.1.2.2. six inventions of functional designs with the inventor's written statements, done since last promotion, critically and favorably evaluated by internal and external experts in the area;

### **36.1.3. Professor**

- 36.1.3.1. Six original solo exhibitions or body of works or eight inventions of functional designs with the artist's written statement, or a book and two professional projects or two textbooks and two professional projects, one text book and four professional projects published or done since the last promotion, critically and favorably evaluated by internal and



external experts in the area.

36.2. The following publication requirements shall apply to academic staff from Yared Music School:

**36.2.1 Assistant Professor**

- 36.2.1.1. At least four strongly creative compositions (written for symphony, solo instrument, chamber orchestra, etc.) or two creative solo concerts with the composer's/performer's written statement, since last promotion, critically and favorably evaluated by internal and external experts in the area; or
- 36.2.1.2. at least six creative group concerts in not more than four performers in a group with the performer's written statements since last promotion, critically and favorably evaluated by internal and external experts in the area; or
- 36.2.1.3. six strongly creative solo concerts or four strongly creative compositions (written for symphony, solo instrument, chamber orchestra, etc.) since last promotion, with the artist's written statements, critically and favorably evaluated by internal and external experts in the area.

**36.2.2. Associate Professor**

- 36.2.2.1. Eight strongly creative solo concerts or six strongly creative compositions (written for symphony, solo instrument, chamber orchestra etc.) since last promotion, with written statements of the composer/performer, done since last promotion, critically and favorably evaluated by internal and external experts in the area; or
- 36.2.2.2. eight creative group concerts in a not more than four performers in a group and with the performer's written statements, done since last promotion, critically and favorably evaluated by internal and external experts in the area.

**36.2.3. Professor**

- 36.2.3.1. Ten compositions (written for symphony, solo instrument, chamber orchestra etc.) or six creatively played solo concerts, with the artists written statements, or a book and two professional projects or two text books and two professional projects or one text book and four professional projects, done since last promotion, critically and favorably evaluated by internal and external experts in the area.

36.3. The following publication requirements shall apply to academic staff from the School of Theatre Arts

**36.3.1. Assistant Professor**

- 36.3.1.1. At least four written or translated or adapted full length plays and the playwright's full statement about his works, done since the last promotion, critically and favorably evaluated by internal and external

- experts in the area; or
- 36.3.1.2. at least, four full length plays that are directed and publicly staged since the last promotion, critically and favorably assessed by internal and external experts in the area; or
- 36.3.1.3. acted in at least four public stages or four films or four creative television serial performances in a leading role, done since last promotion, critically and favorably assessed by internal and external experts in the area; or
- 36.3.1.4. six written or translated or adapted creative one act stage or six short film or six television/ radio plays, since last promotion, critically and favorably evaluated by internal and external experts in the area; or
- 36.3.1.5. four written full length plays or directing four full-length plays or written ten one act stage or ten short film or ten television/radio plays, done since last promotion, and which are critically and favorably evaluated by internal and external experts in the area.

### **36.3.2. Associate Professor**

- 36.3.2.1. Six written or translated or adapted full length plays, since last promotion, critically and positively evaluated by internal and external experts in the area; or
- 36.3.2.2. directed six full length plays with the director's written statements, done since last promotion, critically and positively evaluated by internal and external experts in the area; or
- 36.3.2.3. acting in six public stages, or six films or six creative television serial performances in a leading role, and critical and favorable evaluation of the performance by internal and external experts in the area; or
- 36.3.2.4. written or translated or adapted twelve one act stage or twelve short film or twelve television/radio plays, which are critically and favorably evaluated by internal and external experts in the area.

### **36.3.3. Professor**

- 36.3.3.1. Written or translated or adapted ten relatively original full length plays with the playwright's written statement(s), or a book and two professional projects or two textbooks and two professional projects, one textbook and four professional projects, done since last promotion, critically and positively evaluated by internal and external experts in the area; or
- 36.3.3.2. directing ten full length plays with the director's written statement(s), or a book and two professional projects or two text books and two professional projects one text-book and four professional projects, done since last promotion, critically and positively evaluated by internal and external experts in the area; or;
- 36.3.3.3. acting in ten full length plays as a leading actor, since last promotion, or a book and two professional projects or two text books and two professional projects, one textbook and four professional projects, since last promotion, which are critically and positively evaluated by internal and external experts in the area

## **Article 37. Criteria for Appointment and Promotion of Professional Librarians, Technical Assistants Artistic Experts and Museum Staff**

37.1. The provisions of this Legislation providing for the appointment and promotion of an academic staff shall apply to the appointment and promotion of professional librarians, technical assistants, artistic experts at the College of Performing and Visual Arts and museum staff provided they engage in teaching and/or research. Such professional librarians, technical assistants, artistic experts and museum staff who are considered as academic staff shall assume all the duties and responsibilities and enjoy the rights of an academic staff that include teaching and/or research in their areas of specialization.

### **37.1.1. Professional Librarian**

37.1.1.1. Assistant Librarian IV - A candidate with a qualification of a Bachelor's Degree or its equivalent in Library and/or Information Sciences or related fields.

37.1.1.2. Assistant Librarian III - Two years of effective experience as an Assistant Librarian IV; or a candidate with the qualification of Master's degree or its equivalent in Library and/or Information Sciences or related fields.

37.1.1.3. Assistant Librarian II - Two years of effective experience as an Assistant Librarian III.

37.1.1.4. Assistant Librarian I - Four years of effective experience, as an Assistant Librarian II; and at least one publishable bibliography/catalogue favorably assessed; and/or three years of effective experience as an Assistant librarian II; and at least one publication in a reputable journal; or a candidate with qualification of a Degree of Doctor of Philosophy (PhD) or its equivalent in related fields.

37.1.1.5. Associate Librarian - Four years of effective experience, as an Assistant Librarian I; and, at least, two articles published in a reputable journal(s) since the last promotion; active participation in the University affairs; and public services.

37.1.1.6. Librarian - Four years of effective experience, as an Associate Librarian; and four articles published in reputable journals since the last promotion; and active participation in University affairs; and public services.

### **37.1.2. Technical Assistant**

37.2. Criteria for appointment, promotion as well as other employment matters governing librarians, technical assistants, artistic experts and museum staff who are not considered as academic staff shall be governed by policies and directives to be issued by the Board.

## **Article 38. Academic rank assignment at the time of employment**

38.1. Nominations by academic units for employment of an academic staff with the rank of professor shall be processed in accordance with Articles 25.4 and 102.1.8 of this Legislation and be approved by the Senate. The EC may decide that the applicant be employed with professorship rank pending a final approval by the Senate.

- 38.2. Nominations by academic units for employment of an academic staff with the rank of assistant or associate professor shall be approved by the College with the oversight of the Office of the AVP.
- 38.3. The SRAPC shall propose to the Senate rules and regulations pertaining to academic rank assignment at the time of employment.

### **Article 39. Employment, Rights and Obligations, and Promotion of Graduate Assistants**

- 39.1. On the basis of the directives issued by the Ministry, a graduate assistant with the qualification of a Bachelor's degree and with at least the level of a Cumulative Grade Point Average (CGPA) of 2.75 may be employed as academic staff for teaching and/or research. However, the minimum CGPA may be considered under special circumstances justified by an academic unit and approved by the AVP.
- 39.2. The candidate must be supported by a strong recommendation of the recruiting academic unit and approved by the AC thereof regarding his future potential.
- 39.3. Graduate assistants are persons employed for one year under unique circumstances or conditions of transition and in order that the University may assess their ability and develop their suitability for future employment as regular staff members after post-graduate education.
- 39.4. Graduate Assistants shall be given every opportunity for gaining insight into as many aspects as possible of the work of the academic unit to which they are assigned, as well as some opportunity to prepare themselves for the necessary advanced specialized study.
- 39.5. A Graduate Assistant may assume the following obligations:
- 39.5.1. Assist in the instruction of special types of classes as well as large classes under the supervision of a regular academic staff;
  - 39.5.2. give tutorial classes, provided that these classes are part of a regular course in the curriculum; giving final grades in the course is the responsibility of the regular academic staff to whom the course is assigned;
  - 39.5.3. act as demonstrators in scientific and technical laboratory classes, provided that the planning and supervision of such classes remains with a regular academic staff; and
  - 39.5.4. take over classes with the approval of the head of the academic unit in emergencies, such as sickness or other unavoidable absence of the staff assigned, 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.
- 39.5.4. A graduate assistant may be promoted to an assistant lecturer position after one year of effective service within the meaning of sub-articles 39.3-39.5 of this Article. Such application for promotion shall be processed in accordance with Articles 30 and 32 of this Legislation.

## **CHAPTER FIVE: LEAVES AND OTHER ADMINISTRATIVE MATTERS**

### **Article 40. Study Leave**

- 40.1. Any academic staff who is awarded fellowship through the University or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a recognized university leading to a higher degree in his field of specialization and who is not more than forty-five years old may be granted a study leave provided that it is in line with the staff development scheme worked out by his academic unit.
- 40.2. A study leave that entails the departure of an academic staff abroad may be taken only after such academic staff has served for a minimum of two years following his employment or one year following his reinstatement after a study leaves. The academic staff may however be granted study leave abroad without fulfilling the one or two years of service requirement only if the relevant academic unit confirms that the course of training sought is in line with its approved staff development plan and such unit supports the departure of the staff member even without fulfilling the one or two years of service requirement and that the staff agrees to forfeit all the benefits and entitlements including salary arising out of study leave.
- 40.3. There shall be no year of service requirement for local study leave.
- 40.4. Payment of salaries to an academic 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.
- 40.5. An academic staff who is on a study leave shall keep the University informed of his progress by means of biannual reports starting from the end of the first six months into his leave. These regular reports shall in all cases be endorsed by the academic advisor or the principal supervisor of the member of staff in the University or college he has joined as a student. Failure to submit such reports may result in the discontinuation of payment of salary that may be due or other appropriate actions.
- 40.6. 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 shall be without pay and limited to a maximum period of one year for those pursuing masters' degrees and a maximum of two years for those pursuing a Ph.D. or its equivalent.
- 40.7. An academic staff who is on a study leave has a grace period of one year after completion of study to organize his return to the University and a maximum period of eighteen months, including the one year grace period, for one who proves to the University that he has been offered academic training opportunities or postdoctoral fellowships. However, staff on study leave shall seek University approval for any extension of stay beyond the completion of the study, excluding the first one year. This provision shall apply, with the necessary change, to an academic staff on a local

study leave after completion of study for the purpose of pursuing a postdoctoral fellowship.

40.8. The University reserves the right to claim damages from academic staff who fail to return to their respective duties within the periods of time specified in this Article.

40.9. An academic staff who fails to return to the University to resume his work within the periods of time specified in this Article shall lose his standing in the University.

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

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

#### **Article 41. Research Leave**

41.1. A full-time academic staff who has served in the University for a minimum of three consecutive years may be entitled to a research leave for a maximum period of six months provided he has not taken any other academic leave during the three years preceding the anticipated starting date of the leave sought and provided he intends, in good faith, to continue his association with the University for an indefinite period after his semester research leave.

41.2. An academic staff requesting research leave under this Article shall present to the head of his academic unit a program of study or research that will enable him to improve his capacities as a scholar.

41.3. Research leaves provided in this Article shall be granted with full pay and all benefits available for academic staff.

41.4. Application for research leave shall be submitted by the staff to the head of the relevant academic unit six months in advance of the start of the leave. The college dean concerned, in consultation with the CAC, shall grant the leave and communicate to the AVP unless it is determined that the teaching needs of the academic unit cannot be met if the leave is granted for the period sought, in which event the leave is to be granted within a period of one year during the following academic year without the need to file an application for this purpose afresh. The leave may under no circumstance be postponed for more than one academic year. The time lost as a result of postponement of research leave upon the request of the head of the concerned academic unit shall be taken into account in reckoning the staff's future leaves.

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

41.5.1. The academic unit concerned confirms that such extension will not seriously

- impede its academic or research programs;
- 41.5.2. The academic staff concerned produces satisfactory evidence that the leave is necessary to complete the on-going piece of research the output of which is expected to enhance knowledge and also improve the teaching and research skills of the individual staff; and
- 41.5.3. There is adequate funding for research and maintenance during the period for which the leave is sought.

## **Article 42. Sabbatical Leave**

- 42.1. A full-time academic staff holding faculty rank within the meaning of Article 25 of this Legislation who has served the University continuously for a period of six years and intends in good faith to continue his association with the University for prolonged period of time is entitled to a sabbatical leave, as of right and with full pay, for a period of one year.
- 42.2. Sabbatical leaves shall be applied for and granted as follows:
  - 42.2.1. The application for a sabbatical leave including its plan shall be submitted to the head of the academic unit one year before the staff anticipates leaving on a sabbatical.
  - 42.2.2. The college dean concerned, in consultation with the CAC, shall grant the leave and forward to the AVP, unless it is determined that the normal function of teaching and research will be adversely affected by the departure of the staff in question.
  - 42.2.3. Where it is determined that the normal teaching and/or research needs of his academic unit will be adversely affected if the leave is granted, the sabbatical leave shall be granted for a later semester, at least within a period of one year falling within the next academic year without the need to file an application for this purpose afresh. The leave may under no circumstance be postponed for more than one academic year. The time lost as a result of postponement of sabbatical leave upon the request of the head of the academic unit concerned shall be taken into account in reckoning the staff's future leaves.
  - 42.2.4. Any beneficiary of a sabbatical leave shall upon completion of his leave, submit a report on his experiences or accomplishments or professional development acquired to his department. The University may provide to the beneficiary of sabbatical leave such additional support as deemed necessary provided he has submitted a definite research or professional development plan approved by his AC at the time of taking the leave.
  - 42.2.5. In exceptional cases an academic staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to his sabbatical leave if he can demonstrate to the satisfaction of his academic unit and the University that returning to full time duty would seriously prejudice the completion of work on which he had spent the full length of his sabbatical. This additional leave of absence can be granted only if the academic unit determines that teaching activities in such unit would not be compromised and the right of other staff for leave would not be jeopardized by the granting of the leave. Such a determination shall be effected when endorsed by the AC concerned.
  - 42.2.6. A service given to another institution may be taken into account in considering an academic staff's application for a sabbatical leave pursuant to the provisions of the preceding sub-articles of this Article provided that:

- a. such staff has rendered at least four continuous years of service to the University;
- b. the previous institution is an accredited institution of learning whose system of academic leaves includes sabbatical leave; and
- c. the concerned academic unit independently establishes and documents the facts regarding the length of the service given in the previous institution and whether or not the place of sabbatical in the system of academic leaves in that institution corresponds with that of the University.

42.3. The provisions of this Article shall apply to an academic staff on local study leave.

42.4. A fulltime academic staff who is on local study leave may be eligible for a sabbatical leave only after serving two years as of the completion of his study.

### **Article 43. Other Leaves**

43.1. An academic staff who has served the University for more than one year shall be granted sick leave with full pay where he is unable to work due to sickness. The duration of such sick leave, to be reckoned from the first day of his sickness, shall not exceed eight months in a year or a total of twelve months in four years. The leave shall be granted only where the staff produces proof that such a leave is medically required or advisable.

43.2. A University-employed spouse of an academic staff who is on a study leave that is three years long may be granted leave of absence without pay for a maximum period of one year to be in the company of the latter, provided that the University unit for which the spouse works confirms that the granting of such a leave would not cause a serious disruption of its normal functioning.

43.3. Occasional leaves such as leave to attend seminars, workshops, symposia, short courses, etc. may be granted with full pay for a period not exceeding a total of thirty academic calendar days in one academic year.

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

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

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

43.4.3. the staff applying for the unpaid leave of absence had not benefited from a study, a research or a sabbatical leave during the three years prior to applying for such a leave; the three years period requirement may be reduced by not more than half where the secondment or the appointment is established to have



- importance to the academic unit concerned and is approved by the higher University body concerned;
- 43.4.4. there is a determination, by the academic unit of which the petitioner for such a leave is a member, that the granting of the leave will not seriously disrupt the normal functioning of the academic activities in the department; and
- 43.4.5. the period of time for which the academic staff would be on such a leave shall not be counted as a period of service to the University.
- 43.4.6. An academic staff who is assigned to and serves at an administrative position at the University level or in its any academic unit is entitled to a one-month leave per service year

## **Article 44. Accumulating Leaves**

Sabbatical and research leaves may not be accumulated.

## **Article 45. Tenure**

- 45.1. Principle Tenure is a privilege granted in recognition of a continuous meritorious service and outstanding scholarly teaching and/or research or institutional leadership achievements with the view to encouraging the academic staff of the University to continue to excel in their respective disciplines. Tenure provides guarantees of security in employment to academic staff, irrespective of changes in remuneration, but does not constrain the University in its rights to either dismiss or discipline an academic staff as set out in the provisions of Articles 53-57 of this Legislation. As such, tenure constitutes expression of the University's confidence that the staff will justify the award in his continued professional career. The University shall work actively to put in place an active tenure system.
- 45.2. Tenure may be awarded to any full-time academic staff who has:
  - 45.2.1. Served the University for a minimum period of ten years and has an academic rank of associate professor and above;
  - 45.2.2. Shown a desire to continue to serve the University as a staff for an indefinite period;
  - 45.2.3. Demonstrated throughout his professional career scholarly ability through teaching, research, publications or other contributions to the advancement of his field; and
  - 45.2.4. Rendered services of merit to the University, through contributions to university committees or governance of its academic unit or in connection with other tasks assigned to him.
- 45.3. The SRAPC may issue guidelines on the basis of which tenures may be awarded.
- 45.4. An academic staff who is awarded tenure is guaranteed continued employment by the University at his present rank, or any rank to which he may be promoted, and at his present salary scale or any other salary scale to which he may be elevated, so long as he does not commit a serious breach of discipline as stipulated in this Legislation justifying the termination of his status as an academic staff of the University.
- 45.5. The head of an academic unit or another academic staff may initiate an application or nomination for tenure of a staff.

- 45.6. The academic unit concerned shall decide on requests for tenure within two months as of the date of application, with the oversight of the SRAPC and the AVP.

## **Article 46. Designation of Emeritus/Emeriti**

### **46.1. Principle**

- 46.1.1. A natural corollary of the lifetime commitment of an academic staff to the University is the expectation that he will be a welcome and contributing member of the University community, even after formal retirement has occurred. The University's treatment of retired academic staff should be consistent with this expectation. It is appropriate to assume that a person who was a creative scholar or scientist will continue his creativity afterwards. The University should, therefore, devise regulations which are sensitive to these facts and which maximize the opportunities for continuous contributions that can be made by retired faculty.
- 46.1.2. The designation of Emeritus/Emeriti is offered in a University setting to individuals who have left the employment of the University and who have earned by service the privilege of such an honorific title since the honor is provided in recognition of distinguished service to the University. The major criterion for nomination and approval should be the associative benefit to the University in continuing a formal relationship with a previous faculty member who has maintained a distinguished record of scholarly and/or rendered meritorious and continuous leadership service to the University.

### **46.2. Mode of Appointment**

- 46.2.1. Designation for the title of Emeritus/Emeriti may be initiated by the department in which the scholar has rendered his services, by another academic staff of the department concerned or any other unit of the University;
- 46.2.2. the proposal, along with the recommendation of the department and the candidates' curriculum vitae, shall be submitted to the relevant AC.
- 46.2.3. the recommendation of the relevant academic unit shall be submitted to the Office of the AVP who shall present it for eventual consideration by the Senate;
- 46.2.4. an academic staff who fulfils the following criteria is eligible for the title of Emeritus/Emeriti:
- 46.2.4.1. served the University for a minimum of ten years continuously till his retirement;
  - 46.2.4.2. is retired at the time of application from the University;
  - 46.2.4.3. has a rank of associate professor or professor; and
  - 46.2.4.4. has a distinguished scholar with notable publications or a significant body of work and/or continuous meritorious institutional leadership achievements.

### **46.3. Privileges**

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

- 46.3.1. To hold a University identification card which allows him to make full use of libraries, sport facilities, e-mail and any other system privilege enjoyed by the

regular academic staff, provided, however, that direct cost items such as travel, office space, photocopying and clerical support may not be construed as consisting automatic system privileges. The University shall however create a conducive environment so that the Emeritus/Emeriti get access to University facilities that entail direct cost.

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

## **Article 47. Adjunct Professorship**

### **47.1. Principle**

47.1.1. As per Article 34 of the Proclamation, institutions of higher education are empowered to establish adjunct employment and academic positions and offer appointments in these positions to selected and willing academicians and professionals so that they can formally participate in the teaching and research activities of the University and in curriculum development as well as supervision of theses/dissertations and facilitate University-Industry partnership and student practicum in industries. Accordingly, the University may confer the following title and promotion for adjunct academic staff:

- 47.1.2. Adjunct Assistant professor;
- 47.1.3. Adjunct Associate professor; and
- 47.1.4. Adjunct professor.
- 47.1.5. University-Industry Professor

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

- 47.2.1. The academic unit seeking the conferment of an academic rank in an adjunct series shall establish that such conferment is an efficacious solution for the unit's challenge to ensure the relevance and quality of instruction or to research or to meet its demand of academic staff;
- 47.2.2. the candidate must hold a Master's degree or above and possess high degree of relevant expertise from industry, business, research establishments and other organizations;
- 47.2.3. at the time of appointment, the appropriate academic rank in the adjunct series shall be conferred as per the appropriate provisions of this Legislation that govern the appointment and promotion of academic staff; and
- 47.2.4. promotion in the adjunct series shall follow the current practice of promotion of academic staff of the University. The SRAPC shall formulate detailed

guidelines.

#### 47.3. Conditions of Appointment

- 47.3.1. A staff on whom the University has conferred an appropriate rank in the adjunct series shall be entitled to the privileges normally given to the academic staff of the University of similar rank, participating in departmental meetings (when possible), attending seminars, etc.;
- 47.3.2. termination of contract for unsatisfactory performance shall occur only after appropriate review;
- 47.3.3. for termination of contract because of misconduct, the University Code of Conduct for academic staff applies;
- 47.3.4. policies, guidelines and regulations of the University pertaining to intellectual property rights, patents and copyright with regard to persons using research facilities of the University shall also apply to appointees in the adjunct series; and
- 47.3.5. adjunct academic staff shall be subject to all rules and regulations of the University.

#### 47.4. Terms of Service

- 47.4.1. A staff on whom the University has conferred an appropriate rank in the adjunct series shall enter into a contractual agreement with the University. Such contract shall constitute part of the contract between the University and the employee.
- 47.4.2. All appointments in the adjunct series shall be made for a period not exceeding two years, subject to renewal by mutual agreement of the University and the other employer, as well as the employee.
- 47.4.3. Renewal of contract shall be subject to appropriate institutional review by the University based on performance evaluation.

### **Article 48. Other Non-full Time Academic Ranks**

The University may appoint distinguished, research and collegiate professors in the adjunct academic rank series. The provisions of Articles 47 of this Legislation concerning adjunct academic staff shall, *mutatis mutandis*, apply to the employment, promotion and termination of distinguished, research and collegiate professors in the adjunct academic rank series. Guidelines regarding these ranks shall be put in place.

### **Article 49. Property Clearance**

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

## **Article 50. Duty to Inform upon Arrest or Conviction**

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

## **Article 51. Use of University Property for Personal Purposes**

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

## **Article 52. Working for other Institutions or for Private Interest**

- 52.1. During the official working hours, an academic staff shall give full energy and attention, to the best of his ability, to the job to which he is assigned unless agreed upon by other contractual obligations, or the University unit, the AVP, in consultation with the head of the responsible center, to assign him to perform duties for other institutions.
- 52.2. No academic staff shall undertake any outside activity which may impair his usefulness to the University or conflict with his duties.
- 52.3. The provisions of this Article shall, however, not be deemed to constitute a bar on an academic staff from participating in social organizations, civil societies, professional associations or consultancy services.
- 52.4. Consultancy service shall be governed by the University consultancy policy as provided in this Legislation.

## **CHAPTER SIX: ACADEMIC STAFF DISCIPLINE**

### **Article 53. Acts Constituting Breach of Duty and/or Violation of Disciplinary Regulations**

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

- 53.1. Repeated and willful failure, despite warning from the dean or the director and/or the department chair specifying the conduct disapproved of, to perform anyone or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties of an academic staff specified under the provisions of this Legislation;
- 53.2. repeated and willful refusal, despite warning from the dean or the director and/or the department chair specifying the conduct disapproved of, to perform assigned teaching and/or research function, University or academic unit committee assignments;
- 53.3. continuation of a willful course of conduct, despite warning from the dean or the director and/or the department chair specifying the conduct disapproved of, that demonstrate open disloyalty to and disrespect of the University or causes unjustified embarrassment to the University and harm to its programs;
- 53.4. conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty or failure to inform such conviction by court of law;
- 53.5. continuation of a willful course of conduct, despite warning from the dean or the director and/or the department chair specifying the conduct disapproved of, that demonstrate neglect of duties, breach of professional code of conduct, habitual drunkenness or similar breaches of social decorum which produce serious embarrassment to the University;
- 53.6. abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned, and/or improperly discharging or negligently or willfully failing to discharge administrative responsibilities;
- 53.7. discrimination and harassment on unjustifiable grounds such as membership of a social and political group, political opinion, race, ethnicity, religion, gender, disability, HIV/AIDS or other unreasonable status;
- 53.8. nepotism or vengeance in administration of examinations, correction of examinations and assignments and in determination of grades;
- 53.9. use of resources or facilities of the University for personal, political, commercial or religious gain or benefit;

- 53.10. conducts that harass, physically or verbally abuse or maliciously defame or arbitrary detention of any member of the University; and
- 53.11. engaging in academic dishonesty which means any of the following or a combination thereof:
- 53.11.1. cheating which means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercises; or
  - 53.11.2. fabrication which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise; or
  - 53.11.3. plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; or
  - 53.11.4. academic negligence that means willfully, with or without malice, abrogating one's academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the University; or
  - 53.11.5. facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the above acts of academic dishonesty.
- 53.12. Breaches of duty and/or violations of disciplinary regulations not specified in this Article shall, for the purpose of this Legislation, be deemed non-serious breaches or violations.

#### **Article 54. Disciplinary Action by Various Heads of Academic Units**

- 54.1. A chair of a department/center or a school head, upon the recommendation by an ad hoc discipline committee referred to in Article 56 of this Legislation where an academic staff is found out to be responsible for non-serious breaches or violations as specified under Sub-Article 53.12 hereof for the first time, shall subject such staff to:
- 54.1.1. verbal warning;
  - 54.1.2. written warning;
  - 54.1.3. fine not exceeding one month's salary, whose enforcement shall be consistent with applicable laws of the country;
  - 54.1.4. suspension not exceeding one month;
  - 54.1.5. recommendation of suspension from duty for two months to the AVP.
- 54.2. A college dean, upon the recommendation by the ad hoc discipline committee referred to in Article 56 of this Legislation, may take anyone of the following sanctions or, when the circumstances justify, a combination of them against a staff member found to be responsible for breaches of duty and/or violation of disciplinary regulations referred to under Article 53.1 of this Legislation:
- a. verbal warning;
  - b. written warning;
  - c. a fine up to salary of three months whose enforcement shall be in accordance with pertinent laws of the country;
  - d. suspension from work for a period not exceeding three months;
  - e. demotion as per the rules and regulations of the civil service and

recommending to the Office of the AVP for the dismissal of an academic staff with the exception of a full professor whose case shall be decided by the President.

54.3. The academic staff against whom measures indicated under the provisions of Article 54.1 and 53.2 of this article may lodge appeal.

54.4. Where the exigency of the measures as well as the magnitude and gravity of the breach justify the course of action, a head of an academic unit may suspend from duty an academic staff who is charged with serious breach of duty and shall forthwith submit the case for consideration to the ad hoc discipline committee.

## **Article 55. Disciplinary Actions by the AVP**

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

55.1. a fine not exceeding three months' salary, whose enforcement shall be in harmony with relevant laws of the country; or

55.2. postponement of promotion for an academic rank for a period not exceeding two years; or

55.3. dismissal.

## **Article 56. The Ad Hoc Discipline Committee**

56.1. The AVP or the head of the relevant academic unit, depending on the gravity of the alleged disciplinary matter, shall set up in each academic unit an ad hoc discipline committee of three members drawn from the Staff Affairs Committee accountable to the respective head of the academic unit.

56.2. The ad hoc discipline committee 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 5 below.

56.3. Subject to the principles of procedural due process and the relevant provisions of this legislation, the AVP may issue guidelines on rules of procedure to be followed by the ad hoc committee.

56.4. A complaint for the initiation of disciplinary proceedings shall be made in writing and shall contain all the allegations which are said to constitute the conduct disapproved of.

56.5. Proceedings before the ad hoc discipline committee may be initiated by:

56.5.1. the dean or the director and/or the department chair where an academic staff is said to have committed a serious breach of duty or violation of disciplinary regulations;

56.5.2. an aggrieved academic staff against whom anyone of the disciplinary sanctions specified under the provisions of Article 54 of this Legislation has been applied; and



- 56.5.3. colleagues, students and/or any other officer of the University who have sufficient and substantiated reasons to believe that a staff is responsible for violation of disciplinary regulations, serious or otherwise.
- 56.6. The findings of fact of the ad hoc discipline committee and the recommendations of the sanctions to be applied thereon shall be submitted to the respective AC for its appropriate action.
- 56.7. In its findings and recommendations, the ad hoc discipline committee may:
- 56.7.1. absolve the academic staff of any responsibility for the conduct complained of;
  - 56.7.2. endorse the sanction taken by the dean;
  - 56.7.3. recommend a measure lighter than the one taken by the dean; or
  - 56.7.4. recommend any one of the sanctions specified under the provisions of Article 54 and 55 of this Legislation where the disciplinary proceeding is initiated by colleagues, students and/or any other officer of the University;
- 56.8. An academic staff dissatisfied with the findings and recommendations of the ad hoc discipline committee on the basis of which a disciplinary action is taken by the head of the academic unit concerned may appeal for reconsideration of the case by the AVP.
- 56.9. An academic staff dissatisfied with the sanction taken by the AVP in accordance with the provisions of Article 55 may appeal for reconsideration of the case by the President. Where he is not satisfied with the decision of the President, he may appeal to the Board whose decision shall be final.
- 56.10. A party intending to lodge an appeal in pursuance of the provisions of sub-Articles 56.8 and 56.9 hereof shall waive his right if he fails to file his appeal to the appropriate authority within two weeks after he has received a written notification of the decision he is dissatisfied with. An additional period of one month shall apply in case where the concerned academic staff can establish good cause for not filing his appeal within a two period of weeks.

## **Article 57. Inter-college Disciplinary Proceedings**

- 57.1. Breaches of duty or violations of disciplinary regulations that are inter-college in nature shall be heard or investigated by an ad-hoc committee of at least three academic staff to be established for this purpose by the AVP.
- 57.2. The provisions of Article 56 of this Legislation that pertain to the modalities of initiation of disciplinary proceedings, hearings, examinations and the recommendations to be made thereon shall apply, *mutatis mutandis*, on a case being considered by such an ad-hoc committee.
- 57.3. On the basis of the recommendation to be made by the inter-college ad-hoc committee, the AVP may take any one of the sanctions specified under the provisions of Articles 54 and 55 on a staff responsible for breaches of duty or violations of disciplinary regulations.
- 57.4. Where the exigency of the case as well as the magnitude and gravity of the breach so justify, the AVP may take any one of the sanctions specified under the provisions of

Articles 54 and 55 of this Legislation against a staff whose case is submitted to such a committee.

57.5 An appeal against the decision of the AVP under sub-Article 57.3 hereof may be lodged by the aggrieved staff within two weeks after he has received a written notification of the same to the President. Where he is dissatisfied with the decision of the President, he may appeal to the Board within the same period of time. In both cases, an additional period of one month shall apply in case where the academic staff concerned can establish good cause for not filing his appeal within the period of two weeks. The Board's decision shall be final.

## CHAPTER SEVEN: TEACHING, RESEARCH AND COMMUNITY ENGAGEMENT LOAD

### Article 58. Teaching Load and Student-Teacher Ratio

#### 58.1. Measurement Unit for Teaching Load

The teaching load of an academic staff shall be expressed in terms of Lecture Equivalent Hours (LEHs). A Lecture Equivalent Hour is normally 1 credit hour or 1.7 ECTS, and a credit hour requires 3 hours of workload. The Credit Point in ECTS shall be equivalent to conventional credit hours or lecture contact hours. For this purpose, module/course credits, laboratory/practical/tutorial sessions, senior essay/project advising, and thesis/dissertation advising are expressed in terms of LEHs according to the following:

- 58.1.1. One undergraduate course credit ..... = 1.0 LEH
- 58.1.2. One graduate course credit ..... = 1.5 LEHs
- 58.1.3. One hour lab/practical/ or tutorial session..... =0.67 LEH
- 58.1.4. One undergraduate student senior project/essay advising... = 0.40 LEH
- 58.1.5. One graduate seminar/project advising..... = 1.00 LEH
- 58.1.6. One Ph.D. student Dissertation advising ..... = 2.0 LEHs
- 58.1.7. One Ph.D. student Dissertation Co-advising ..... = 1.50 LEHs
- 58.1.8. One Master's Thesis advising .....= 1.50 LEHs
- 58.1.9. Co-advising for one Master's Thesis..... = 1.00 LEH
- 58.1.10. Advising one medicine or veterinary student..... =0.50 LEH

#### 58.2. Class Size per Section

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

- 58.2.1. Lecture type (Undergraduate) .....40-50 students
- 58.2.2. Tutorial and seminar classes (Undergraduate)... 30-40 students
- 58.2.3. Laboratory/Field session(Undergraduate) ..... 30-40 students
- 58.2.4. For clinical attachment (Undergraduate)..... 15 students
- 58.2.5. Lecture for graduate program (Masters)..... 20-25 students
- 58.2.6. Lecture for graduate program (Doctoral)..... 5-15 students

58.3 Where a given class size significantly exceeds the maximum class size indicated in sub-Article 58.2 of this Article, the concerned academic unit may, having proper regard to quality of instruction, decide to divide up the class into two sections.

58.4. Notwithstanding the provisions of sub-Article 58.2 hereof, academic units shall present proposals on course list and special class size to the AC of the relevant academic unit and forward the same for approval by the ASCRC. Such determination of class size shall take the following into account:

- a. courses that can be given as lecture;
- b. courses for skill development;
- c. facilities and capacity of the academic unit; and
- d. cost effectiveness.

58.5. Workload - An academic staff shall be expected to work for 39 hours per week and the

per semester academic load of a full time Academic Staff is 12 LEHs. In accordance with sub-articles 58.1 and 58.4.1 of this Article, 12 LEHs shall be equivalent to 36 hours of work per week. Every academic staff is required to advise students for up to 3 hours per week. The director for Community Engagement shall formulate guidelines that articulate and specify the manner in which community engagement may be budgeted, mainstreamed, cascaded to college level and be made part of academic load. Such guidelines shall in particular make community engagement the responsibility of each academic unit which shall identify its own niche, develop a concrete annual plan, and assign relevant academic staff to execute the plan. Accordingly, every academic staff is required to engage in an approved and registered community engagement that counts to at least 3 credit hours per year or 12.5% of the workload.

#### 58.5.1. Full teaching load

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

- 58.5.1.1. Academic staff in academic departments .....12 LEHs;
- 58.5.1.2. Academic staff coordinating approved project/research.....9 LEHs;
- 58.5.1.3. Staff of research institutes having academic departments..... 3 LEHs;
- 58.5.1.4. Academic staff appointed to administrative posts such as associate deans, department/school/center chairs/heads, program coordinators and university-wide course coordinators) .....6 LEHs;
- 58.5.1.5. Deans, Directors and central academic administrative officers.....5 LEHs;
- 58.5.1.6. Academic staff on local study leave.....3 LEHs;
- 58.5.1.7. Vice Presidents .....3 LEHs;
- 58.5.1.8. President .....3 LEHs;
- 58.5.1.9. The workload of an academic staff in regular academic units shall constitute teaching research and publishing, and community engagement for 62.5%, 25% and 12.5%, respectively.
- 58.5.1.10. The workload of an academic staff of a research institute shall constitute research and publishing, teaching and community engagement for 62.5%, 25% and 12.5%, respectively. There may also be a contractual arrangement whereby a staff of a research institute shall fully engage in activities of research and publishing and his career development may be worked out accordingly.

#### 58.5.2. Maximum Teaching Load - In order, not to overload academic staff to the detriment of the quality of instruction, the total full teaching load in the University, in both the regular and continuing education programs, shall not exceed the following:

- 58.5.2.1. 8. LEHs for staff in category 58.5.1.1 above.
- 58.5.2.2.9. LEHs for staff in category 58.5.1.2, 58.5.1.3, 58.5.1.4 above.
- 58.5.2.3.6. LEHs for staff in category 58.5.1.5-58.5.1.6 above.
- 58.5.2.4.6. LEHs for part-time instructors.
- 58.5.2.5.6. LEHs for 58.5.1.7 and 58.5.1.8 above
- 58.5.2.6. In cases where academic units have serious shortage of staff and it can be demonstrated that there are no other alternatives, an additional LEHs for each category of staff may be approved by the AVP or his designate.
- 58.5.2.7. In order to avoid overloading an academic staff to the detriment of quality of instruction, the total number of courses assigned to such academic staff in a

given semester in both the regular and continuing education program shall not be more than two courses.

#### 58.5.3. Overload in Teaching Assignments

58.5.3.1. An overload in teaching assignments refers to teaching load in all the programs above the full teaching load specified in this Article.

58.5.3.2. An academic staff who is assigned teaching duties in excess of the full load may be compensated through remunerative compensation at the prevailing rate for part-time employment, or

58.5.3.3. proportional reduction in teaching load in the succeeding semester;

#### 58.5.4. Reporting Teaching Load

Teaching loads for both fulltime and part-time academic staff engaged in teaching shall be reported each semester by heads of the academic unit concerned to the relevant University office on forms prepared for this purpose before the end of the fourth week after the commencement of classes. Justifications shall be provided in writing in instances where the teaching load of a fulltime academic staff is below fifty percent of his full load.

58.5.5 Clinical services - The manner in which clinical services rendered under Article 35 of this Legislation may be considered as part of the workload of an academic staff as well as extra-load payment associated with shall be governed by guidelines to be issued by the University body concerned.

### **Article 59. Research Load**

59.1. The following are the components of research activities in the University:

59.1.1. project formulation and preparation;

59.1.2. conducting full time research, research administration or coordination of research activities of the institute;

59.1.3. research management by each project leader;

59.1.4. data management by each project participant;

59.1.5. reporting by each project participant;

59.1.6. preparation of publications by each researcher or research group;

59.1.7. seminars/workshops or training programs organized or conducted by specified staff; and

59.1.8. others to be determined by the appropriate University authority.

59.2. Without prejudice to Article 125.2 of this Legislation and unless otherwise stipulated in a contract of employment, the workload of such staff shall, respectively, be 62.5 percent, 25 percent and 12.5 percent teaching, research and community engagement. A research staff is entitled to have a teaching home-base where he discharges 25% his workload in the form of teaching. The University shall ensure that the research staff gets a relevant teaching home-base in a timely fashion.

59.3. The amount of time available to research staff in the institutes to carry out any combination of the above components of research is about 39 hours per week. The tasks in which a research staff will be engaged in any given semester may vary from semester to semester. The breakdown or distribution of the total weekly hours for undertaking any of the tasks enumerated above may therefore vary for a particular staff. The director of the relevant institute shall prepare the research load of staff in

terms of the number of hours per week spent on the various components of research activity by the staff.

- 59.4. Without prejudice to the generality of the foregoing provision, it is a requirement that an academic staff undertakes research activities either individually or in collaboration with others in the academic unit concerned or with organizations outside the University.
- 59.5. Subject to approval by the Senate the CHS may have its own set of rules on matters that are governed under this Article.

# **TITLE IV: ACADAMIC RULES AND REGULATIONS**

## **CHAPTER EIGHT: ACADEMIC CALENDAR**

### **Article 60. Academic Calendar**

- 60.1. Without prejudice to the School of Medicine and other academic units using a system of annual rather than semester course offerings, modular course offerings, as well as continuing and distance education programs, a normal semester at the University shall be 16 weeks of classes plus one week break before exams, and a summer/*kiremt* semester of 8-12 weeks.
- 60.2. At the University, a regular academic year commences on September and ends on June.
- 60.3. Summer semesters shall begin in the first week of July and end in the second week of September.
- 60.4. In summer semesters, students shall only be carrying  $\frac{2}{3}$  of the normal semester load.
- 60.5. The duration of modular course offerings shall depend upon the ECTS/credit assigned to every modular course.
- 60.6. The duration of semesters for special in-service programs shall be determined according to the needs of every such program.
- 60.7. The Calendar for each year shall be prepared by the University Registrar in consultation with the AVP and approved by the Senate.
- 60.8. The Calendar, among other things, shall provide for the following:
- 60.8.1. the meetings of the Senate which will normally be once each semester;
  - 60.8.2. the dates for the approval by the Senate of graduation ceremonies;
  - 60.8.3. a minimum of four weeks inter-semester break.
  - 60.8.4. inter-collegiate sports which shall take place during the inter-semester break;
  - 60.8.5. dates of special programs, such as the in-service teachers' education; and important dates of University academic work, such as registration, readmission, add and drop, examination periods, and postgraduate entrance examinations and annual reviews;
- 60.9. Academic staff members may not be obliged to work during summer, be it in continuing or distance education program, except those working in the CHS.
- 60.10. The calendar may only be amended by the Senate as and when the need arises.

## **CHAPTER NINE: ADMISSION AND RELATED MATTERS**

### **Article 61. Admission requirements**

- 61.1. Admissions and/or placements to all regular undergraduate programs are processed through the Ministry until such Ministry grants the mandate to decide on student admissions and/or placements to the University under Article 39 of the Proclamation.
- 61.2. Criteria of admissions and enrolments into all graduate and undergraduate continuing and distance education programs shall be developed by the academic units concerned in consultation with the offices of CDE and approved by the AEC.
- 61.3. Admission to undergraduate programs shall be based on completion of the preparatory secondary education and obtaining the necessary pass mark in University Entrance Examination, and the equivalence established by the Ministry/Higher Education Relevance and Quality Assurance Agency for foreign students.
- 61.4. Admissions and enrolments to all programs are processed by the University Registrar in consultation with the academic units concerned.
- 61.5. Criteria for special admissions to individual programs such as special needs education, music, fine arts and design, theatrical arts, educational planning and management shall be developed and recommended by the academic commission of the relevant academic unit and endorsed by the AEC.
- 61.6. Admission to graduate programs shall be based on academic results and merits required by the academic units for the program. However, in line with the national priority accorded to the expansion of higher education, the University in admitting students to most of its graduate programs shall give priority to candidates from public higher education institutions. Accordingly, in the currency of this national priority, the University shall plan, negotiate and decide upon the admission of students to its graduate programs jointly with the Ministry. Applicants who are beneficiaries of Government scholarship on an affirmative action ground shall only be admitted to a program where they pass an entrance examination set by the relevant academic unit.
- 61.7. The minimum intake of a graduate program shall be five students. However, the optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective DGC/SGC/CGC taking into consideration the number of staff, availability of space and demand for training.

### **Article 62. Special admission to full-time programs**

- 62.1. Special admission to some programs may be granted to potentially resourceful candidates on the basis of detailed guidelines to be issued by the AEC.
- 62.2. Unless an applicant is admitted to a graduate program pursuant to special admission criteria set by the AEC, he shall have proof of demonstrable achievement in his career and successfully pass the entrance examination administered by the relevant



academic unit.

- 62.3. An applicant is said to have met the special requirements of the academic unit he is applying to where he fulfills requirements approved by the relevant body of the University and this is communicated to the Registrar's office before the receipt of applications or such applicant has a diploma with a CGPA of 2.50 from an accredited institution of higher learning in the relevant or related field of study or he has COC in the field of study he is applying for.
- 62.4. A student admitted to an undergraduate program on advanced standing basis shall stay for a minimum of three semesters as regular student in the program to which he has been admitted before he is awarded with a degree. Exception to this rule shall be approved by the ASPRC.
- 62.5. An applicant who successfully completed module(s) designed to meet certain defined achievement level in a graduate program or received postgraduate diplomas or MPhil degree from an accredited institution of higher learning may apply for advanced standing admission. Upon admission of such student, the relevant AC shall determine the courses/modules from which the student is to be exempted. In considering such exemption, the AC shall seek consultation from the relevant supervisor. Notwithstanding the possibility of module/course exemption (s), the student admitted on advanced standing basis shall stay for a minimum of one-half of the duration of the program, taking the required full load in such period, to which he has been admitted in order for a degree to be granted. The AEC shall work out detailed requirements regarding advanced standing admission in graduate programs and see the Senate approval thereof.
- 62.6. Admission to graduate programs may be given to exceptionally talented undergraduate students in honors program in their senior years in order for them to pursue undergraduate and graduate programs concurrently.
- 62.7. A student who has successfully accomplished a set of particular modules shall be entitled to be awarded a particular certification even if he has not completed all modules required for the degree sought.

### **Article 63. Readmission after Dismissal**

- 63.1. A student who has been dismissed for good due to academic deficiencies may not seek readmission into the program from which he has been dismissed.
- 63.2. Notwithstanding the provisions of sub-Article 63.1 hereof, a dismissed student may apply for admission to a different program in the continuing and distance education program.
- 63.3. A student whose academic status is dismissed but allowed to repeat deficient modules/courses may be readmitted at least after one semester following withdrawal from the University. Such student shall be readmitted in a semester when there are more modules/courses the student is eligible to register for.
- 63.4. A student may be allowed to raise his grade point to the required level provided he can

remove such academic deficiencies in not more than one year and the maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining modules/courses of study.

63.5. A first year student dismissed at the end of the first semester with a SGPA of not less than 1.00 shall be readmitted.

63.6. A first year student dismissed at the end of the second semester with a CGPA of not less than 1.75 shall be readmitted.

63.7. A second year and above student dismissed at any semester with a CGPA of not less than 1.75 shall be readmitted.

63.8. Any readmitted student may be allowed to repeat courses in which the student scored "< 1 (D)" or "0 (F)" in both ECTS and conventional system grades with the approval of the student's academic advisor/Head of academic unit.

#### **Article 64. Choice of Program of Study**

64.1. Student placement in each academic unit within a college shall be decided by such college as per the general guidelines provided by the AEC.

64.2. Students will be enrolled into the programs of their choice on competitive bases that take into account their grade as a measure.

64.3. Special provisions shall be made for female students, students with disability and other socially disadvantaged groups that require affirmative action.

#### **Article 65. Transfer of Students**

65.1. The applicant shall have attended at least one semester or shall have accumulated less than 50% of the credit hours/ECTS required for program accomplishment in his previous institution at the time of request for transfer and must be in good academic standing with a minimum CGPA of 2.00, or successfully accomplished the modules taken.

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

65.3. The Registrar's office shall request departments/schools/centers/institutes for the available space in all years of study for accommodating students to be transferred and compile the intake capacity of every department.

65.4. A student wishing to be transferred shall be required to fill a standard Transfer Application Form which shall be made available at the Registrar Office and which he may collect upon payment of appropriate fee.

- 65.5. The Transfer Application Form must be completed and returned to the Registrar's Office in the registration week for the semester during which enrolment is sought.
- 65.6. Upon receipt of the application, the Registrar shall present same to the ASPRC which shall make its decision in line with the provisions of this Article.
- 65.7. The Registrar's Office shall communicate such decision to the student requesting transfer and to the academic unit to which transfer is requested. The decision shall be copied to the Office of the AVP.
- 65.8. Criteria for inter-academic unit and intra-academic unit transfer shall be worked out.
- 65.9. Transfer may not have the consequence of elongating the stay of a student in a program for more than a year.
- 65.10. A student in continuing and distance education programs may be transferred to a regular full-time program upon the recommendation of the academic committee of the department and dean concerned and finally approved by the Registrar/Admissions Officer provided the:
- 65.10.1. has accumulated 50% of the total credits required for graduation while in the continuing and distance education program;
  - 65.10.2. has a CGPA of 3.00 or above at the time of application;
  - 65.10.3. seeks transfer within the same department or programs only; and
  - 65.10.4. submits his application for transfer within a maximum of two weeks after the date of registration in the program.
- 65.11. The transfer of students in regular, continuing and distance programs from other public universities or colleges to the University within the same program may be accepted on justifiable grounds such as change of work place by the applicant or his spouse and health. In special circumstances, transfer of students from other universities shall be decided by the President or the AVP.

## **CHAPTER TEN: COURSES OFFERED BY THE UNIVERSITY**

### **Article 66. General Provision on Modular Courses**

- 66.1. The University education system must meet the needs of national development and provide well planned teaching and learning programs and contribute to the advancement of all forms of knowledge. The University encourages new learning and teaching strategies and modifies traditional models of discipline-based and sequential courses. The learning programs shall be outcomes-based education and training. The model of modularization shall fit into the objectives and requirements of 'Qualification Framework'.
- 66.2. Unless otherwise provided for in this Legislation or by a directive to be issued by the Senate, all courses shall be modular and offered on semester bases.
- 66.3. Module duration (width) is the time duration over which a module of a specific size or weight is offered. A set of modules or more than one module can be offered in a semester. A single module may not however be stretched to the next semester provided a module may run for two consecutive semesters within the same academic year if the nature of a given discipline or of module requires so and if it is recommended by the AC concerned and approved by the ASPRC.
- 66.4. Modules shall be offered in contact teaching or in block teaching or in combination of the two.
- 66.5. Modules shall be valued in terms of the European Credit Transfer System (ECTS). The University shall use the Credit Accumulation and Transfer Scheme (CATS) in order to enable students to accumulate credit and to facilitate the transfer of that credit within and beyond the University. Within the CATS scheme, 1 credit (credit point) shall be equivalent to 27 hours of learning effort or notional learning time, used as a measure of volume.
- 66.6. A module can comprise any credit value in the range of 5 to 25 ECTS. For a graduate program, one project/thesis module may comprise up to 30 ECTS.
- 66.7. The validity and quality of courses in the University system shall be as determined in accordance with the provisions of this Chapter.
- 66.8. All modules/courses offered by the University shall be numbered and the system of numbering shall be provided by the Office of the Registrar.
- 66.9. A combination and arrangement of modular courses that provide individual students with a balanced, progressive and coherent learning experience satisfying competency requirements shall be designed and offered.

### **Article 67. Core Area Modular Courses**

Each student enrolled for a particular program shall complete the core area modular courses in

such program as a precondition to earn a degree.

## **Article 68. General Education Modules/Courses**

- 68.1. The decision to offer General Education courses/modules may be made at programs level for undergraduate programs and the courses may be offered after their inclusion in the curriculum has been approved.
- 68.2. General Education module/courses shall be designed to enable students acquire the necessary communication and analytical skills, culture of inquisitiveness, critical thinking, innovation and creativity, democratic values and knowledge, skills of new technologies and awareness.
- 68.3. The total credits of General Education modules to be offered in undergraduate programs shall be from 20ECTS/12 credits to 25 ECTS/15 credit hours.

## **Article 69. Elective Modules/Courses**

Each academic unit shall provide its students with opportunities to take a certain number of elective modules. A student may take from other subject discipline areas in order to obtain competencies to further their career opportunities.

## **Article 70. Phased-out Modular Courses**

- 70.1. Students who have taken any phased-out general education courses with pass mark in the University system are not required to take replacement courses upon readmission.
- 70.2. Students who have scored 'F's in phased-out modular courses deemed essential for a program of study shall be required to remove their 'F's by taking equivalent modular courses as determined by the academic commission of the college in which they are enrolled.

## **Article 71. Semester Load for Students**

- 71.1. The minimum load required for a full-time student, especially females and special needs shall be 30 ECTS (17 credit hours), and 25 ECTS (15 credit hours) respectively per semester and the maximum shall not exceed 35 ECTS/22 credit hours.
- 71.2. A student with CGPA of 2.50 or above and wishing to deviate from this requirement shall obtain a special permission from the head of the department in which he is doing his major work, or from the dean of his college, and approved by the AC. The maximum load with special permission may not, however, exceed 35 ECTS/22 credit hours.
- 71.3. Notwithstanding the provisions of sub-Article 71.1 hereof, a graduating student with CGPA of 2.00 and above may be granted special permission to take up to 35 ECTS/22credit hours.

- 71.4. The normal load in the evening programs shall be 14-18 ECTS/8-12 credit hours per semester. A student may be allowed to take a load of up to 25 ECTS/15 credit hours, provided that the student has completed a course work of at least one academic year/40 ECTS/24 credit hours and has a CGPA of 2.50 or above and the student is at graduation year after passing all modular courses taken up to date.
- 71.5. The normal semester load of students placed in summer in-service programs shall be 20-22 ECTS/12-15 credit hours.
- 71.6. Evening program students may take up to 12-14 ECTS/6-8 credit hours during the summer term.
- 71.7. The normal semester load for regular Masters program students shall be 30-35 ECTS, for those placed in summer in-service, extension, and distance programs shall be 20-22 ECTS.
- 71.8. For the purpose of determining academic status of evening and summer in-service/kiremt students, one academic year shall be regarded as equivalent to two semesters and one summer in-service/ kiremt term for evening program students and three summer in-service/kiremt terms for summer in-service/kiremt program students.

## **Article 72. Duration of Study and Validity of Modular Courses**

- 72.1. The duration of study for undergraduate degrees in regular programs shall be from three to six years. A student who withdraws for valid reasons shall be granted readmission within six years after the date of withdrawal and failure to apply for readmission within this period of time shall entail dismissal for good.
- 72.2. The duration of study for undergraduate degree in evening, continuing and distance programs shall be four to six years. A student who withdraws for valid reasons shall be granted readmission within six years after the date of withdrawal. If not, he shall be dismissed from the program. However, certification shall be awarded for successfully completed modules.
- 72.3. The duration of study in Master's degree in the regular program shall be 1½ -2 years, and 3-4 years in the evening/weekend and *kiremt*/summer in-service program. A student who withdraws for valid reasons shall be granted readmission within 2 and 4 years after the date of withdrawal for regular and evening/*kiremt*, respectively. If not, he shall be dismissed from the program.

## **Article 73. Credit Requirements for Graduation**

- 73.1. The minimum and the maximum total credit required for undergraduate degree programs are:
- 73.1.1. The minimum total credits for three years bachelor program shall be 180 ECTS/109 credit hours while the maximum is 192 ECTS/114 credit hours.
- 73.1.2. The minimum total credits for four years bachelor program shall be 240 ECTS/145 credit hours, while the maximum is 250 ECTS/151 credit hours.

- 73.1.3. The minimum total credits for five years bachelor program shall be 300 ECTS/182 credit hours while the maximum is 310 ECTS/188 credit hours.
- 73.1.4. The minimum total credits for six years bachelor program shall be 360ECTS/218 credit hours while the maximum is 370 ECTS/224 credit hours.
- 73.2. Any college or institute or department/center wishing to deviate from the above stated maximum and minimum total credits shall obtain the approval of the ASPRC.
- 73.3. Departments/centers and institutes shall determine modules and the proportion of time that require additional tutorials, which shall be put into effect after approval by the AC.

#### **Article 74. Class Attendance**

- 74.1. Unless provided otherwise in this Legislation or in a directive to be issued by the Senate or except for modules that are approved in advance and in which earning of credits through examination alone is acceptable, a student is required to attend all lecture, laboratory and practical sessions as well as field work.
- 74.2. In situations where a student, because of reasons beyond his control, fails to attend all sessions, a minimum of 85% attendance shall be required if he is to earn credit in a given module or a course under a module. This, however, may not preclude academic units such as School of Medicine from requiring 100% attendance where such full attendance is academically indispensable. And this may not prevent academic units from excluding certain portions of a module or a course under a module such as laboratory and field experiences considered academically indispensable for the student from the 15% non-attendance provision.
- 74.3. A student who has missed more than 15% attendance shall be given a grade of incomplete attendance (IA) and be required to provide acceptable reasons for failure to attend in order to cancel the registration for the module and allow him to retake the same. Where a student's incomplete attendance was due to reasons that were not valid, the IA grade shall be changed to an "F" at the end of the sixth week of his next enrolment in the program.

## **CHAPTER ELEVEN: ACADEMIC ADVISING**

### **Article 75. Academic Advising**

#### **75.1. Objectives of Academic Advising:**

The objectives of academic advising shall be to:

- 75.1.1. establish one-to-one contact between academic staff and a small group of students by assigning an academic advisor to each student;
- 75.1.2. help understand and recognize individual student's learning needs and goals;
- 75.1.3. promote and facilitate a learning process of a selected group of students; and
- 75.1.4. provide an additional source of help, guidance and support in the academic pursuits of students requiring such support in addition to those provided by the normal channels.

#### **75.2. Selection of Advisors**

- 75.2.1. Academic staff are assigned the responsibility of academic advising based on the following criteria:
  - 75.2.1.1. appropriate academic specialization in the respective broad area of study of the students assigned to them;
  - 75.2.1.2. a short orientation and training program in academic advising shall be conducted for all academic advisors to initiate effective advising for students of the age group concerned and area of specialization.
- 75.2.2. Each academic staff shall be assigned a group of students from within the program of studies under the academic unit. Students assigned to each instructor shall be limited to a reasonable number, such that the objective of the academic advising are achieved. Such number shall in no case exceed 20 students.
- 75.2.3 Each academic unit shall be responsible for engaging its senior academic staff with less workload to take part in academic advising to instill fundamental concepts and principles of discipline in fresh students. The academic unit shall play a proactive role in coordinating such efforts and seeing to it that a credit hour is attached to such advisory undertaking.

#### **75.3. Role of Academic Advisors**

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

- 75.3.1. interact with their assigned students on a regular basis according to mutually agreed frequency and duration;
- 75.3.2. understand the strengths and weaknesses of their group through continuous and regular monitoring of their academic performance;
- 75.3.3. help these students develop personal academic goals or learning plans and facilitate their progress towards their goals;
- 75.3.4. advise those students who express a desire or need for individual attention



and shall help them in their learning process. This may be initiated either by the students or by the Academic Advisors;

- 75.3.5. act as learning consultants to their assigned group; in this role, they shall help students develop strategies for learning, studying, improving academic standards and developing competence in their selected programs of study;
- 75.3.6. wherever necessary, these advisors shall network with other academic staff members and help students use all available resources to meet their learning and developmental needs. This may include resources inside and outside the University as well as strategies for learning;
- 75.3.7. help students choose minors, electives, and specializations in their areas of study;
- 75.3.8. maintain academic and other records required for advising their assigned group of students;
- 75.3.9. help provide advice to students with academic difficulties.

#### 75.4. Role of Students

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

- 75.4.1. understand clearly the requirements of the program;
- 75.4.2. develop their own personal learning and achievement plans in their course of studies;
- 75.4.3. develop mutually satisfactory and productive relationship with developmental plans;
- 75.4.4. keep personal records of targets, plans and specific goals and the outcomes of their meetings with their advisors.

#### 75.5. Honors Student Advisement

The advisement of an undergraduate honors student will be similar to that of a regular student. However, the honors student chooses his own academic advisor (honors advisor) at the time of joining the honors program. The honors advisor shall be responsible for organizing the joint activities with the academic councilor for the advisement of the student.

#### 75.6. Graduate Student Advisement

The DGC/SDGC shall allocate an academic advisor for each graduate student in consultation with each student and in accordance with Article 120.2 of this Legislation. The academic advisor of the graduate student provides advice to the student both on general academic matters such as course enrolment and choice of specialization and on the organization and supervision of the student's research and writing and/or preparation for a comprehensive/qualifying exam. For a Ph.D. student, the DGC may appoint one or more advisors in consultation with the student. The appointment will be made when the student finishes course work and begins work on qualifying exam and dissertation writing.

#### 75.7. Roles of Deans and Chairs/ Heads of Departments/Centers/Schools

- 75.7.1. Chairs/Heads shall initiate and finalize plans for assigning all the students to appropriate academic members selected as advisors.
- 75.7.2. Chairs/Heads shall obtain from academic advisors, progress reports and action

plans regarding the process of academic advising twice in each semester. The plan shall be evaluated for its effectiveness and perceived deficiency in consultation with academic staff members and department heads at the end of each semester. Based on such evaluation, changes and modifications may be made as improvement on the earlier process. The decision for improvement shall be recorded.

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

75.7.3.1. help create an awareness about the need for academic advising;

75.7.3.2. help clarify the mutual roles and responsibilities of students and staff members;

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

## 75.8. Evaluation of Academic Advising

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

75.8.1. analysis of students' performance;

75.8.2. feedback from the advisees about the effectiveness of the advisor and the academic advising program, and suggestions for improvement;

75.8.3. feedback from the teaching academic staff about progress in performance of students in class work and examinations;

75.8.4. comments from heads of departments, deans and directors concerned.

## 75.9. Improvements in academic advising

75.9.1. The results of the analysis conducted are used to effect improvement in the academic advising program.

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

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

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

## 75.10. Guidelines on student advising

75.10.1. College Record Offices should provide student records to respective advisors at least two working days before the date of registration.

75.10.2. An advisor should examine the status of his students well ahead of time.

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

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

75.11. Guidelines on waiver request

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

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

75.11.3. Waiver requests related to status determination (academic dismissal or continuation with probation) should be decided before readmission and registration deadlines; other waiver requests should be entertained with respect to other relevant deadlines (e.g. Add/Drop dates, graduation, etc.)

## **Article 76. Student Counseling**

76.1. A student counseling office shall be established under the Dean of Student Affairs.

76.2. The counseling office shall be staffed with counselors including mental health professionals and other professionals employed either on full-time or on part-time basis that support needy students and assist the work of college level counselors team.

76.3. Each college running undergraduate program(s) shall establish academic councilors team composed of professionals at college level for students immediately upon their placement in the College.

76.4. The counselor will provide advice for the duration of the student's career as undergraduate student. The counselor engages in advisement of students in providing general orientation, concerns and worries of students in regard to course work.

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

### Article 77. Grading Rules for Undergraduate Programs

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

Raw Mark Interval [100 %]	Corresponding fixed Number Grade	Corresponding Letter Grade	Status Description	Class Description
[90,100]	4.00	A+	Excellent	First class with Great distinction
[83,90]	4.00	A		
[80,83)	3.75	A-		
[75,89]	3.50	B+	Very Good	First class with distinction
[68,75]	3.00	B	Good	Second class
[65,68]	2.75	B-		
[60,65]	2.50	C+	Satisfactory	
[50,60]	2.00	C		
[45,50]	1.75	C-	Unsatisfactory	Low class
[40,45]	1.00	D	Very Poor	
[30,40]	0.00	Fx	*Fail	
[<30]	0.00	F	Fail	

77.2. A student may not graduate with a CGPA of less than 2.0. He shall thus score at least a “C” grade in each of the modules he is required to take under the program.

77.3. A student who has scored a “C-” grade in all the modules taken may be promoted to the next semester where he is a first semester first year student. This minimum grade required to be promoted to the next semester may be raised for second year and above students.

77.4. A student in good standing may graduate if he scores a “C-” grade in any course under a module. Where the “C-” grade is for a module or for a course as a module, he shall however sit for a reexamination with the view to removing such “C-” grade.

77.5. A student who has scored “D” grades in all courses under a module or in regard to all modules may not be promoted to the next semester.

77.6. A good standing student is entitled to be promoted to the next semester as well as graduate even if he scores a “D” grade in any course under a module. Where the “D” grade relates to a module or a course treated as a module, such student shall take reexamination and remove the same.

- 77.7. A student with `Fx` may be allowed to sit for reexamination twice with the necessary support. Any of the grades such student scores in the reexamination shall be taken into consideration in determining his academic status.
- 77.8. A student who has scored a “D” or a “C-” or an `F` grade in a course under a module or in a module or a course taken as a module may be allowed to repeat the same twice. However, a maximum of a “C” grade may be taken into consideration in determining his academic status. The academic unit concerned shall properly announce the possibilities envisaged here in due course.
- 77.9. Details in regard to sub-articles 77.2-77.8 of this Article shall be worked by the Senate.
- 77.10. Notwithstanding the grading system indicated in the table under sub-Article 77.1 of this Article, the School of Medicine may follow its own grading system that shall be approved by the AC of CHS.
- 77.11. Academic achievement in all the undergraduate and graduate programs of the University, with the exception of modules/courses and programs for which the Senate provides special dispensation, shall be graded on the letter system based on the scale that is in the manner provided in sub-article 77.1 of this Article.
- 77.12 For any modules having lecture, laboratory/practice and tutorial components, raw mark evaluation should be treated independently from 100%. The final number grade obtained for a module shall be the sum of the percentage raw mark with its weight.
- 77.13. Unless otherwise provided for by this Legislation or other directives issued by the Senate, grade point averages are determined by dividing grade points earned in a semester or a term by the number of credit hours/ECTS attempted in that semester.
- 77.14. Semester Average Number Grade is determined by dividing grade points earned in a semester by the number of credit points in that semester.
- 77.15. The final number grade of a module is obtained based on the sum of the number grades of independent work module with its weight given for each in that module.
- 77.16. In case 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 or another of the following before grades are submitted to the Registrar:
- 77.16.1. To an “I” (incomplete) by the AC in consultation with the instructor concerned for a student who, because of illness or of other reasons beyond his control, fails to complete the course; or
  - 77.16.2. to a “W” (withdrawn) by the department/center chair/school head for a student who has formally withdrawn from the program within eight weeks after the beginning of the semester; or
  - 77.16.3. to a “DO” (dropout) by the dean for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the University and the time limit specified in the provisions of sub-Article 77.8.2 hereof, or has not produced evidence justifying his failure to sit for the examination(s);

- 77.16.4. neither “W”, “DO” nor “I” shall play any part in the computation of the semester grade point average. A student who obtains a “DO” for a module/course or courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by the University to the appropriate academic commission within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.
- 77.16.5. The modalities of converting “I” grades to other grade forms shall be as per the procedures set forth under this Legislation.
- 77.16.6. All required non-credit work shall be recorded with a grade of “P” (Pass) and “F” (Fail), but neither shall be included in the computation of the grade point average.
- 77.16.7. A double asterisk (\*\*) shall be entered in place of a letter grade in those rare cases where a module/course is in progress and no work has been completed to give the instructor a basis for giving a letter grade. This would apply only to such modules/courses as projects/thesis/dissertation or seminars with research components running beyond one semester and shall not be applicable to one-semester modules/courses.

## **Article 78. Semester Academic Achievements**

- 78.1. A student who earned a “2.00 (C)” grade or above in all modules/courses of a semester shall be in good standing.
- 78.2. A student shall be warned or placed in probation by the academic unit under the following conditions:
  - 78.2.1. a student who fails to achieve a semester GPA of 1.75 or a CGPA of 2.00.
  - 78.2.2. a student who scores up to three “Fs” at the end of each semester with less than or equal to 12 total credit points (CP);
  - 78.2.3. any newly admitted student who, at the end of the first semester, earns a semester GPA of 1.50 to 1.74;
  - 78.2.4. any newly admitted student, who at the end of the first year, earns a CGPA of 1.75 to 1.99.
- 78.3. Academic dismissal:
  - 78.3.1. Any consecutive warning leads to academic dismissal.
  - 78.3.2. Any student who scored three “F’s” on courses with more than 12 total CP or a student who scored more than three “F’s” per semester, or
  - 78.3.3. Any student whose semester GPA falls below 1.75 or who fails to maintain a CGPA of 2.00.
  - 78.3.4. A student placed on probation shall be dismissed after one semester on probation if he fails to emerge from the state of probation by raising his CGPA up to 2.00 or by obtaining a semester GPA which, if maintained at that level, would permit him to reach the CGPA of 2.00 by graduation.
  - 78.3.5. A newly admitted student or a student joining the University at advanced level who earns a GPA of less than 1.50 at the end of his first semester shall be dismissed.
  - 78.3.6. A newly admitted student or a student joining the University at advanced level who, at the end of the first year, fails to achieve a CGPA of at least 1.75 shall be dismissed.

## **Article 79. Academic Achievements for Graduation**

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

## **Article 80. Graduation with Distinction, Great Distinction and Very Great Distinction**

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

- 80.1. A student with a CGPA of 3.75 or above shall graduate with “Very Great Distinction”; a student with a CGPA of 3.5 to 3.74 shall graduate with “Great Distinction”;
- 80.2. A student with a CGPA of 3.25 to 3.49 shall graduate with “Distinction”.

## **Article 81. The Addis Ababa University Medal**

- 81.1. The University Medal is a prize awarded at Commencement to an outstanding student from each college/institute in regular and CDE of undergraduate programs. The University Medal may be granted to several students from the same college or institute at the same time provided such students equally meet the criteria for the prize set in this Article and the guideline issued thereunder.
- 81.2. The award is made on the basis of academic excellence, character, contribution to the public, and participation in extra-curricular activities. The AC of each college/institute shall, each year, recommend to the Senate its outstanding student for the latter’s approval.
- 81.3. The college/institute AC in consultation with the AVP Offices shall determine detailed guidelines and criteria for awards, medals and prizes to be given to students.

## **CHAPTER THIRTEEN: ASSESSMENTS AND EXAMINATIONS**

### **Article 82. General Provisions on Examinations**

- 82.1. Student learning shall be assessed on a variety of ways/continuous assessment in the form of tests, assignments, presentations, etc. to determine the final grade earned. This shall account for 50% of the total module/course grade. The remaining 50% shall be allotted for a final exam conducted at the end of module/course delivery. Instructors shall monitor the student's academic performance by keeping track of records.
- 82.2. Examinations may be oral, written or practical, depending on the nature of the module/course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be kept by the instructor.
- 82.3. The number, type and schedule of examinations or tests in a module/course shall be determined by the instructor and stated on the module/course outline to be issued to students at the beginning of the module/course.
- 82.4. A module/course outline, as a matter of routine, shall include information on components of continuous assessment providing the distribution of grade points with a performance assessment criterion among various types of exams and other works in percentage terms. A copy of the module/course outline shall be submitted to the academic unit concerned at the beginning of each course and shall be distributed to students upon approval by the department.
- 82.5. Copies of all examinations which go into the determination of a student's final grade in a module/course shall be deposited with the academic unit concerned immediately following the administration of the examinations.
- 82.6. In those cases, where a module/course is taught by the same instructor to more than one section of students in the same program, examinations shall be of the same form and content. The same scheme of grading shall also be employed.
- 82.7. A common examination paper shall be prepared in cases where more than one instructor teaches a module/course with the same title and credit values to one or more sections. This shall be facilitated by the academic unit and instructors concerned.
- 82.8. Where common examination(s) have to be given for module (s)/course(s) taught by more than one instructor, the academic unit that offers the module (s)/course(s) shall ensure that all instructors involved in the teaching of the module/course have reached an agreement on the content of the exam(s). The academic unit that offers such courses shall work out procedures by which reviews of exam questions for such modules/courses will be carried out by a full panel of instructors involved in the teaching of the module/ courses. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such modules/courses.



- 82.9. Where common examinations are given or where a course is taught by more than one instructor, a marking scheme shall be worked out by a panel of instructors and a copy shall be submitted to the academic unit concerned before the commencement of marking.
- 82.10. Examination papers prepared by an instructor or a panel of instructors shall be submitted to the academic committee of the academic unit concerned for review and endorsement.
- 82.11. Final grades for all modules/courses shall be reviewed and endorsed by the academic committee/examination review committee and the chair/head of the academic unit concerned as per the report format developed for the purpose.
- 82.12. Final grades shall be submitted by an instructor to the head of the academic unit concerned on duly signed official grade report form. This document shall be prepared legibly with no alterations or erasures.
- 82.13. A copy of grade report sheets for all courses shall be kept at the academic unit concerned.
- 82.14. An official grade report form shall be filled out only by the instructor(s) who has taught the module/course, who has set or participated in the setting of the exam questions and who has marked the exam papers.
- 82.15. When, for reasons beyond control, the provisions of sub-Article 82.14 hereof cannot be met, the setting of examinations and the marking of exam papers shall be carried out by a qualified staff designated by the head of the academic unit concerned.
- 82.16. In those cases, where the chair/head has to designate someone other than the instructor who has taught the module/ course to either set or mark the examination, he shall forthwith present the case to the academic committee of the academic unit concerned for endorsement.
- 82.17. All marked final examination papers, along with marking schemes, shall be submitted to the academic unit concerned and shall be kept for a period of at least one year.
- 82.18. For all modules/courses for which correct and complete answers can be worked out, such a list of answers shall be officially posted after the end of the examination.
- 82.19. Official standard grade report forms shall be prepared by the University Registrar in which students are enrolled and shall carry all the names of students who have been on the official class list for the module/course.
- 82.20. Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
- 82.21. Grades shall officially be announced to students by the academic unit concerned, and this may be done by posting the tear-off section of the grade report forms on

official notice boards.

- 82.22. Students shall have the right to receive their corrected examination papers back immediately after the last day of the re-grading period. Heads/chairs and deans shall ensure this right is respected.

### **Article 83. Periodic and Exit Examination**

- 83.1. Without prejudice to the requirement of continuous assessment, students shall sit for periodic/holistic and/or exit exams to be administered by the respective relevant academic units of the University.
- 83.2. Students shall sit for a final exam to be administered for each module/course.
- 83.3. Students shall be registered for exit exams upon successful completion of all the modules/courses that may be required by the program.
- 83.4. Exit exams, if any, shall be identified with module/course title and code.
- 83.5. The grade point of an exit exam should not be included in the computation of either semester or cumulative status of student.
- 83.6. 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 the respective program to qualify for graduation.
- 83.7. An exit exam, if any, shall be given once in a year for graduating students, and the period shall be indicated in the academic calendar.
- 83.8. A student who failed in the exit exam can repeat it twice but no special reexamination schedule shall be arranged for failing students. The student shall be academically dismissed for good if he fails for the third time.
- 83.9. Detailed guidelines regarding exit exams shall be set by ASPRC.

### **Article 84. Administration of Final Examinations**

- 84.1. A list of candidates sitting in an examination shall be prepared in advance of the examination by departments/centers/schools to which the students belong and such a list shall be handed over to the invigilators for purposes of checking attendance during the examination.
- 84.2. No student may be admitted into an examination hall 30 minutes after the beginning of the examination.
- 84.3. No student may be allowed to leave an examination hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.
- 84.4. In the event that a student is forced to leave an examination hall for health reasons, and in so far as the student is in a conscious and sound state of mind, the invigilator in attendance shall inform him of the fact that certification from a medical doctor has to be obtained expeditiously to substantiate the claim of sickness or illness.

- 84.5. 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 office of the chair/head of the department/center/school that offers the module/course.

## **Article 85. Violation of Examination Regulations**

- 85.1. Any one of the following shall be interpreted as an act of violation of examination regulations in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and on the determination of the academic status of students:
- 85.1.1. copying from pieces of paper or any other source of information brought into an examination hall where such material is not specifically permitted;
  - 85.1.2. working on or being found in possession of examination papers other than one's own;
  - 85.1.3. exchanging information in the examination hall in oral, symbolic, written or any other means, such as mobile phones where these are not specifically permitted;
  - 85.1.4. 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;
  - 85.1.5. sitting for an examination in a module/course for which one has not been registered;
  - 85.1.6. taking an examination by proxy, i.e. through another party,
  - 85.1.7. submitting a work or works for which it can clearly be established that the work or part thereof is not produced by the student claiming authorship or production;
  - 85.1.8. disorderly conduct in an examination hall, including refusal to accept and abide by instructions given by the invigilator;
  - 85.1.9. being caught in the act of avoiding to sign attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall; and
  - 85.1.10. engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- 85.2. An invigilator who apprehends a student in the act of cheating in an examination or exercise shall forthwith inform the student concerned of the fact that his behavior will be reported. The invigilator shall also make as detailed and complete a note of the incident(s) as possible in a form designed for the purpose. He shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors).
- 85.3. Where the act of cheating has been committed in an examination hall, the decision of allowing or not allowing the perpetrator to continue working on the examination shall be made by the instructor of the course, if the instructor is also on supervision duty, or by the chief invigilator. The instructor or the invigilator shall, after making a determination of the matter, prepare a short report describing the grounds for his decision.
- 85.4. Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the examination, but shall be told that his

behavior will be reported. The invigilator shall collect all evidences on intent to cheat in preparation for his reporting.

- 85.5. All evidence on cheating or attempted cheating and reports in justification of decisions made by the chief invigilator on the spot shall forthwith be submitted to the head of the department in which the student is enrolled.
- 85.6. The head of the department shall present the case to the Department/Center/School Academic Committee (DAC) which shall determine if there had indeed been a clear case of cheating or of intended cheating. The DAC has authority to seek additional evidence to reach a decision, including one of requiring the accused in the act of violation to testify.
- 85.7. The chair of the department/center or the head of school shall pass the report and the evidence of cheating or attempted cheating to the dean of the college immediately upon receipt of such material from the supervisor.
- 85.8. In the event that the DAC finds a clear case of cheating, it shall recommend to the instructor of the module/course that the student obtain zero points for that examination or work and such other disciplinary measures as provided by the University code of conduct.
- 85.9. Without prejudice to disciplinary actions that may be taken on the student, cheating cases, including those of plagiarism, shall have consequences only on the grade points the student would have earned from the examination or exercise on which cheating had occurred and not on the overall grade he would earn for the course. Thus, if a student obtains zero points on any of the test or a term paper due to cheating or plagiarism, that should not constitute ground for a grade of "F" or for disqualification from the course as a whole.
- 85.10. The decisions of the DAC on cheating cases, accompanied by the minutes of its deliberations, shall be submitted to the dean of the college.
- 85.11. Subject to the provisions of sub-Article 85.9 hereof, where the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the head of the academic unit concerned shall warn the student in writing.
- 85.12. A student who has been reported for cheating for the second time shall be suspended for at least one academic year and he who commits such an offence for the third time while enrolled in a program shall be dismissed from the program. Dismissal shall be decided by the AC of the college on the recommendation of the dean.
- 85.13. Where an incident of cheating in examination involves more than one student the following procedure shall be followed:
  - 85.13.1. if all the students happen to have been enrolled in the course in which the incident has occurred, the penalty to be applied on them shall be equal and the same.
  - 85.13.2. if any one of the students of the University happens not to have been enrolled for the course, the case shall be referred directly to the dean of the college in which he is a student and the provisions of this Article shall apply.

## **Article 86. Re-marking of Examinations**

### **86.1. Petition for Re-marking**

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

8.1.1. any petition for re-marking shall be initiated after the grades are officially released from the department/center/school or the Office of the Registrar

86.1.2. a petition for re-marking of first semester grades shall be submitted within two weeks after the grade is officially released from the department/center/school or the Office of the Registrar.

86.1.3. a petition for re-marking of second semester grades shall be submitted any time before the registration date of the next academic year.

86.1.4. any student petitioning for re-marking shall fill and submit the standard application form to be delivered by the academic unit concerned.

### **86.2. Manner of Entertaining Petition for Re-marking**

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

86.2.2. Colleges shall develop remarking application forms that fit their needs.

86.2.3. Upon receipt of the petition for remarking, the head of the academic unit concerned shall inform the instructor of the course and shall:

86.2.3.1. obtain the grade distribution scale employed by the instructor; and

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

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

86.2.5. The chair/head of the department/center/school shall then approve an average of the two grades submitted to him.

86.2.6. If the remark result is a grade lower than the one previously obtained, the previous grade shall stand.

86.2.7. The chair/head of the department/center/school shall:

86.2.7.1. sign and send the original to the Office of the Registrar; and

86.2.7.2. keep one copy on the department`s/center`s/school`s file.

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

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

unit exonerating him of the allegations.

## **Article 87. Make-up Examinations**

- 87.1. A student unable to sit for a final examination for reasons beyond his control, such as hospitalization, psychological problems or other accidents, and therefore has an "I" (incomplete) grade in a module/course may be allowed to sit for a make-up examination in the module/course.
- 87.2. Any such student, or a person representing the student, shall submit application for make-up examination in writing with valid and documented reasons for not having sat for the final examination to the chair/head of his academic department/center/school within six weeks after the start of the subsequent semester.
- 87.3. Where the AC finds that the student did not have valid reasons for not sitting for a final examination, the "I" grade on the student's record shall be automatically changed to "F". GPAs shall be calculated and the status of the student shall be determined accordingly.
- 87.4. The department/center chair or school head will decide the examination date in consultation with the student/s. Such date may range from six weeks to a year from the date a decision by AC was made. The chair/head of the academic unit offering the module/course shall immediately inform the instructor concerned of the AC's decisions on applications for make-up examination in writing so that the instructor may set a different set of examination questions for the student if he feels that there has been change in the content, in the mode of delivery or in module/course activity after the semester in which the student has attended the module/ course.
- 87.5. A student allowed to sit for a make-up examination shall register for the examination at least one month (the dates to be announced by the Office of the Registrar) before the final examination in the module/course is scheduled to be administered.
- 87.6. A student who has three or more "I" grades in a semester and would therefore sit for a make-up examination shall, irrespective of his academic status, withdraw from the University for academic reasons and apply for make-up examination as in sub-Article 87.5 hereof. No GPAs shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.
- 87.7. A student who has less than three (one or two) "I" grades in a semester and who is allowed to take a make-up examination may continue his studies in subsequent semester if he is in good academic standing (Semester GPA greater than 1.75 and CGPA greater than 2.00). For such a student, GPA shall be calculated and his academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered. Such a student shall also apply and sit for a make-up examination in incomplete courses as in sub-Article 87.5 hereof.
- 87.8. For a student who has less than three "I" grades but is not in good academic standing, the procedure in sub-Article 89.5 hereof shall apply. The grade earned through the make-up examination shall be used to compute the GPA of the student in the semester in which the makeup examination is given.

87.9. Unless otherwise decided by the AVP, any “I” grade not removed within a year as per the provisions of this Article shall be converted to an “F” grade.

87.10. The provisions of sub-Articles 87.4 through 87.7 hereof shall not apply for clinical courses in the School of Medicine.

## **Article 88. Re-examination**

88.1. A student shall be allowed to sit for a re-examination in any year provided he cannot repeat a module/course due to discontinuity of an academic program and/or his status as a graduating student.

88.2. Re-examination shall be granted to the student for the modules/courses that the student has taken during the foregoing semesters of the program.

88.3. A graduating class student may be allowed for re-examination of a maximum of two modules/courses. A student may sit for a re-examination of four modules/courses for which the possibility of repeating is non-existent due to program discontinuity. A graduating class student who meets all the requirements of graduation but a course/module in which he scores an “F” grade may be permitted to repeat the same twice. Where he scores an “F” grade during the first repetition, he shall be given the chance to take an equivalent course/module to be determined by the pertinent academic unit.

88.4. Re-examination may be allowed for a student whose CGPA must be such that when an input of a minimum of 2.00 or “C” grade on the module/course is made enables him to qualify for graduation or promotion.

88.5. However, a maximum of a “C” grade may be taken into consideration in determining his academic status.

88.6. Re-examinations shall be administered any time within three weeks after the commencement of the subsequent semester. If the time of examination extends into the next period of training, a student shall be allowed to undertake a temporary registration. Depending on the results, the registration may be cancelled or retained as soon as his status is determined.

## CHAPTER FOURTEEN: ACADEMIC ACHIEVEMENTS AND STATUS IN GRADUATE PROGRAMS

### Article 89. General Provisions on Graduate Programs

- 89.1. Each academic unit may offer programs of study and research leading to post-graduate certificates, diplomas and degrees.
- 89.2. The academic units shall function through Department Graduate Committees (DGC).
- 89.3. All University-wide policies, rules and regulations shall *mutatis mutandis* apply to graduate programs.
- 89.4. An academic unit may run joint graduate programs in collaboration with other universities to 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.
- 89.5. A minimum academic rank of staff offering modules/courses in the graduate program shall be assistant and associate professor for masters and doctorate degrees, respectively. However, in case of staff shortage the DGC may propose that a lecturer and an assistant professor with merit offer modules/courses, for Masters program and for Ph.D. program, respectively. Such proposal shall be approved by the AVP.
- 89.6. Masters programs may offer students two options, namely, module work and thesis/project or module work with comprehensive examination.
- 89.7. A Ph.D. program may be course based dissertation (an arrangement in which course work is not necessarily directly related to the research topic) or non-course based dissertation (where each course is a setting in which the student accomplishes an aspect of his research that leads to his dissertation).

### Article 90. Grading System

- 90.1. Examinations are graded on the following letter grading system, with corresponding points.

Raw Mark	Letter Grade	Grade Points
[95, 100)	A+	4.00
[85, 95)	A	4.00
[80, 85)	A-	3.75
[75, 80)	B+	3.50
[70, 75)	B	3.00
[65, 70)	B-	2.75
[60, 65)	C+	2.50



[50, 60)	C	2.00
[40, 50)	D	1.00
< 40	F	0.00

90.2. Thesis or Dissertation evaluation shall be graded on the following ranking system, with corresponding grading scales and letter grades;

Rank	Grading scale in percent	Letter Grade
Excellent	$\geq 85$	A
Very Good	$75 \leq X < 85$	B+
Good	$60 \leq X < 75$	B
Satisfactory	$50 \leq X < 60$	C+
Fail	$< 50$	F

90.3. Scoring a grade less than ‘B’ in individual subjects and/or courses by a graduate student may be tolerated. However, to complete the program, and be eligible for graduation, a graduate student shall have to obtain a minimum CGPA of 3:00 (‘B’). Further, such student may not graduate if he scores two or more “C” grades even if he meets the required minimum CGPA of 3:00.

## **Article 91. Academic Probation and Dismissal**

91.1. When a candidate is placed on probation, he shall be notified by the head of the academic unit concerned of his status and what is expected of him by way of academic performance in the future and what restrictions or requirements are stipulated by the probation and what will be the consequence of failure to meet these conditions.

91.2. A first year graduate student is subject to dismissal without first being put on probation if his performance falls below 2.50 in his first semester results. 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 relevant DGC and any such student who had been placed on probation shall be subject to dismissal if he fails to achieve a semester GPA of 3.00 in the next semester.

91.3. If, however, a student on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but his CGPA still falls below 3.00, the relevant DGC may place the student on final probation if it finds that there is reason to believe that the student will attain a CGPA of 3.00 or above in the third semester.

91.4. A graduate student may be put on probation for a second time provided it is ascertained that s/he has successfully come out of the previous probation. However, where a student who has been placed on a second probation fails to achieve a CGPA of 3.00 in

the next semester, he shall be dismissed.

91.5. No candidate subject to dismissal may expect discretionary probation as a matter of right.

## **Article 92. Repeating Modules/Courses**

92.1. Only courses with grades lower than 'B' may be repeated when the CGPA of the student is less than 3.00 and for Ph.D. students all courses with "C" grades or lower shall be repeated.

92.2. A student with a grade of "C" or lower may be allowed to take a re-exam, instead of repeating the course, with the recommendation of the course instructor and the DGC by assessing the overall performance or special conditions of the student on individual basis.

92.3. No course may be repeated or re-examined more than once.

92.4. Where a graduate student sits for a reexamination, a maximum of "B" grade may be taken into consideration in determining his academic status.

## **Article 93. Withdrawal and Readmission**

93.1. Unless there are compelling reasons, official withdrawal forms must be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement will only be eligible for readmission if he has a good cause for failing to meet the deadline.

93.2. A candidate may be readmitted only when the withdrawal is effected because of one of the following:

93.2.1 if the candidate cannot pursue his study because of medical reasons ascertained by a valid certificate; or

93.2.2 if the University is unable to carry out the relevant graduate program and advises the candidate accordingly; or if the candidate is unable to continue due to other reasons that may constitute *force majeure*.

93.3. A candidate who has been dismissed for academic reasons may apply for readmission only once during the whole study period of a given program.

93.4. The College Graduate Program Office shall permit readmission, taking into account the availability of facilities/places in the program concerned even where withdrawal was made as per the procedures laid down in this Article.

93.5. Withdrawal made with the approval of the College Graduate Program Office concerned does not imply automatic readmission whenever it is sought. The length of absence and the number of places available shall be taken into consideration. The length of absence between withdrawal and readmission may not exceed 2 and 4 years after the date of withdrawal for regular and evening/*kiremt*, respectively. The College

Graduate Program Office may, however, consider the readmission of a student who has discontinued his study for four to five years provided it is convinced that the student was prevented from applying for readmission by circumstances beyond his control. If not, he shall be dismissed from the program.

- 93.6. No graduate student who has discontinued his study for a period longer than five years may be granted readmission.

#### **Article 94. Transfer from One Program to Another**

- 94.1. Without prejudice to other rules and regulations of the University applying to cases of transfer, a graduate student registered in one graduate program may be allowed to transfer to another program provided the candidate:

94.1.1. presents an application stating convincing reason(s) for requesting the transfer and a letter in support of the desired transfer from a sponsor where applicable; and

94.1.2. satisfies the academic requirements for admission into the program to which transfer is sought and the approval of the concerned DGCs and ACs has been obtained; and

94.1.3. is not a dismissed student; and

94.1.4. must have completed not more than one fourth of the originally joined program (50% of the course/module work).

- 94.2. Transfer of credits shall be determined by the department/school/center receiving the candidate.

#### **Article 95. The Graduate Thesis/Dissertation**

- 95.1. A thesis/dissertation shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying sound methodology.

- 95.2. The topic for thesis/dissertation work shall be selected in consultation with, and prior approval of, the advisor (s). The selection of the 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 academic unit concerned. 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.

- 95.3. The GPO shall issue detailed guidelines on such matters as Thesis/Dissertation preparation, format and deadlines.

- 95.4 The provisions of Article 124 of this Legislation shall apply regarding matters not provided for under sub-articles 95.1-95.3 of this Article.

# **TITLE V: INTERNAL ACADEMIC ORGANIZATION OF THE UNIVERSITY**

## **CHAPTER FIFTEEN: COLLEGES, INSTITUTES, SCHOOLS, DEPARTMENTS AND CENTERS**

### **Article 96. General Provisions on the Organization of Academic Units**

The University shall have the following colleges and institutes which may have as many centers, schools, departments and program units needed to fulfill their objectives:

96.1. The University includes the following colleges and institutes;

- 96.1.1. College of Natural and Computational Sciences (CNCS);
- 96.1.2. College of Health Sciences (CHS);
- 96.1.3. College of Veterinary Medicine and Agriculture (CVMA);
- 96.1.4. College of Education and Behavioral Studies (CEBS);
- 96.1.5. College of Development Studies (CDS);
- 96.1.6. College of Business and Economics (CBE);
- 96.1.7. College of Law and Governance Studies (CLGS);
- 96.1.8. College of Social Sciences (CSS);
- 96.1.9. College of Humanities, Language Studies, Journalism and Communication (CHLSJC);
- 96.1.10. College of Performing and Visual Arts (CPVA);
- 96.1.11. Addis Ababa Institute of Technology (AAiT);
- 96.1.12. Ethiopian Institute of Architecture, Building Construction and City Development (EiABC);
- 96.1.13. Institute of Peace and Security Studies (IPSS)
- 96.1.14. Institute of Biotechnology (IB)
- 96.1.15. Academy of Ethiopian Languages and Cultures (AELC)
- 96.1.16. Institute of Ethiopian Studies (IES)
- 96.1.17. Institute of Educational Research (IER)
- 96.1.18. Aklilu Lemma Institute of Pathobiology (ALIPB)
- 96.1.19. Institute of Geophysics, Space Science and Astronomy (IGSSA)
- 96.1.20. Ethiopian Institute of Water Resources (EIWR)
- 96.1.21. College of Commerce (CC)
- 96.1.22. Horn of Africa Regional Environmental Center (HOAREC)
- 96.2.23. Institute of Development and Policy Research (IDPR)
- 96.2.24. Water and Land Resources Center (WLRC)

96.2. Colleges and teaching institutes consist of degree-awarding departments, schools and centers.

96.3. Upon the recommendation of the UGO/GSO/ASCRC and with the approval of the Senate, colleges may establish post-graduate degree awarding departments/centers.

## **Article 97. Academic Positions and Support Services in Colleges and Teaching Institutes**

All colleges and teaching institutes shall have the following academic administrative positions and support services:

- 97.1. Dean
- 97.2. Associate Dean for Undergraduate Programs (Regular and Continuing/Extension);
- 97.3. Associate Dean for Graduate Programs (Regular and Continuing/Extension)
- 97.4. Associate Dean for Research, Technology Transfer and Community Engagement;
- 97.5. Associate Registrar;
- 97.6. Assistant Librarian;
- 97.7. Teaching and Learning Support Unit;
- 97.8. Office of Gender and Educational Equity, HIV/AIDS (OGEE);
- 97.9. Strategic Planning and Change Management Unit;
- 97.10. ICT Support Services;
- 97.11. Managing Director and Support Services Office;
- 97.12. Collective bodies (College Assembly, Academic Commission (AC), etc.).
- 97.13. Department/Center Chairs and School Heads

## **Article 98. College of Health Sciences (CHS)**

The CHS shall have:

- 98.1. Chief Executive Director with the rank of vice president;
- 98.2. Director for Academic Affairs
- 98.3. Director for Clinical Services
- 98.4. Director for Business and Administration
- 98.5. Director for Research and Technology Transfer;
- 98.6. Director for Staff Affairs, Academic Standards and Quality Enhancement;
- 98.7. Dean of School of Medicine;
- 98.8. Dean of School of Public Health;
- 98.9. Dean of School of Nursing and Midwifery;
- 98.10. Dean of School of Pharmacy; and
- 98.11. All other units indicated under sub-articles 97.5-97.13 of Article 97 of this

Legislation

## **Article 99. Ethiopian Institute of Architecture, Building Construction, and City Development (EiABC) and Addis Ababa Institute of Technology (AAiT)**

99.1. The EiABC and AAiT shall be Institutes of Technology (IoTs) to be governed by the Directive to be issued by the Ministry of Education so far as it is necessary to enable them to implement the policy of the Government in engineering and technology education.

99.2. The Directive shall govern the degree of autonomy and delegation of powers regarding personnel, finance and academic affairs, their relationship with the University, their governance structure and accountability of their officers in the exercise of the power to be delegated to them.

99.3. To the extent the Directive is silent or with respect to matters which are not delegated, this Senate Legislation, other rules and regulations of the University shall be applicable to IoTs so long as such the Senate Legislation and other rules and regulations of the University do not deprive IoTs of the autonomy granted to them by the Directive.

99.3.1. AAiT shall have:

99.3.2. Executive Director with the rank of vice president;

99.3.3. Director for Academic Affairs

99.3.4. Associate Director for Post graduate programs, (Regular and Continuing / Extension);

99.4.5. Associate Director for Undergraduate Programs (Regular and Continuing / Extension);

99.4.6. Associate Director for Research and Technology Transfer;

99.4.7. Associate Director for Community engagement;

99.4.8. Dean of School of Civil and Environmental Engineering;

99.4.9. Dean of School of Chemical and Bioenergy Engineering;

99.4.10. Dean of School of Electrical and Computer Engineering;

99.4.11. Dean of School of Multidisciplinary Engineering;

99.4.12. Center for Biomedical Engineering;

99.4.13. Center for Energy technology;

99.4.14. Center for Materials Engineering;

99.4.15. Center of Excellence for Railway Engineering;

99.4.16. Center for Information technology and Scientific Computing;

99.4.17. All other units indicated under sub-articles 98.5-98.13 of Article 98 of this Legislation.

## **CHAPTER SIXTEEN: POWERS AND RESPONSIBILITIES OF COLLEGES**

### **Article 100. Powers and Responsibilities of a College**

100.1 A college is one of the major organizational layers of the University with strategic leadership, managerial and financial responsibilities for a group of departments, schools and centers it comprises. A college other than the CHS shall have the following duties and responsibilities:

- 100.1.1. coordinate formulation of standards and working procedures relevant to the academic units under the college in line with University-wide policies, rules and regulations;
- 100.1.2. endorse the creation and/or modification/closure of academic programs originating from or endorsed by departments/schools/centers under it and propose their approval by the Senate;
- 100.1.3. coordinate inter-college programs, if any;
- 100.1.4. coordinate and endorse research proposals for approval and funding, promote and disseminate research outputs and support research activities within the colleges including administering grants pertaining to staff research projects, Master's thesis, PhD dissertations, M. Phil theses, and Postgraduate Diplomas;
- 100.1.5. process scholarships for staff and administer the same for students within the College and/or departments and research hosted by the College;
- 100.1.6. represent the College in University-wide Regulatory and Consultative bodies (such as the Senate and the University Council) and coordinate external relations, community engagement, business development and partnerships;
- 100.1.7. approve the recruitment and promotion of academic staff with the ranks of assistant and associate professors and communicate its decisions to the Office of the AVP;
- 100.1.8. recommend to the Senate the recruitment of academic staff with the rank of professor in accordance with Articles 25.4 of this Legislation and process the employment once the Senate's approval is secured;
- 100.1.9. initiate joint appointment of academic staff from external institutions including the industry as per the Proclamation;
- 100.1.10. take disciplinary measures on academic staff including oral warning, written warning, and a fine up to three month's salary and suspending from work for the same period as per the relevant provisions of this Legislation and other pertinent rules and regulations;
- 100.1.11. recommend to the office of the AVP service extension, school-to-school, school to department or center, department to department, or center, center to center transfers, leaves, and professional development of academic staff;
- 100.1.12. recommend disciplinary actions involving dismissal of academic staff with the exception of full professor whose case shall be finally decided by the AVP;
- 100.1.13. design and enforce quality assurance mechanisms for academic programs;
- 100.1.14. oversee and coordinate admission and placement of students in accordance with the applicable University policy and regulations;
- 100.1.15. maintain pertinent records of students and their performances for such purposes as price and citation;

- 100.1.16. consolidate graduate list of the college as proposed by the respective academic commissions of departments/centers/schools and submit the same for approval by the University Senate;
- 100.1.17. decide on the recruitment, promotion, transfer, discipline, and development of administrative staff under it in accordance with relevant laws;
- 100.1.18. recommend the dismissal of administrative staff in the schools/departments/centers under the college to the VPASS;
- 100.1.19. administer human resource management functions pertaining to academic and support staff such as processing advertisement, employment, leaves, promotions, contracts, identification cards, records, payroll and clearance;
- 100.1.20. facilitate resources generation and mobilization to support the activities of the college and academic units there under;
- 100.1.21. prepare consolidated plans and budget of the College and ensure the implementation of the same upon approval by the College AC and higher authorities;
- 100.1.22. have its own financial administration structure and be responsible for all financial operations within the college unless the college is located on the main Campus.
- 100.1.23. facilitate and oversee the proper and optimal distribution and utilization of teaching-learning materials and equipment, library resources, facilities, halls, auditorium, classrooms, laboratories, computers and vehicles;
- 100.1.24. administer the maintenance and renovation of all premises and facilities and the disposal of property when appropriate;
- 100.1.25. manage vehicles and facilitate their maintenance;
- 100.1.26. design mechanisms to promote welfare of staff and students with particular attention for those with special needs;
- 100.1.27. plan and process the annual procurement for the college;
- 100.1.28. authorize the disbursement of approved budget expenditures including project funds;
- 100.1.29. facilitate revenue collection from consultancy work, project contracts, donations and tuition fees;
- 100.1.30. initiate and facilitate external relations with a view to forging partnerships with academic and research institutions, donors, and the industries as well as promoting community engagement in line with applicable rules and regulations of the University;
- 100.1.31. approve admission and placement of students in accordance with the applicable University policy;
- 100.1.32. ensure the standards of academic activities in each of its constituent units;
- 100.1.33. check and regulate consistency across departments/schools/centers in academic administration, student handling, staff recruitment, development and promotion, research grants and administration; and
- 100.1.34. perform other duties as assigned by the President and the Vice Presidents.

100.2. The CHS shall have duties and responsibilities to:

- 100.2.1. formulate standards, working procedures relevant to the academic units under it in line with University-wide policies, rules and regulations;
- 100.2.2. propose college-wide, interdisciplinary, and joint programs for approval by the Senate;
- 100.2.3. coordinate the development of inter-school/inter-college programs;



- 100.2.4. coordinate, promote and disseminate research and support research activities within the college, including approval of research proposals and administering grants;
- 100.2.5. process scholarships for staff and students of the College and administer the same;
- 100.2.6. represent the College in University-wide Regulatory and Consultative bodies (such as the Senate and the University Council) and coordinate external relations, community engagement, business development and partnerships;
- 100.2.7. decide on service extension, joint appointment, school-to-school transfer, leaves, and professional development of academic staff and notify the same to the University;
- 100.2.8. decide on disciplinary cases involving dismissal of academic staff and notify the same to the President in line with the provisions of this Legislation and other applicable rules and regulations, notwithstanding Article 55 of this Legislation;
- 100.2.9. design and enforce quality assurance mechanisms for academic programs;
- 100.2.10. oversee and coordinate admission and placement of students in accordance with the applicable university policy;
- 100.2.11. maintain pertinent records of students (University, College, schools and departments);
- 100.2.12. consolidate graduate list of the college as proposed by the respective academic commissions of schools for approval by the University Senate;
- 100.2.13. decide on the recruitment, promotion, transfer, discipline, and development of administrative staff working for the college other than schools and departments;
- 100.2.14. decide on dismissal of administrative staff employed by schools and departments under the college and notify the same to the relevant university human resource management office;
- 100.2.15. handle human resource management functions pertaining to academic and support staff such as processing advertisement, employment, leaves, promotions, contracts, identification cards, records, payroll and clearance;
- 100.2.16. facilitate the mobilization and generation of resources to support the activities of the College academic units therein and ensure that revenues from consultancy work, project contracts, donations, tuition fees are primarily used to support academic units generating the revenues in line with the applicable laws, rules and regulations of the University;
- 100.2.17. prepare consolidated plans and budget of the College and ensure the implementation of the same upon approval by the College Council and higher authorities;
- 100.2.18. administer its own financial administrative structure and be responsible for all financial operations (unless organized on Campus Business Center);
- 100.2.19. facilitate and oversee the proper and optimal distribution and utilization of teaching-learning materials and equipment, library resources, facilities, halls, auditorium and classrooms;
- 100.2.20. administer the maintenance and renovation of all premises and facilities and disposal of property as appropriate;
- 100.2.21. manage vehicles and facilitate maintenance of all schools;
- 100.2.22. design mechanisms to promote the welfare of staff and students with particular attention to those with special needs;
- 100.2.23. recommend to the AVP the creation of new academic units or the restructuring or dissolution of existing units on the basis of its own proposal or proposals originating from or endorsed by the schools;

- 100.2.24. decide on the recruitment of academic staff with the rank of Associate Professor and Professor, and notify the same to the AVP;
- 100.2.25. plan and execute the procurement of the college;
- 100.2.26. initiate and facilitate external relations with a view to forging partnerships with academic and research institutions, donors, and the industry as well as promoting community engagement in line with applicable rules and regulations of the University;
- 100.2.27. ensure the standards of academic activities in each of its constituent units;
- 100.2.28. check and regulate consistency across schools in academic administration, student handling, staff recruitment, development and promotion, research grants and administration;
- 100.2.29. set policies and guidelines for the overall delivery of medical and teaching services, monitoring, evaluation, and synchronizing teaching, research and medical services; and
- 100.2.30. perform other pertinent duties as assigned by the President.

## **Article 101. College Deans**

### **101.1. Duties and responsibilities**

The College Dean is the chief executive officer of the college and shall exercise authority over all academic and administrative matters in the College. The College Dean shall:

- 101.1.1. exercise authority over all academic and administrative matters in the college;
- 101.1.2. be in charge of policy formulation, coordination, direction and supervision across the college;
- 101.1.3. be responsible for organizing and directing administrative support services for the college;
- 101.1.4. formulate standards, and work procedures relevant to the academic units under the college in line with the University-wide policies, rules and regulations;
- 101.1.5. endorse the creation or revision of academic programs originating from or endorsed by departments/school/centers and present them for approval to the appropriate University body after endorsement by the College AC;
- 101.1.6. coordinate inter-college programs, if any;
- 101.1.7. coordinate and endorse research proposals for approval and funding, promote and disseminate research and support research activities within the College including administering grants pertaining to staff research projects as well as master's thesis, PhD dissertation, M. Phil thesis, and postgraduate diploma;
- 101.1.8. process scholarships for staff and administer the same for students within the College and/or departments/school/centers and research hosted by the College after it is approved by the College AC;
- 101.1.9. represent the College in University-wide Regulatory and Consultative bodies (such as the Senate and the University Council) and coordinate college activities relating to external relations, community engagement, business development and partnerships;
- 101.1.10. approve the recruitment and promotion of academic staff with the rank up to associate professor and notify the office of the AVP after it is endorsed by the CAC;
- 101.1.11. upon endorsement by the CAC, recommend to the AVP the recruitment of

- academic staff with the rank of professor and process the employment once the AVP approval is secured;
- 101.1.12. initiate joint appointment of academic staff from other institutions in accordance with the Proclamation;
  - 101.1.13. take disciplinary measures on academic staff including oral warning, written warning, and a fine up to three months' salary, suspension from work for the same period and demotion in accordance with the provisions of this Legislation;
  - 101.1.14 recommend disciplinary actions involving dismissal of academic staff with the exception of full professors whose case shall be decided by the AVP;
  - 101.1.15. recommend to the AVP service extension, college-to-college transfer, leaves, and professional development of academic staff;
  - 101.1.16. design and enforce quality assurance mechanisms for academic programs in the college;
  - 101.1.17. oversee and coordinate admission and placement of students in accordance with the applicable University policy and regulations upon the approval of the College AC;
  - 101.1.18. ensure the maintenance of pertinent records of academic and support staff, students and their performances;
  - 101.1.19. consolidate graduate list of the College as proposed by the respective academic committees of department/school/centers and submit the same for approval by the University;
  - 101.1.20. execute the recruitment, promotion, transfer, discipline, and development of administrative staff under the College after the endorsement of AC;
  - 101.1.21. propose dismissal of administrative staff in departments/schools/centers within the College to the VP for Administration and Student Services;
  - 101.1.22. ensure the administration of human resource management functions pertaining to academic and support staff such as processing advertisement, employment, leaves, promotion, contracts, identification cards, records, payroll and clearance;
  - 101.1.23. facilitate the mobilization and generation of resources to support the activities of the College's academic units and ensure that revenue from consultancy work, project contracts, donations, and tuition fees are collected and primarily used to support academic units generating the revenue in line with the applicable laws, rules and regulations of the University;
  - 101.1.24. prepare consolidated plans and budget of the College and ensure implementation of the same upon approval by the CAC and higher authorities;
  - 101.1.25 submit quarterly consolidated report to the relevant University administration, and require the same from academic units within the college;
  - 101.1.26. ensure that the College has effective and responsive human and financial administration (unless it is on the main Campus).
  - 101.1.27. facilitate and oversee the proper and optimal distribution and utilization of teaching learning materials and equipment, library resources, facilities, halls, auditorium, classrooms, laboratories, computers and vehicles allocated to the college;
  - 101.1.28. oversee the proper administration, maintenance and renovation of all premises and facilities and the disposal of property within the college, as appropriate, including vehicles;
  - 101.1.29. design mechanisms to promote welfare of staff and students with particular attention to those with special needs;
  - 101.1.30. plan and process the annual procurement for the College;

- 101.1.31. authorize disbursement of approved budget expenditures including project funds;
- 101.1.32. initiate and facilitate external relations with a view to forging partnerships with academic and research institutions, donors, and the industry as well as promoting community engagement in line with applicable rules and regulations of the University;
- 101.1.33. check and regulate consistency across departments/schools/centers in academic administration, student handling, staff recruitment, development and promotion, research grants and administration;
- 101.1.34 submit, upon leaving office, a comprehensive written exit report and hand over office related resources to the academic staff replacing him with the view to making the transition smooth and
- 101.1.35. perform other related duties as assigned to him/her by the President and/or the Vice Presidents.

## 101.2. Accountability

The Dean, who shall be accountable to the President, functionally reports on academic matters to the AVP to whom he is structurally connected. However, depending on the matter at hand, the Dean shall also be answerable to the offices of the other Vice Presidents. He shall report to these offices operationally and regularly through written communication and formally through quarterly and annual reports. In particular, the Dean shall report to the Vice President for Research and Technology Transfer on matters related to research, technology transfer and community engagement.

## 101.3. Appointment and Terms of Office

- 101.3.1. The President shall select a dean from among a list of three candidates with a rank of assistant professor or above nominated in accordance with guidelines approved by the Senate.
- 101.3.2. Where there are compelling reasons, the President may appoint a dean from another academic unit within the University or another institution outside the University.
- 101.3.3.A college dean shall serve for a period of 3 years, renewable once, if re-nominated.

## **CHAPTER SEVENTEEN: COLLEGE LEVEL COUNCIL AND ACADEMIC COMMISSION**

### **Article 102 General provision**

Each College shall have a council and an academic commission that would render consultative duties. The college dean/institute director shall operate with the support and advice of these bodies.

### **Article 103. The College Council**

#### **103.1. Composition/Membership**

The College Dean shall operate with the support and advice of a college council that shall consist of:

- 103.1.1. Dean;
- 103.1.2. Associate deans;
- 103.1.3. Departments/centers chairs/school heads;
- 103.1.4. College managing director;
- 103.1.5. Elected senior academic staff members of the academic units under a college;
- and
- 103.1.6. Student representatives from both graduate and undergraduate levels.

#### **103.2. Duties and Responsibilities of the College Council**

The College Council shall:

- 103.2.1. serve as a broad forum for holding consultations among the academic units grouped under Colleges towards greater academic integration and collective representation in university bodies, including the Senate and its committees;
- 103.2.2. bring together not only academic staff but also support staff and students that make up the college;
- 103.2.3. coordinate collective planning and work towards aligning the academic units and their programs with greater interdisciplinary ties and joint operations;
- 103.2.4. devise ways and means towards forging collaborations with academic units and institutions outside the College;
- 103.2.5. propose ideas, strategies and programs for the growth and development of the College and the University at large; and
- 103.2.6. meet at least twice every semester and discuss issues on which the AC and/or the Dean require professional advice on academic, research, community engagement and administrative matters.

#### **103.3. Leadership**

- 103.3.1. The College Dean shall chair the College Council.
- 103.3.2. The College Council shall elect its secretary from among its members who shall be responsible for maintaining a record of its proceedings.

103.3.3. The College Council may establish *ad hoc* committees for specific tasks to assist the office of the College Dean.

#### 103.4. Reporting relationship

The College Council shall report to the offices of all the Vice-Presidents through the timely and continuous submission of the minutes of its proceedings and to the Office of the President through a formal report at the end of each semester.

### **Article 104. College Academic Commission (AC)**

In each college, there shall be established an AC which is answerable, through the dean, to the AVP.

#### 104.1. Composition

The AC shall consist of:

- 104.1.1. The Dean, chair;
- 104.1.2. Three elected academic staff representatives elected by the College Assembly;
- 104.1.3. Department/ Center chairs and school heads;
- 104.1.4. Associate deans;
- 104.1.5. Two student representatives;
- 104.1.6. The managing Director of the college;
- 104.1.7. Head of the gender and educational equity office of the College;
- 104.1.8. Head of the College library, and
- 104.1.9. The Associate registrar and other pertinent officers as deemed necessary.

#### 104.2. Term of Office

The term of service of elected members on the CAC shall be three years.

#### 104.3. Accountability

- 104.3.1. The AC shall report to the pertinent Vice-Presidents through timely and continuous submission of its minutes and formal comprehensive reports three times a year.
- 104.3.2. The AC shall also, in parallel, continuously send the minutes of its meetings to the EC.

#### 104.4. Leadership and Organization

- 104.4.1. The AC shall be chaired by the College Dean.
- 104.4.2. The AC shall elect its secretary from its members who shall, primarily, be responsible for enforcing its decisions and maintaining the accuracy, proper management and communications of its records and correspondences to the appropriate bodies and offices.

- 104.4.3. The terms of service of elected members of the AC shall be three years.
- 104.4.4. The AC shall have its own rules of procedure.
- 104.4.5. The AC shall have the following standing committees:
  - 104.4.5.1. College Staff Affairs Committee; and
  - 104.4.5.2. College Student Affairs Committee;
- 104.4.6. The AC may establish ad-hoc committees to perform specific tasks.
- 104.4.7. The AC may invite other persons to attend its meetings. However, such persons shall not have voting rights.

#### 104.5. Meetings

- 104.5.1. The AC shall meet at least once every month and shall maintain a proper record of the agenda and minutes of its meetings.
- 104.5.2. Meetings may be called at any time by the Dean or when requested in writing by one third of its members. When the Dean refuses to convene a meeting after having been called by one third of members of the College AC, such meeting shall be convened where the AVP or his designate shall chair the meeting.

#### 104.6. Duties and Responsibilities of the AC

The AC mimics the EC. The AC shall be the highest body of a college for academic/research matters. Without prejudice to powers and responsibilities that may be conferred upon it by the Senate, the President, or the VPs, the AC shall:

- 104.6.1. set guidelines to facilitate the teaching-learning process;
- 104.6.2. issue guidelines for setting/marking of examinations in the academic units of the college in accordance with rules and regulations approved by the Senate;
- 104.6.3. recommend to the Senate the establishment of new programs and modifications of existing ones pertaining to study and research in any of the academic units under the college;
- 104.6.4. deliberate and decide upon all appropriate appointment and promotion cases presented to it through the College Staff Affairs Committee;
- 104.6.5. recommend, to the AVP, all leaves of academic staff in the college;
- 104.6.6. promote research works in the college, and issue guidelines on their execution, on the basis of regulations issued by the Senate or RPC, and follow-up/ monitor their implementation;
- 104.6.7. review the missions and objectives of the academic units under the college on a periodic basis and evaluate the success of their implementation;
- 104.6.8. promote the welfare of staff and students and ensure observance of discipline in the college as provided by the rules and regulations of the University;
- 104.6.9. review grades and determine academic status of students of the college every semester;
- 104.6.10. recommend to the Senate the graduation of students of the college and determine medal winner in every academic unit under the college;
- 104.6.11. review and recommend budget proposals to the budget office and allocate approved budget for the various activities of the academic units under the college;
- 104.6.12. initiate staff development schemes for the college; prioritize training programs for the staff and recommend candidates for training;
- 104.6.13. issue guidelines on conditions of employment and remuneration for consultancy services in the college in accordance with the general University policies;

- 104.6.14. receive and assess the results of the annual performance evaluation of the academic staff of the college and make recommendations to the dean on possible actions to be taken as a result of the evaluation;
- 104.6.15. issue guidelines for promotion of links with relevant external bodies and organizations with a view to enhancing the college's academic/research functions in line with the rules and regulations of the University;
- 104.6.16. initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence in the college;
- 104.6.17. determine the allocation and appropriate utilization of the physical resources of the college based on considered recommendations of the dean and the managing director thereof;
- 104.6.18. issue guidelines and procedures on the functions and activities of its standing committees;
- 104.6.19. perform such other functions relevant to the betterment of the teaching-learning process and promotion of research in the college.
- 104.6.20. propose programs to be offered by the academic units under the college including changes thereof; undertake every three years' evaluation of programs, and formulate appropriate recommendations to be forwarded to the Council and supervise implementation of the decision of the Council thereon;
- 104.6.21. recommend the granting of graduate degrees, diplomas and/ or certificates and
- 104.6.22. ensure that the rules governing the appointment of advisors and examination boards as well as those governing their functions are uniformly implemented.



## **CHAPTER EIGHTEEN: UNIVERSITY–WIDE ADVISORY/CONSULTATIVE BODIES**

### **Article 105. University Managing Council and University**

The University shall have:

105.1. University Managing Council and

105.2. University Council as advisory/consultative bodies.

#### **105.1.1 Accountability**

The University Managing Council is accountable to the President.

#### **105.1.2. Membership**

105.1.2.1. Without prejudice to the power of the President to include other pertinent officers, the President, vice presidents, and other key officers in charge of institution-wide student affairs shall constitute the core members of the University Managing Council.

105.1.2.2. The President shall chair the meetings of the University Managing Council.

#### **105.1.3. Responsibilities**

105.1.3.1. The University Managing Council shall advise the president on strategic issues and on other cases that the President believes require collective examination.

105.1.3.2. The University Managing Council shall also serve as a forum for monitoring, coordination and evaluation of institutional operations.

#### **105.1.4. Quorum, Meetings and Minutes**

105.1.4.1. There shall be a quorum to conduct meetings of the University Managing Council when majority of its members are present

105.1.4.2. The University Managing Council shall meet regularly at least twice a month on a regular day and time that shall be determined by the President.

105.1.4.3. The President shall assign a secretary to take minutes of the meetings of the University Managing Council.

#### **105.1.5. Conduct of Meetings**

105.1.5.1. The President shall ensure that ideas are expressed freely and openly at meetings of the University Managing Council.

105.1.5.2. Meetings shall be conducted with the view to reach consensus on motions and draft resolutions.

105.1.5.3. Notwithstanding the provisions of sub-article (2) of this sub-Article, the President may opt to have votes with the view to get ideas on the weights of substantial and competing opinions and/or views.

#### 105.1.6. Disclosure of Deliberations of the Council

To ensure integrity and confidentiality, no member of the University Managing Council other than the President, or a person instructed by him, shall communicate to third parties its deliberations on controversial issues and the results thereof.

#### 105.2.1. The University Council

##### 105.2.1.1. Responsibilities

The University Council shall serve as an advisory/consultative body to the President. In particular, it shall advise the president by expressing its views on institutional proposals regarding plans, budget, organizational structures, academic programs, agreements of cooperation, and on division, merger, and closure of academic units as well as on performance.

##### 105.2.1.2. Accountability

The University Council shall be accountable to the President.

##### 105.2.1.3. Membership and Chairperson

The University Council shall consist of the core members of the University Managing Council, all deans, directors, members of the Senate Standing Committees, the Head of the University Library and Documentation Services, the registrar, other key academic officers, service department heads, and, as it shall be determined by the Board upon the advice of the President, an appropriate number of academic staff and student representatives with appropriate gender mix. The President shall chair the meetings of the University Council.

##### 105.2.1.4. Meetings

The University Council shall meet at least once every six months on the day and time to be fixed by the President

##### 105.2.1.5. Quorum, attendance and non-delegable nature of membership

105.2.1.5.1. It shall be compulsory for members to attend meetings of the University Council.

105.2.1.5.2. Membership may not be delegated except with the express permission of the President.

105.2.1.5.3 There shall be no quorum requirement to conduct meetings of the University Council

##### 105.2.1.6. Conduct of Meetings

105.2.1.6.1. The President shall ensure that a democratic atmosphere stimulating free expression of opinions and ideas prevails at meetings of the University Council.

105.2.1.6.2. Meetings shall be conducted with the view to reach consensus on motions and draft resolutions.

105.2.1.6.3. Notwithstanding the provisions of sub-article (2) of this sub-Article, the President may opt to have votes with the view to get ideas on the weights of substantial and competing opinions, views and/or motions.

105.2.1.7. Secretary

The secretary of the University Managing Council shall also serve as a non-voting, non-consultative secretary of the University Council.

105.2.1.8. Disclosure of Deliberations

No member of the University Council other than the President, or a person nominated by him, shall act as an official spokesperson of the University Council.

## **CHAPTER NINETEEN: DEPARTMENTS, SCHOOLS AND CENTERS**

### **Article 106. Departments/Centers Chairs and School Heads**

#### **106.1. Duties and Responsibilities**

Department/Center Chairs and School Heads shall have executive authority over the academic and administrative matters that lie within their mandates. They shall:

- 106.1.1. initiate the creation or revision of academic programs and recommend to colleges after they are endorsed by the DACs;
- 106.1.2. propose the creation of new academic units or the restructuring or dissolution of existing units and recommend the same to colleges after the proposals are endorsed by DACs;
- 106.1.3. initiate and develop research proposals for their staff;
- 106.1.4. facilitate the recruitment and selection of academic staff with the rank of lecturer;
- 106.1.5. recommend the recruitment of academic staff with the rank of assistant professor and above for decision and appropriate action by colleges after approval by DACs;
- 106.1.6. process the promotion of academic staff to the rank of lecturer upon the approval of DACs;
- 106.1.7. recommend promotions to the rank of assistant professor and above for the decision and appropriate action by the college upon the approval of DACs;
- 106.1.8. take minor disciplinary measures on academic staff including oral warning, written warning, and a fine up to one-month salary;
- 106.1.9. recommend leaves, transfers, resignations, joint appointments and service extension of academic staff upon the approval of DACs;
- 106.1.10. recommend the recruitment, promotion, leaves, development and discipline of administrative staff working for the department/school/center including oral warning, written warning, and a fine up to one-month salary; and decide on demotions in accordance with the rules and regulations applicable to civil servants;
- 106.1.11. prepare plans and budget of their respective departments/schools/centers and submit same to colleges upon the approval of DACs;
- 106.1.12. plan annual procurement of their respective departments/schools/centers/ and submit the same to colleges;
- 106.1.13. authorize the disbursement of approved budget expenditures including project funds;
- 106.1.14. open and operate petty cash accounts of departments/schools and centers;
- 106.1.15. request for maintenance and renovation of all premises and facilities and disposal of property used by departments/schools/centers as appropriate;
- 106.1.16. plan and execute income generating activities from consultancy work, project contracts, donations, tuition fees and utilize such revenue in line with the rules and regulations of the University;
- 106.1.17. initiate external relations with a view to forging partnerships with academic and research institutions, donors, and the industry as well as promoting

- community engagement in line with applicable rules and regulations of the University;
- 106.1.18. invite, select and recruit students for admission as per the Proclamation and the rules and regulations of the University upon the approval of DACs as well as ensure that data base of records of students including grades is kept at his relevant academic unit despite the existence of such records centrally at the University level.
  - 106.1.19. process and approve the academic status of students on the basis of University academic requirements and recommend their graduation upon the approval of DACs;
  - 106.1.20. oversee the wellbeing of students of their respective departments/schools/centers;
  - 106.1.21. facilitate and follow-up academic advice of students;
  - 106.1.22. propose quality assurance mechanisms and enforce the same upon approval by DACs;
  - 106.1.23. direct teaching and research activities, organize workshops and conferences, encourage publications of research outputs;
  - 106.1.24. prepare staff development plan and have it approved by DAC for its implementation;
  - 106.1.25. ensure maintenance of up-to-date records on the teaching, research, and consultancy services of the department/school/center and report same to the college;
  - 106.1.26. assign teachers, tutors, advisors, supervisors, and examiners for graduate, undergraduate, regular and extension students;
  - 106.1.27. keep records of semester teaching load, research, publications conferences, talks, public lectures and public services of each and every staff of the department/school/center and report the same to the AVP and other appropriate offices;
  - 106.1.28. conduct and process performance evaluation of academic staff every semester;
  - 106.1.29. ensure the maintenance of proper records of students of the department/school/center;
  - 106.1.30. initiate and recommend interdisciplinary programs in collaboration with other academic units upon the approval of DACs;
  - 106.1.31. plan and execute community engagement related to its academic activities upon the approval of DACs using resources made available to it by the University or those generated internally by itself;
  - 106.1.32. initiate and support extracurricular activities;
  - 106.1.33. conduct meetings with students once per semester and report the outcome to the college and/or other bodies and offices of the University concerned;
  - 106.1.34. compile biannual and annual report and submit same to the respective colleges;
  - 106.1.35 ensure development and submission of research proposals by academic staff;
  - 106.1.36 devise means and ways of providing equal opportunity to its entire academic staff with regard to research projects;
  - 106.1.37 submit, upon leaving office, a comprehensive written exit report and hand over office related resources to the academic staff replacing them with the view to making the transition smooth; and
  - 106.1.38. perform other related duties assigned by the Dean of the college and the respective department/school.

#### 106.2. Reporting Relationship

The Chair/Head shall report and be accountable to the Dean of the College. He shall report operationally regularly through written correspondences and formally through a quarterly report on activities against the plan.

#### 106.3. Appointment and Term of Office

The Chair/ Head shall be appointed by the dean of the college from a list of three candidates nominated by the respective academic unit committee. He may not be nominated from among academic staff members who are on study or research leave or have retired. He shall be a full-time academic staff of the department/school/center concerned. He shall hold office for a period of three years that can be renewed once if re-nominated.

### **Article 107. Duties and responsibilities of Deans of Schools under CHS**

The Deans of Schools under CHS shall have the same duties and responsibilities stipulated under Article 1106 of this Legislation.

## **CHAPTER TWENTY: DEPARTMENT/SCHOOL/CENTER LEVEL ACADEMIC AND GRADUATE COMMISSIONS**

### **Article 108. Department/Center/School Level Committees**

In each department/center/school of every college, there shall be established an academic committee (DAC/CAC/SAC) and where appropriate Department/Center/School Graduate Committee (DGC/CGC/SGC), the composition, powers and duties of which are set forth as follows.

#### **108.1 Composition and Terms of Office**

##### **108.1.1. DAC/CAC/SAC**

- 108.1.1.1. A DAC/CAC/SAC shall consist of 7 members. Four of the seven members shall be elected from among the full time academic staff of the concerned department/school/center with the rank of lecturer and above, and two shall be student representatives from regular and continuing education programs.
- 108.1.1.2. Where the number of full-time academic staff of the department is less than five, all the full-time academic staff with the rank of lecturer and above shall constitute the DAC/CAC/SAC.
- 108.1.1.3. The term of service of the elected members of the DAC/CAC/SAC shall be two years.
- 108.1.1.4. The department/center chair or school head shall act as chairperson of DAC/CAC/SAC.
- 108.1.1.5. The rules of procedure of the AC, provided for in this Legislation, shall apply to the working of the DAC/CAC/SAC *mutatis mutandis*.
- 108.1.1.6. The DAC/CAC/SAC, when it deems it necessary, may appoint ad-hoc subcommittees, whose membership may be drawn from among itself or other staff of the department/school/center, to perform specific tasks.
- 108.1.1.7. The DAC/CAC/SAC may co-opt and invite to its meetings any member of the staff of the department/school/center in the course of execution of its tasks. Such invited members shall not have voting rights.

##### **108.1.2. DGC/CGC/SGC**

- 108.1.2.1. The DGC/CGC/SGC shall have five members, with the department/center chair or school head as a chairperson and four elected members of the academic staff.
- 108.1.2.2. All the members of the DGC/CGC/SGC, except the chairperson, shall be from among those who involve in graduate program/s of the concerned department/school/center or any other academic unit of the University.
- 108.1.2.3. The term of office of elected members of the DGC/CGC/SGC shall be three years.

#### **108.2. Powers and Responsibilities**

##### **108.2.1. The DAC/CAC/SAC shall:**

- 108.2.1.1. prepare the department's/center's/school's short and long term objectives, plans and programs, and necessary budget for their implementation and

- submit the same to the dean through the chair/ head;
- 108.2.1.2. recommend criteria to the AC for the selection of students joining the department/center/school;
- 108.2.1.3. ensure that all examinations are reviewed for completeness of content, rigor and soundness;
- 108.2.1.4. review grades and report the academic status of students to the AC every semester;
- 108.2.1.5. recommend graduation of students to the AC;
- 108.2.1.6. plan and coordinate regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, merger of courses, conduct of research, proper utilization of departmental resources, maintenance of academic standards and quality of the programs of the department/center/school;
- 108.2.1.7. review and approve research proposals;
- 108.2.1.8. promote and coordinate consultancy services in the department/center/school; and ensure that the University's regulations governing consultancy services are adhered to;
- 108.2.1.9. deliberate and decide on disciplinary cases of students pertaining to academic matters in accordance with the rules and regulations of the University; and
- 108.2.1.10. recommend actions to the dean, regarding:
  - 108.2.1.10.1. promote the well-being of staff and the students of the department/center/school;
  - 108.2.1.10.2. put in place staff development schemes for the department/center/school; and
  - 108.2.1.10.3. initiate scholarships, fellowships, prizes and other awards to students of the department/center/school; and
  - 108.2.1.10.4. recommend to the AC, the appointment and promotion of academic staff of the department/center/school.
- 108.2.2. The functions of DGC/CGC/SGC shall be to:
  - 108.2.2.1. develop department/center/school graduate program/s in collaboration with the staff;
  - 108.2.2.2. review and revise the program/s at least every three years;
  - 108.2.2.3. coordinate and supervise all activities of the program/s;
  - 108.2.2.4. review and approve examinations and grades on the basis of guidelines provided by the GPO;
  - 108.2.2.5. prepare semester reports on its activities and submit the same to the AC;
  - 108.2.2.6. assign a research advisor for each graduate student;
  - 108.2.2.7. assign members of examining board for theses, dissertations and other qualifying examinations for approval by the AC.
  - 108.2.2.8. determine applicants' transfer request and ascertain that students who request transfer to the department/center/school satisfy the academic requirements for admission into the program to which transfer is sought;
  - 108.2.2.9. assess applications of students who request readmission and make recommendations to the AC;
  - 108.2.2.10. assess students' request for extension of the duration of study and make recommendations to the AC;
  - 108.2.2.11. facilitate conditions to ensure that a student hands over fixed assets he has purchased in connection with his thesis or dissertation using University resources; and
  - 108.2.2.12. allocate research funds to students equitably.



## **CHAPTER TWENTY ONE: CONTINUING AND DISTANCE EDUCATION**

### **Article 109. General Provisions**

- 109.1. The *raison d'être* for continuing and distance education includes the need to expand access to post-secondary education, to enhance the role of the University in the nation's socio-economic development and expand partnership with stakeholders (business community, government agencies, and non-profit organizations).
- 109.2. The CDE Office shall place excellence in the pursuit of the University's mission of providing education, conducting research and rendering service to the public.
- 109.3. The CDE Office shall work closely with the Regular Undergraduate and Graduate Program Offices.
- 109.4 The University shall:
  - 109.4.1. devise benefit packages to attract its academic staff to the CDE;
  - 109.4.2. formulate principled strategies to share revenues emanating from the CDE with academic units that run such programs; and
  - 109.4.3. work proactively towards tapping into the potentials of the CDE within the bounds of Addis Ababa and beyond.

### **Article 110. Power and Responsibilities of the CDE Office**

- 110.1. Develop policies and guidelines and frameworks to ensure the implementation of continuing and distance education programs by academic units;
- 110.2. prepare a strategic plan for continuing and distance education program of the University by identifying the educational needs of the public and facilitate the launching of the programs;
- 110.3. plan and coordinate the offering of education and training programs through continuing and distance education, distance or virtual and summer education for short-term trainings for capacity building, or for imparting knowledge and skills in specific fields, and award appropriate certificates;
- 110.4. coordinate and implement graduate and undergraduate programs in continuing and distance education in collaboration with graduate and undergraduate program offices;
- 110.5. work in consultation with relevant academic units and offices to develop strategies in the management of income generated through continuing and distance education as part of community engagement;
- 110.6. review and revise, from time to time, the rate of tuition fee in order to provide quality

service at an affordable price and as a means of revenue generation for the university;

- 110.7. provide programs to enable professionals who may already have degrees to advance their careers by acquiring supplementary skills or capabilities;
- 110.8. make continuing education accessible to everyone as a starting point for a lifelong learning process;
- 110.9. provide part-time, on-the-job and/or on-the-spot education and facilitate lifelong learning by overcoming barriers of time and distance through the use of appropriate media of communications such as internet, interactive video and others;
- 110.10. develop, coordinate and implement more flexible programs compared to those executed at higher education institutions;
- 110.11. ensure equal access to university academic resources for students enrolled in continuing education programs;
- 110.12. oversee the proper execution of rules and regulations of the University regarding the teaching-learning process in the University's extension, in-service and distance education programs;
- 110.13. develop and oversee the implementation of guidelines, programs and mechanisms for student success and reduction of attrition;
- 110.14. collect, process, deploy and disseminate information and data in the form of catalogues on extension, in-service and distance programs; and
- 110.15. monitor and oversee the process of appointment of instructors for continuing education programs as per the legislation and applicable laws.

## CHAPTER TWENTY TWO: GRADUATE STUDIES

### Article 111. General Provisions

- 111.1. The University offers programs of study and research leading to Master of Arts (M.A.), Master of Education (M.Ed.), Master of Science (M.Sc.), Master of Laws (LL.M), Master of Business Administration (MBA), Doctor of Philosophy (Ph.D.) and similar other graduate degrees as well as programs leading to specialty and sub-specialty certificates in medicine or other similar programs.
- 111.2. The University may also, as conditions permit, offer such programs of study and research leading to post-graduate and post-doctoral diplomas.
- 111.3. The provisions of sub-article 1 of this Article shall also apply to graduate continuing and distance education programs.
- 111.4. Graduate programs in the regular, continuing and distance shall have equal value as such programs are the same as regular graduate programs in all respects except in the form of delivery, duration of study and scheduling. Accordingly, graduate continuing and distance education students shall receive quality instruction, advising and administrative services comparable to regular graduate students.
- 111.5. The University may introduce differential payment structure relating to tuition and other fees to be made by graduate continuing and distance education students. The threshold of such payments shall be that paid by regular graduate students per ECTS.
- 111.6. Full-time academic staff shall accept teaching assignments in continuing and distance programs whenever circumstances warrant. Similarly, supporting staff, whether fulltime or part-time, shall accept assignments in such programs beyond their regular hours of work in accordance with the principles and rules of civil service.
- 111.7. The University shall put in place a system of appropriate payment and incentive scheme for work done by academic and support staff beyond their regular hours of work.
- 111.8. All university-wide policies, rules and regulations shall, *mutatis mutandis*, apply to graduate programs run under the auspices of the Office of the AVP.
- 111.9. Graduate programs shall be under the Office of the AVP which shall, for this purpose, function through the OGP, the Office of Continuing and Distance Education, College ACs, Department/School/Center/Graduate Committees (D/S/C/GCs), the Academic Standards and Program Review Committee (ASPRC).
- 111.10 Without prejudice to the provisions of this Legislation regarding graduate programs, the standards entitled “PhD Programs Standard and Management in Addis Ababa University, February 2019” shall apply, *inter alia*, to regulations governing PhD programs, progress monitoring standards, role and responsibility of academic units, college/institute level PhD advisory committee and quality assurance, PhD teaching at the University, PhD dissertation assessment and examination, ethical standards, physical facilities, utilities/material and equipment and cross-cutting norms.

## **Article 112. Multidisciplinary Graduate Programs involving several Academic Units**

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

## **Article 113. Duties and Responsibilities of the Office of the Graduate Programs (OGP)**

The OGP shall:

- 113.1. ensure effective implementation of policies laid down by the Senate and the ASPRC with regard to the proper administration of graduate programs;
- 113.2. develop policies and guidelines and frameworks on curricular development process of graduate programs and, upon approval, ensure the implementation thereof by academic units;
- 113.3. plan, initiate, coordinate and assist the development of strategic plan for efficient management of existing and expansion graduate programs, and opening of new ones based on needs and on national priorities;
- 113.4. assemble data on graduate intake capacity and reconcile needs with capacities;
- 113.5. recommend ways of fostering the development of graduate programs in the University;
- 113.6. coordinate and facilitate the development of trans-and interdisciplinary graduate programs in consultation with the colleges, departments, schools and centers concerned;
- 113.7. collaborate and facilitate internal and external assistance for graduate programs and their research activities;
- 113.8 handle all matters related to examination of theses and dissertations including selection of examiners, their payments, dissertation and thesis evaluations, and handling complaints arising thereof as well as administer regular budget related to these activities allocated and transferred to it by the University;
- 113.9. ensure standards set are met in graduate program development and implementation;
- 113.10. collect, process, deploy and disseminate information and data on graduate academic programs;
- 113.11. monitor the management of graduate programs in colleges and forward recommendations; and

113.12. perform such other duties as may be assigned by the AVP.

#### **Article 114. Admission to Graduate Studies and Transfer of Graduate Students**

The provisions of Chapter 14 and Article 94 of this Legislation shall govern matters pertaining to admission to graduate studies including special admission, advance standing and transfer of students.

#### **Article 115. Conditions of Student Scholarship Award**

115.1. The University may grant scholarship to graduate students who meet admission requirements.

115.2. Such scholarship scheme shall be based on academic merit and need. Scholarship shall be granted in a competitive and transparent manner.

115.3. The University may deploy its scholarship scheme to promote equity without however compromising academic merit. It may also use its scholarship scheme to attract academically meritorious students to certain disciplines.

115.4. The University concerned body shall propose uniform scholarship fund raising and administration mechanisms and secure the approval and oversee the implementation thereof.

#### **Article 116. Enrolment and Registration in Graduate Studies**

116.1. A candidate may be admitted to a Ph.D. program at any time in the year, but shall normally enroll for his formal studies at the beginning of the semester following his admission.

116.2. A graduate student must register at the beginning of each semester. A student who fails to maintain continuous registration without officially withdrawing from a program shall be considered to have dropped out of the program. If such student seeks to resume his studies, he must submit a readmission application to the Office of the Registrar. The application shall be assessed by the DGCs, endorsed by the AC and approved by the ASPRC on the basis of the rules and regulations in force at the time of readmission.

#### **Article 117. Program of Study**

117.1. All graduate students including continuing and distance graduate students shall, prior to starting their courses of study, be given diagnostic tests to determine their levels of preparation in the areas of Academic English or Quantitative Methods and/or Computational Skills.

117.2. A Ph.D. candidate shall have a supervisor assigned by the DGC. The supervisor shall have a rank of associate professor or above. However, in case of staff shortage the DGC may propose that assistant professor holding PhD degree with merit supervise a PhD student. The primary responsibility of the supervisor is to assist the student to complete the research area within an agreed time-frame. In particular, it

is the responsibility of such supervisor to follow up the progress of the candidate and advise him on areas of specialization and research and provide adequate and timely feedbacks and evaluation of his progress. Where the DGC finds it feasible, it may set up a PhD advisory committee in consultation with the student concerned consisting of three members to be chaired by a principal advisor (associate professor or full professor). The advisory committee shall prepare and conduct a comprehensive qualifying examination within two months after the pre-candidate has completed the course requirements. Where the setting up of a PhD advisory committee is deemed feasible, a scholar from outside the University may be appointed by the DGC as a member of the advisory committee.

- 117.3. The DGC shall present its program of graduate studies to the AC, which, after careful consideration, shall present it to the ASPRC for approval before implementation.
- 117.4. Programs shall be modular with a minimum of eight hours student daily workload but may or may not be delivered in block teaching. One ECTS shall approximately be equivalent to 25 hours of student workload for theoretically inclined module and 30 hours of student workload for practically inclined module.
- 117.5. In programs where credit points system is retained, one credit hour shall be one lecture hour or three laboratory hours per week per semester. Book reviews, laboratory reports, term papers, etc. shall normally be required for each graduate course.
- 117.6. Delivery of a module shall involve the division of student workload into three components namely interactive teaching-and-learning, self-learning and collaborative learning. The meaning of each of these teaching-learning components and the percentage to be allocated to each shall be as determined in the Policy for the Graduate Programs of the University.
- 117.7. Student assessment in every module shall consist of continuous assessment and a final comprehensive exam.

## **Article 118. Credit Requirements and Course Load**

- 118.1. The total number of ECTS for course/module work in Masters Programs shall be from 59.5 to 70 ECTS for programs requiring thesis work and from 89.5 to 100 ECTS for non-thesis programs.
- 118.2. The maximum number of ECTS in Ph.D. programs which require coursework shall be 32.
- 118.3. Departments/schools/centers may administer comprehensive examinations for non-thesis programs as partial fulfillment for graduation.
- 118.4. Upon the recommendation of their advisors, Master`s and Ph.D. students may audit courses.
- 118.5. The Office of the AVP may issue guidelines on the modalities of auditing courses.

## **Article 119. Duration of Study**

- 119.1. The duration for the completion of a Masters program shall be in accordance with Article 72.3 of this Legislation.
- 119.2. The duration for the completion of a Ph.D. or specialty certificate program shall be four years except in the case where it can be established that a candidate can complete his Ph.D. or specialty program in three years without compromising University academic standards.
- 119.3. The duration of sub-specialty certificates shall be between two to three years.
- 119.4. Extension of the duration of study, be in the regular program or in the evening/weekend and *kiremt*/summer in-service program, may be allowed as provided herein where a candidate shows that he was unable to complete his studies within the specified period due to *force majeure* and where the extension is recommended by the DGC endorsed by AC and approved by ASPRC:
  - 119.4.1. for a Master's degree, a maximum of four years;
  - 119.4.2. for a specialty certificate a maximum of five years; and
  - 119.4.3. for a Ph.D. a maximum of six years.
- 119.5. A candidate shall complete at least 50% of the required duration of study at the University to qualify for graduation.
- 119.6. Residency requirements for special graduate programs shall be set by guidelines to be issued by ASPRC.

## **Article 120. Grading System and Status**

- 120.1. Examinations are graded as stipulated in chapter fourteen of this Legislation.
- 120.2. The status and academic achievements of students enrolled in graduate programs shall be governed by the provisions under chapter fourteen of this Legislation.

## **Article 121. Thesis/Dissertation**

- 121.1. General Requirements
  - 121.1.1. The general requirements and guidelines on thesis/dissertation are developed for all departments/schools/centers by ASPRC.
  - 121.1.2. A thesis shall constitute a partial fulfillment of the requirement for a master's degree except in a program where it is not required. In addition to his thesis, a master's degree program candidate shall, except in a program where thesis is not required, produce at least one publishable manuscript which he shall present during his thesis defense.
  - 121.1.3. A Ph.D. dissertation is a requirement for a Ph.D. degree.
  - 121.1.4. A Ph.D. dissertation is not complete unless it constitutes an independent scholarly work inclusive of all scholarly apparatus used in the discipline. It shall be presented in a form regarded as suitable for examination in the discipline concerned and it shall conform to all other formal requirements of the University for presentation of a dissertation including but not limited

to word limits.

## **121.2. Selection and Approval of Thesis/Dissertation Topic**

121.2.1. The candidates involved in the graduate programs shall select topics for their thesis/dissertation in consultation with their advisors.

121.2.2. Thesis/dissertation topic of each candidate shall be recommended by the DGC and approved by the AC as early as possible, and not later than the time of the candidate's enrolment in the second half of his program.

## **121.3. Format of Thesis/Dissertation**

The thesis/dissertation format shall be in accordance with the guidelines set by the ASPRC.

## **121.4. Submission of Thesis/Dissertation**

121.4.1. No candidate may be permitted to submit a thesis/dissertation in less than one academic year from the date of the first registration except with a special permission of the DGC.

121.4.2. A candidate may submit his thesis/dissertation any time during or after the last semester of his coursework but no later than a year for masters and two years for Ph.D. after the completion of coursework with the exception of candidates who are allowed extended time of submission by DGC.

121.4.3 A PhD candidate shall publish or produce evidence of acceptance for publication of at least one article in a reputable journal. This requirement shall apply to all students to be admitted to the PhD programs of the University one year after the effective date of this Legislation.

## **121.5. Procedures for Examination and Submission of Thesis/Dissertation**

121.5.1. When a candidate, after conferring with the advisor, gives notice of readiness to submit his thesis/dissertation, the DGC of the department in which the candidate is enrolled shall designate an examining board and select an external examiner. The external examiner should be selected in good time and obtain a copy of the thesis/dissertation of the candidate at least four weeks before the date set for the defense. The board shall have a minimum of three and a maximum of five members including the advisor who may attend the defense session without the right to take part in grading the Thesis/Dissertation. Normally internal members of the examining board shall be drawn from the advisory committee. 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/dissertation defense.

121.5.2. A thesis shall be submitted to the department/school/center at least one month before the date of defense.

121.5.3. A dissertation shall be submitted to the department/school/center at least two months before the date of defense.

121.5.4. For a thesis, the DGC may assign an external examiner from other universities and institutions.

121.5.5. For a dissertation, examiners must be assigned of which one must be external,



an academic staff from another reputable university. The external examiner has an obligation to inform the status of the dissertation to the head of the academic unit concerned, at least fifteen days before the date of the defense. Where he is of the view that the dissertation is not defensible, the defense date shall be rescheduled, irrespective of the opinion of the internal examiner.

121.5.6. Examinations may be conducted through electronic media. The external examiner shall be a full member of the Board.

#### 121.6. Copies of Thesis/Dissertation Required

121.6.1. A sufficient number of hard copies of the thesis/dissertation shall be submitted for defense to the office of the head of the department/school or coordinator of the center including copies to be distributed to each member of the examining board and one copy to be kept in the office of the department chair.

121.6.2. 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/school/center within two weeks after the date of the defense. All the copies shall remain property of the University and as such the University may utilize the same by making, such copies, among others, part of its online database in accordance with the relevant laws of the country.

#### 121.7. Thesis/Dissertation Presentation and Defense

121.7.1. The chairman of the DGC shall announce the thesis/dissertation topic, venue and time of the defense ahead of time. The process of thesis/dissertation presentation and defense shall, unless otherwise required by justifiable circumstances, be open to the public.

121.7.2. The person presiding over the thesis/dissertation presentation and defense shall be assigned by the DGC.

121.7.3. After the defense, the examining board decides either to accept or reject the thesis/dissertation.

#### 121.8. Accepted Thesis/Dissertation

121.8.1. Accepted with no change or some minor changes

121.8.2. A thesis/dissertation is accepted if no change or some minor changes are recommended by the board or accepted with recommendations of significant changes. A thesis/dissertation having merit may be accepted with recommendations for substantial changes which are to be made to the satisfaction of members of the examining board or its designate. The examining board shall include in its report a brief outline of the nature of the changes required, justification as to why the change is needed and indicate the time by which the changes are to be completed. A copy of such recommendations shall be given to the candidate.

#### 121.9. Rejected Thesis/Dissertation

A Thesis/Dissertation shall be rejected if:

121.9.1. the work is found by the examining board not to have met the required

- standards; or
- 121.9.2. the work is judged as plagiarized by the examining board; or
- 121.9.3. the work has been already used to confer a degree from this or another University. However, this shall not preclude the candidate from submitting such work, provided enough extra work has been done to expand the scope and depth of the subject.

#### 121.10. Effect of Rejection

- 121.10.1. The ASPRC may approve guidelines providing safe exit points through awarding postgraduate certificate or postgraduate diploma to Masters candidates whose thesis has been rejected or MPhil or its equivalent to Ph.D. candidates whose dissertation has been rejected.
- 121.10.2. The AC shall decide on the dismissal or suspension of a candidate whose thesis/dissertation has been rejected due to plagiarism or may impose other disciplinary measures.

### **Article 122. The External Examiner**

#### 122.1. Purpose and Functions

- 122.1.1. The purpose of having external examiners is to ensure that students qualifying for the degrees offered measure up to academic expectations of other academic institutions.
- 122.1.2. As a member of the examination board, the external examiner may participate in assessment processes for the award of degrees; and comment and give advice on course content, balance and structure.

#### 122.2. Selection and Appointment

- 122.2.1. The DGC shall recommend the appointment of particular persons as external examiners.
- 122.2.2. Appointment is made by the concerned head of the academic unit after the recommendation of the DGC is approved by the AC.
- 122.2.3. The department seeking the appointment for an external examiner should submit to the AC, biographical data including academic achievements, publications, and experience;
- 122.2.4. In approving an external examiner, the AC shall ascertain the following:
  - 122.2.4.1. the external examiner shall be one with command of authority in the program of study and in all cases, must have an academic rank of at least assistant professor (or equivalent). Exceptions shall be approved by the AC on a case by case basis;
  - 122.2.4.2. an external examiner in general must be external to the college, department and center of the University. Exceptions shall be approved by the AC on a case by case basis when presented to it by the DGC concerned,
  - 122.2.4.3. a former staff of the department concerned cannot be invited to be an external examiner before a lapse of at least two years;
  - 122.2.4.4. the same external examiner may not be appointed for more than three consecutive years. An external examiner may be re-invited

- only after a lapse of two years;
- 122.2.4.5. external examiners from outside the higher education system such as from industry and the professions may be appropriate in certain circumstances.

### 122.3. Participation in Assessment Procedures

- 122.3.1. An external examiner, as a full member of the relevant board of examiners, shall be present at all examiners' meetings at which significant decisions are to be taken in his area of specialization.
- 122.3.2. The provisions of sub-Article 121.5.6 shall not be applicable for an examiner through correspondence or via ICT. Physical presence is not required where the examination employs ICT or correspondence.
- 122.3.3. 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.
- 122.3.4. The signature of an external examiner shall be appended to the final results of the candidate as evidence that he accepts the results.
- 122.3.5. External examiners shall give comments on the assessment process and the schemes for marking.

### 122.4. Reports

- 122.4.1. External examiners shall make written official reports at the end of their visits which should be available to the department concerned. The report shall include observations on teaching process, course structure and content.
- 122.4.2. The external examiner shall submit a report to the DGC and AC. The report shall be sent to the AVP and copied to the chairperson of the relevant AC and DGC. The head of the department/school or coordinator of the center shall have the responsibility to ensure that the recommendations are considered and actions are taken.

## **Article 123. Graduation**

A candidate who fulfils the requirements laid down in this Legislation and whose research, study and examination results are judged to be of sufficient merit shall be recommended by the Office of the Registrar to the Senate for graduation and award of appropriate credentials by the University.

## CHAPTER TWENTY THREE: BESTOWAL OF HONORARY DOCTORATE DEGREE

### Article 124. Honorary Doctorate/*Doctor Honoris Causa*

#### 124.1. Principles

- 124.1.1. The rank of honorary doctorate or *doctor honoris causa* is an honorific title granted by a special procedure to persons of exceptional achievement as a token of respect.
- 124.1.2. The University may award honorary doctorate degrees to honor persons of outstanding contributions, and this may include a person deserving of honor by virtue of scholarly distinction, noteworthy public service resulting in significant contributions either to the University or to education in Ethiopia, to other spheres of development in Ethiopia, Africa or the world at large.
- 124.1.3. The University may honor individuals with the highest caliber, distinguished as learned persons whose knowledge and wisdom are considered exemplary. The University considers the attribution of such an honorary title as a means for:
  - 124.1.3.1. recognizing an outstanding person who has contributed notably to his field of expertise;
  - 124.1.3.2. exercising the rightful social roles of a university, and improving its public image as an institution that gives high regards to outstanding intellectual and creative accomplishments, thereby allowing the University to make public declaration of its values. In selecting candidates, the University shall attempt to choose individuals of such a caliber that in honoring them, it too is honored.

#### 124.2. Fields for Conferring *Doctor Honoris Causa* and Posthumous or in Absentia Award

- 124.2.1 The common fields for conferring *doctor honoris causa* and the appropriate nomenclature of the degrees shall include, but are not restricted to, the following fields of knowledge:
  - 124.2.1.1. Doctor of Laws, *honoris causa* (LLD): Awarded for outstanding scholarly achievement in law or for exceptional public service;
  - 124.2.1.2. Doctor of Letters, *honoris causa* (DLitt): Awarded for outstanding achievement in the humanities, social sciences, or in the performing arts, of a scholarly or creative nature;
  - 124.2.1.3 Doctor of Humane Letters, *honoris causa* (DHLitt): Awarded for outstanding achievement in the humanities, social sciences, or in the performing arts, of a scholarly or creative nature with more contributions to social well-being and humanity; or
  - 124.2.1.4 Doctor of Science, *honoris causa* (DSc): Awarded for outstanding achievement in the pure and applied sciences,

usually of a scholarly nature;

124.2.2. A degree *honoris causa* may be awarded posthumously under exceptional circumstances or in absentia.

#### 124.3. Criteria for Selection

The award of honorary degrees by the University shall be for high distinction and/or outstanding service in one or more of the following:

- 124.3.1. accomplishments: Outstanding intellectual/academic work of an exceptional and exemplary nature, distinctive for creativity and for contribution to the general welfare of the Ethiopian society;
- 124.3.2. service to the public: Outstanding leadership in education, business, public service, or other appropriate sectors of society; and
- 124.3.3. service to the University: Support for the University of a nature so distinctive and major as to constitute a most significant element in the growth and development of the institution.

#### 124.4. Nomination and Approval of Honorary Degrees

- 124.4.1. All aspects of the nomination process shall be confidential; in particular, a person so nominated shall not be consulted beforehand, or at any time prior to the Senate decision on the proposal, and all deliberations, investigations and recommendations relating to the nomination shall be treated as strictly confidential by all persons concerned therewith.
- 124.4.2. Nominations may be submitted by individual academic staff, departments, schools, institutes, centers, senate and board members of the University, anonymously if need be.
- 124.4.3. Each nomination shall include the full name of the nominee, the degree proposed and a biographical sketch of the candidate, a summary of the accomplishments or deeds for which the nominee would be honored along with supporting document.
- 124.4.4. The SRAPC shall handle the task of receiving nominations, preparing citations for Senate deliberations, preparing degrees and medals and extending invitations to the nominee(s) through the President and the relevant offices of the University upon approval by the Senate.

#### 124.5. Award of Degrees

The Senate shall decide the occasion for the award of doctor *honoris causa*.

#### 124.6. Title of Address

A person holding the title of Honorary Doctorate shall be entitled to use the title ‘*Honorary Doctor*’ in writing, with his names, and the title shall be abbreviated as *Hon. Dr.* Such person may use the title only with the adjective ‘Honorary’ or the abbreviation *Hon.*

#### 124.7. Restrictions

124.7.1. No person who is employed by the University and affiliated to it in some formal way, including through its academic units, academic staff members and members of the University Board, may be granted an honorary degree until after he has relinquished to hold that position.

124.7.2. Notwithstanding the provisions of sub-Articles 124.7.1. hereof the University Senate shall judge exceptional circumstances.

#### 124.8. Testamur/Testimonial

The conferral of a degree of *honoris causa* shall be evidenced by a Testamur (testimonial) issued under the seal of the University.

#### 124.9. Additional Guidelines

The EC shall develop additional guidelines on procedures and schedule of activities.

## **TITLE VI: RESEARCH, PUBLICATIONS, CONSULTANCY SERVICES AND COMMUNITY ENGAGEMENT**

### **CHAPTER TWENTY FOUR: RESEARCH AND PUBLICATIONS**

#### **Article 125. Policy Premises on Research**

- 125.1. The focus of research in the University shall be primarily on promoting the relevance and quality of education and on the country's development issues focusing on transfer of technology and innovation, and including basic research. To this end, the University shall, in consultation with stakeholders, define its core research areas and themes on the basis of the priority needs of the country and its comparative advantages.
- 125.2. The University shall deploy its academic staff primarily as teachers, researchers, or a combination thereof on the basis of its research agenda and plan, demonstrable merit, and practicality, and stipulations which clarify debated areas.
- 125.3. The University shall put in place a system for the dissemination of research findings through publication of books and periodicals, presentation of occasional papers and participation in and conducting of seminars, symposia and workshops.

#### **Article 126. General Provisions on Research**

- 126.1. The University shall:
  - 126.1.1. establish a system which ensures that research funds are managed and utilized within a system that adheres to transparency, accountability, efficiency and efficacy;
  - 126.1.2. see to it that the RPC assume, among others, the responsibility to formulate research policies and guide and monitor their implementation in accordance with Article 16 of this Legislation;
  - 126.1.3. establish Research and Innovation Fund, Research and Development units in fields deemed pertinent, and Science and Technology Park and create the environment for innovation and the transfer of technology from laboratory to the market place;
  - 126.1.4. collaborate with the industry in establishing business and research incubation centers and create the environment for start-up companies and for reverse engineering and applied research;
  - 126.1.5. ensure that its academic units equip students with basic knowledge and skills that enable them to undertake further and relevant studies and research;
  - 126.1.6. allocate seed money for beginner researchers especially those who engage in basic research; and
  - 126.1.7. adopt and implement comprehensive research incentive mechanisms.
- 126.2. Any academic unit may enter into joint research partnerships and receive research funds from national and international sources provided the research is consistent with accepted research standards, code of professional ethics, and norms and

policy of the University and provided such undertakings are assumed pursuant to the existing laws and policies of the University regarding partnerships.

126.3. Any research undertaking shall follow the rules and procedures of research standards, codes of professional ethics, norms and responsibilities as stated in the research policy of the University.

126.4. Academic units of the University shall carry out assessment research on the quality and relevance of their research outcomes every three years. And the findings of such assessment research shall be periodically consolidated by the Office of the VPRTT and be deployed to enhance future research capabilities of the University.

## **Article 127. Procedures for Initiating and Conducting Research**

127.1. A research proposal of an academic staff for which internal or external funding is sought shall be submitted to the relevant committee in charge of research and publications in the academic unit concerned for review and endorsement. Academic staff carrying out research without the need for financial support shall notify their departments of such activities.

127.2. A research proposal reviewed and endorsed by the relevant committee in charge of research and publications of the academic unit concerned shall be approved by the AC.

127.3. Where funds are sought from sources internal to the University, the proposal shall be presented to the VPRTT for appropriate action. The RPC reserves the right to have the proposal reviewed by independent professional assessors notwithstanding the provisions of sub-Article 127.2 of this Article.

127.4. Where funds are sought from sources external to the University, the proposal shall be reviewed and approved by the VPRTT.

127.5. The modalities for initiation, review, endorsement and approval of research proposals at the various levels shall be issued in the form of guidelines by the RPC.

## **Article 128. Administration of Research**

128.1. The overall administration of research in the University is vested in the VPRTT. In particular, the VPRTT's responsibility in this regard shall include:

128.1.1 leading research in the University;

128.1.2 setting research agenda;

128.1.3 soliciting, securing and managing research funds and research grants;

128.1.4 selecting and publishing graduate research outputs;

128.1.5 ensuring research quality, and setting standards with the view to ensuring the quality and productivity of the journals;

128.1.6 monitoring the University's journals and other publications to ensure enforcement of the standards set and providing support to them which include automation, devising mechanisms to provide recognition for article assessors, and introducing incentives for language editors; and



- 128.1.7 establishing, as well as leading, a graduate research council which is composed of representatives from the colleges to facilitate activities related to graduate research and financing.
- 128.2. The VPRTT, a Director of Research, deans, institute directors, associate deans for research, Technology Transfer and Community Engagement, department heads, school heads and center coordinators shall have the responsibility to implement the guidelines to be issued by the Senate or RPC.
- 128.3. Researchers whose proposals have been approved and funded shall submit regular reports to department heads, deans, institute directors and the VPRTT in accordance with guidelines set by the Senate RPC.
- 128.4. All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the Office of the VPRTT.
- 128.5. The financial administration of collaborated research funds shall be governed by the existing financial policy, rules and procedures of the University, such other relevant guidelines as may be issued by the VPASS and approved proposal.
- 128.6. The University shall devise concrete mechanisms of enhancing research incentives and funds.

## **Article 129. General Provisions on Research Institutes**

All academic rules and regulations governing teaching academic units, including their organizational structure, shall, *mutatis mutandis*, apply to institutes. Teaching and research institutes may in particular have academic commission, in order to handle day-to-day matters, like any other academic unit of the University.

## **Article 130. Functions of Research Institutes**

Research institutes shall:

- 130.1. initiate, coordinate, and direct interdisciplinary research based on the guidelines for research provided by the Office of the VPRTT;
- 130.2. initiate, plan, organize, solicit and secure various local and foreign donations and competitive research grants;
- 130.3. publish journals and other research findings;
- 130.4. encourage, promote and coordinate the dissemination of research findings through channels such as workshops, lectures and ICT;
- 130.5. encourage and assist scholars to engage in research by providing financial assistance or otherwise; and
- 130.6. involve graduate and undergraduate students from relevant disciplines in their research projects;
- 130.7. With the view to attaining the objectives set forth in sub-article 1 of this Article, each research institute shall have core academic staff with home-base in the constituent academic units, support staff, a working place and adequate facilities as appropriate, a statute to govern the overall activities of the unit, a Director and a Research Institute Commission (RIC);
- 130.8. The support services arrangement shall be in place for each research institute taking into account its unique objectives, duties and responsibilities, physical proximity with other institutes of the University and magnitude of transaction it handles; and
- 130.9. Perform other tasks as may be assigned to it by the Senate or by the President.

## **Article 131. Director of a Research Institute**

### **131.1. Powers and Duties**

Without prejudice to the powers and responsibilities conferred upon the RIC, a research institute director shall:

- 131.1.1. provide effective leadership, direction, and support in establishing, communicating, and achieving short-and long-term development goals and initiatives to promote the research and community engagement missions of the institute;
- 131.1.2. identify research priorities, and develop strategic vision for the research institute;
- 131.1.3. initiate, plan, solicit and secure grants and donations through competitive grant proposal writing from internal and external sources;
- 131.1.4. arrange and organize conferences, seminars, and symposia related to the objectives of the Institute;
- 131.1.5. take leadership role in the development of an international reputation for the Research Institute;
- 131.1.6. attract research grant, and other income, from a variety of sources, of a sufficient level that the research institute will become self-sustaining after the initial period;
- 131.1.7. lead the production of high quality, peer-reviewed papers by members of the research institute;
- 131.1.8. lead the involvement of members of the research institute in collaborative research within University and with other universities, across the range of disciplines relevant to the institute;
- 131.1.9. lead the conduct and coordination of various research consultancy works in the areas of the institute's mandate;
- 131.1.10. ensure that the institute has a presence at relevant high-profile international conferences, in order to disseminate the institute's research findings; and
- 131.1.11. have authority to make decisions on financial matters with accountability as per the rules and regulations of the University as well as possess authority over support staffs who are assigned to handle financial and procurement matters of the research institute including decision over their performance evaluation.

### **131.2. Appointment and Terms of Office**

- 131.2.1. Each institute shall be managed by a director who shall be appointed by the President on merit based competition and be accountable to the VPRTT.
- 131.2.2. The director shall serve for three years.
- 131.2.3. Institutes may have a deputy director and such other offices that may be deemed appropriate for properly discharging their activities.

### 131.3. Research Institute Commission (RIC)

#### 131.3.1. Composition of the RIC

131.3.1.1 representatives from the research institute elected by the generally assembly of such research institute and academic staff from affiliated teaching departments of the University nominated by the director and appointed by the President;

131.3.1.2. The designate of the Office of the VPRTT as its chairperson;

131.3.1.3. Three persons from outside the University to be appointed by the President on the basis of their professional merit and responsibilities; and

131.3.1.4. The Director of the Institute who shall also serve as its Secretary.

#### 131.3.2. Meeting and Term of Office

131.3.2.1. The RIC shall meet quarterly. However, where the RIC finds it necessary, it may convene at shorter intervals.

131.3.2.2. A member of the RIC shall serve for a period of three years after which he may be reelected or re-appointed for another term.

131.3.2.3. The President shall appoint a person to fill a vacant position for the rest of the term.

#### 131.3.3. Functions of the RIC

131.3.3.1. The RIC shall have the power to decide on all range of management matters of the research institute concerned which shall include the following:

131.3.3.1.1. play the role of linking the research institute and colleges/departments concerning employment of core research staff, securing staff home-base for research staff and research staff promotion, setting research agenda, research planning, resource mobilization and management, research evaluation, and creating linkage between research and teaching by creating an opportunity for teaching staff to work at the institute as a center, as well as community engagement;

131.3.3.1.2. oversee the internal linkages between the research institute and teaching academic units as well as see to it that the research institute under it should be run as a center with lean research staff meant to carry out its core research activities, offering an opportunity for academic staff from teaching academic units to be engaged in the institute's research activities;

131.3.3.1.3. create the desired linkage between research and teaching activities, and boosts research outputs and quality in the University;

131.3.3.1.4. create, where necessary, an advisory board which serves as a platform to work collaboratively with external stakeholders.

131.3.3.2. In consultation with the Office of the VPRTT, RIC shall lay down policies and procedures for

131.3.3.2.1. the recruitment of professional staff for the institute and the co-opting of staff from other units of the University;

131.3.3.2.2. visiting scholars who seek formal association with the institute;

- 131.3.3.2.3. applications and acceptance of grants and donations in support of the institute's objectives; and
- 131.3.3.2.4. publication and dissemination of outputs of research.

## **Article 132. Property Rights on Research Findings and Research Property**

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

## **Article 133. Research Priorities**

Without prejudice to Articles 125 and 126 of this Legislation, the following are guidelines for setting research priorities:

- 133.1. Based on guidelines and priorities set by the Senate or the RPC, the VPRTT, departments, schools, centers and institutes in consultation with stakeholders shall set priorities of research within their respective spheres.
- 133.2. In determining their research priorities, departments/center, schools, institutes and colleges shall take into account:
  - 133.3. The needs and priorities of the country; and
    - 133.3.1. The strategic plan of the department/center, school, institute, college and the University.
    - 133.3.2. The AC shall approve the research priorities of departments and forward the decision to VPRTT for final approval.
    - 133.3.3. Inter-academic unit commissions may be set up to deal with multidisciplinary subjects.
    - 133.3.4. In the case of institutes, the board of advisors/directors shall give its advice on the research priorities of the institute.
    - 133.3.5. Research institutes shall submit their decisions to the VPRTT.
    - 133.3.6. Colleges, departments, schools and centers shall revise their priorities at least every five years.

## **Article 134. Reputability of Journals**

- 134.1. The purpose of setting forth these rules for reputability of journals published and/or sponsored by the University or anyone of its constituent units is to ensure that the journals maintain high level of professional credibility and meet a minimum set of scholarly standards.
- 134.2. The reputability of journals under the auspices of the University shall be determined by guidelines approved by the Senate upon recommendation by the RPC.
- 134.3. Such guidelines shall first be developed by the Office of the VPRTT.
- 134.4. The reputability of journals outside the University shall be established by the relevant departments in the University, having regard to guidelines to be issued by the RPC.
- 134.5. The RPC shall review adherence to the established criteria and make appropriate

recommendations to the Senate on the status and reputability of journals published under the auspices of the University every three years.

**Article 135. Commissioning and Approval of Teaching Materials, Textbooks and Books**

- 135.1. A textbook and /or a book shall constitute a significant contribution to the area and such textbook and/or book must cite at least six published articles of the author.
- 135.2. The Office of the VPRTT shall develop guidelines and procedures on the commissioning and approval of teaching materials, textbooks and books and submit the same to the Senate for approval.

## **CHAPTER TWENTY FIVE: CONSULTANCY**

### **Article 136. Principles**

The rendering of consultancy services shall be in line with the mission of the University, and legal and ethical standards. It shall not in particular compromise the quality, extent, and availability of activities for the implementation of which the University is established. Consultancy services shall be deployed to forge relations with industries for mutual benefits and on the basis of principled and transparent negotiations and agreements. The results of the consultancy services shall be used to deliver informed academic services and to enrich teaching-learning and research. Without prejudice to individual intellectual property rights and agreements on confidentiality, the knowledge and skills acquired in the course of consultancy services shall be put to the service of the wider community.

### **Article 137. General Provisions on Consultancy Services**

- 137.1. For the purpose of this Legislation, consultancy service shall mean any form of professional or technological service rendered to a client by the University or an academic staff of the University in accordance with the rules and regulations of the University as provided in this Legislation or other instruments. The types of consultancy services include research, training, program/project evaluation, production of materials, advisory or any other service of a professional or/and technical nature.
- 137.2. University Consultancy shall mean a consultancy service provided by an academic staff to a client in his capacity as an employee of the University and with the benefit of the support of the University.
- 137.3. Private Consultancy shall mean a consultancy service rendered by an academic staff operating in his personal and private capacity and in his own time independent of the University and without benefiting from the support of the University.
- 137.4. In undertaking a consultancy service, an academic staff shall follow ethical standards and may not compromise the name and reputation of the University nor shall he make unauthorized use of the resources of the University such as time, property and facilities.
- 137.5. Non-compliance by any academic staff with the provisions of this Chapter shall constitute sufficient ground for disciplinary action where the academic staff persists in his violation after the first instance written official warning by an appropriate person of the University.
- 137.6. An immediate supervisor or any other pertinent official of the University who is aware of any violation of the provisions of this Chapter shall have the responsibility to stop it through due process and shall be liable to appropriate disciplinary action if he neglects his responsibility in this regard.

## **Article 138. Private Consultancy**

138. In undertaking, private consultancy, the academic staff shall:
- 138.1.1. ensure that there is no conflict with the interests of the University;
  - 138.1.2. make clear to a client that he is not acting on behalf of the University;
  - 138.1.3. not use the University's name, logo, and intellectual property;
  - 138.1.4. be covered by the university's professional indemnity policy; and
  - 138.1.5. be responsible to account for any income tax and insurance due to the appropriate authorities.
- 138.2. In respect of private consultancy, the University shall have:
- 138.2.1. The right to ensure that such private consultancies are carried out without detriment to the academic staff's capacity to discharge his core duties;
  - 138.2.2. Assume no legal or contractual responsibility for any irregularities that may arise thereof; and
  - 138.2.3. Determine the percentage of the total project cost to be paid to it in the form of administrative fee as per the prevailing policy of the University in case where an academic staff seeks the University to administer financial matters thereof.

## **Article 139. University Consultancy**

- 139.1. An academic staff undertaking a University consultancy shall obtain approval from the relevant academic administration head. Such approval by the head concerned shall constitute an assurance that there is no conflict between the University consultancy and existing duties and responsibilities of such academic staff.
- 139.2. During a given academic year, an academic staff is permitted to undertake a maximum of 30 days University consultancy that requires time away from regular duties on days when such academic staff would be expected to attend work at the University. Where an academic staff needs more than 30 days to undertake University consultancy during any academic year, he shall obtain permission from the relevant officer who shall provide assurance that the regular duties of the academic unit are not compromised.
- 139.3. University consultancies shall be carried out in accordance with a contract whose terms and conditions are determined in light of the relevant laws of the country and the University's pertinent policies.
- 139.4. Matters such as distribution of income obtained from University consultancy services, modes of payment thereof and breach of terms of consultancy agreements shall be handled in accordance with such contract, and the pertinent rules, policies and procedures of the University.

## **Article 140. The Responsibility of University Units for University Consultancy**

- 140.1. The University organs responsible for managing University consultancy services are the Office of University-Industry Linkage and Technology Transfer (OUILTT), colleges, departments, schools, institutes and centers.

140.2. The OUILTT shall, with regard to consultancy, have the following duties and responsibilities:

- 140.2.1. Coordinate, facilitate and guide consultancy services to be provided by the academic staff of the various academic units of the University;
- 140.2.2. deliver consultancy services to various stakeholders in the areas of their needs and requests;
- 140.2.3. proactively promote consultancy services on various professional and technical areas, and provide the services competitively with best quality;
- 140.2.4. facilitate that the participating departments/schools/centers, colleges and involved external partners benefit from financial rewards, recognition, experience sharing and feedback and lessons;
- 140.2.5. ensure that the University benefit financially from the consultancy services provided to the various organizations and communities;
- 140.2.6. guide and support academic units and development committees in their efforts to facilitate the solicitation and delivery of consultancy services in the areas of excellence of the department;
- 140.2.7. receive complaints regarding consultancy services and take the necessary measures in accordance with the rules and regulations of the University;
- 140.2.8. keep record of consultancy services rendered; and
- 140.2.9. make regular follow-up and monitoring of consultancy activities and require academic units to submit annual reports to it.

140.3. Appointment and Terms of Office

- 140.3.1. The OUILTT shall be managed by the director for University-Industry Linkage and Technology Transfer a director who shall be appointed by the President on merit-based competition and be accountable to the VPRTT.

140.4. Colleges, departments, schools, institutes and centers shall:

- 140.4.1. oversee and coordinate consultancy activities of staff within their respective domains in particular by ensuring that an academic staff seeking to undertake University Consultancy is within the area of his expertise and see to it that an academic staff undertaking University Consultancy service provides the OUILTT with the appropriate reports as per the consultancy agreement document;
- 140.4.2. reject request by an academic staff to engage in University consultancies where it would adversely affect the interests of the University;
- 140.4.3. ensure equality of opportunity among members of the academic staff in considering approval of requests for undertaking University consultancy;
- 140.4.4. keep record of consultancy services rendered within their domains;
- 140.4.5. prepare consultancy proposals and technical documents;
- 140.4.6. negotiate terms of consultancy contracts in accordance with the regulations of the University;
- 140.4.7. verify terms of consultancy service/contracts, sign contracts and deposit the same with the Office of the VPRTT;
- 140.4.8. make regular follow-up on consultancy works and submit reports to the Office of the VPRTT;



- 140.4.9. ensure performance and authorize payments as per the terms and conditions of the contract;
  - 140.4.10. make purchase of goods required for consultancy services in accordance with the rules and regulations of the University; and
  - 140.4.11. develop plans and solicit markets for consultancy services; and make other decisions related to consultancy services.
- 140.5. A guideline on the major cost components, including overhead charges to be considered in the determination of consultancy fees, shall be prepared by the OUILTT and implemented upon approval by the Senate.
- 140.6. The University shall utilize the overhead for the promotion of research activities of the academic unit concerned.
- 140.7. Where academic staff engaged in consultancy services belong to different academic units, the share of the fee shall be based on the ratio of the number of consultants involved and/or services rendered.

#### **Article 141 Sub-contracting Consultancy Service Agreements**

Where the academic unit cannot implement all the components of the consultancy service agreements, it may involve individuals or organizations outside the University in consultation with the Office of the VPRTT on such terms and conditions as may be agreed upon.

#### **Article 142. 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 143. Publication and Intellectual Property Rights**

- 143.1. The respective rights on the direct and indirect intellectual products obtained as a result of the consultancy service rendered shall be regulated by the terms of the contract.
- 143.2. The consultant or researcher may seek the permission of the owner of the property to publish the research results and to use the scientific data obtained. However, in any published material the names of both the consultant or researcher and the academic unit shall appear with the proper acknowledgement to the proprietor. All intellectual rights shall belong to the proprietor unless specified otherwise in the agreement between the two contracting parties in accordance with the country's laws on intellectual property right.

## **CHAPTER TWENTY SIX: COMMUNITY ENGAGEMENT**

### **Article 144. Principle**

Community engagement is one of the three fundamental mandates of the University; it encompasses a range of activities done by academic staff and students to benefit both the public and business organizations, community and society at large in terms of contributing to alleviating social, political, economic and environmental problems of the community and the country at large.

### **Article 145. General Provisions on Community Engagement**

145.1. The Director of the Community Engagement shall be appointed by the President on competitive basis and shall be accountable to the VPRTT. The University organs responsible for managing community engagement and services are the Office of the Director of Community Engagement who, colleges, departments, schools, institutes and centers. The Director of Community Engagement shall facilitate and coordinate community engagement and services rendered by academic units and staff members by:

- 145.1.1. providing leadership and strategic direction;
- 145.1.2. establishing a system of community engagement and service management;
- 145.1.3. coordinating, monitoring and evaluating the performance of the various services units of the university concerning community engagement;
- 145.1.4. developing guidelines and following up proper implementation;
- 145.1.5. promoting supporting and facilitating institutes' and students' engagement in community development activities through different mechanisms such as practicum;
- 145.1.6. developing, facilitating and motivating the execution of community projects and services;
- 145.1.7. ensuring that community engagement is cascaded to college level and
- 145.1.8. advising the University management in the areas of community engagement.

145.2. The relevant provisions of Chapter twenty five of this Legislation shall apply to the administration of community engagement.

## **TITLE VII: UNIVERSITY OFFICES**

### **CHAPTER TWENTY SEVEN: THE UNIVERSITY LIBRARY AND ACADEMIC DOCUMENTATION SERVICES**

#### **Article 146. General Provisions on the University Library and Academic Documentation Services**

The University Library consists of a central library and other constituent libraries. The University shall not allocate funds to maintain any library which is not a recognized part of its library. Academic units of the University may have constituent libraries.

#### **Article 147. Property Interest in Books and other Media**

All materials purchased by, or donated to, any library within the University become automatically the property of the University and no library of the University may obtain property interest in library materials separate and distinct from the University, for the University alone has the capacity to enjoy property interests in such materials. Where an item is loaned to any particular library within the University, the use of such loaned material may still be made subject to general library regulations but without prejudice to the property interests retained by the lender and the observance of any restrictions imposed as a condition of loan. Excess copies of books acquired by way of gift may, however, be donated to other libraries as a resource sharing exercise.

#### **Article 148. Creation and Dissolution of Constituent Libraries**

- 148.1. The planning and development of institutional collections shall proceed in a systematic manner within the framework of this Legislation, with due consideration to the individual needs and requirements of departments.
- 148.2. Constituent libraries may be authorized by the AVP in consultation with the Head of the University Library and the deans and directors concerned. Any constituent library may be merged or dissolved by agreement between the Head of the University Library and the deans or directors of the involved academic units and subject to the rules set forth below.

#### **Article 149. Creation of Smaller Collections**

- 149.1. Upon request, a librarian may make provisions for the deposit of a small working collection of books from the relevant library to be housed within an academic unit of the University in order to facilitate academic instructions. Small collections of this nature are not constituent libraries and are governed by such arrangements as the Head of the University Library may stipulate.
- 149.2. Any acquisition of books or other reference materials by such units shall be duly registered and catalogued by the University Library System.

## **Article 150. Organizational Structure of the University Library System**

- 150.1. The University Library System shall have two divisions: The Technical Processing Division and the Readers Services Division.
- 150.2. The Technical Processing Division shall be a centralized service responsible for collection, management, coordination, cataloguing, and processing of books, journals and other library materials for the constituent libraries. The Division shall also organize electronic resources for the constituent libraries.
- 150.3. The Readers Services Division shall be responsible for providing direct services to users of the library. All constituent libraries come under this Division.

## **Article 151. Powers and Duties of the Library and Academic Documentation Services**

The Library and Academic Documentation Services shall:

- 151.1. develop the library and information resources provision policies and strategies in consultation with key stakeholders;
- 151.2. develop plan for the future development of library services, and the strategic drivers that will influence the University's decisions about investment in them;
- 151.3. coordinate and follow-up the formulation, implementation and monitoring of the mission, aims and objectives of information services;
- 151.4. collect, manage, coordinate, and catalogue a wide range of books, monographs, journals, and reference materials in the constituent libraries;
- 151.5. organize and maintain electronic libraries at the center and on various campuses and make them available to users;
- 151.6. ensure that key performance indicators are identified and service levels clearly specified with reference to customer satisfaction and value for money;
- 151.7. plan the capital and recurrent resource requirements and provide budget management for the University Libraries, to ensure that information services effectively support University teaching, research and community engagement;
- 151.8. provide risk management and disaster recovery management for University Library facilities;
- 151.9. identify and build a database of suppliers of books, periodicals and other sources of information, and develop criteria for selection of suppliers of books, periodicals and other sources of information and have the same approved by the University body concerned; and

- 151.10. enter into partnership arrangements, with due regard to University policies, rules and procedures, to develop and support information-literate learners who can discover, access, and use information effectively, for the academic success, research, and lifelong learning.

## **Article 152. The Head of the University Library and Academic Documentation Services**

### **152.1. Appointment**

The Head of the University Library and Academic Documentation Services, appointed by the President on competitive basis, is the chief administrative officer of the University Library System and is employed under such contractual arrangements with the University as prescribed under this Legislation and other rules governing academic rank, salary, freedom and responsibility. He is accountable to the AVP.

### **152.2. Terms of Office**

The Head shall serve for a term of three years and may be appointed for the second time.

### **152.3. Powers and Duties**

The Head shall:

- 152.3.1. administer the library and employment and supervision of University library personnel;
- 152.3.2. plan, budget and develop resources of all constituent libraries for teaching and research activities;
- 152.3.3. coordinate resources within the University library system on reasonable terms to support the requirements of all University students and academic staff in meeting the academic needs of the academic unit including the constituent libraries;
- 152.3.4. prepare annual reports including statistical information from each constituent library to determine the library resources and service type distribution;
- 152.3.5. monitor all libraries within the system and take all other steps necessary and proper to secure the objectives of the library in particular and the University in general;
- 152.3.6. advise other libraries that are outside the University library system but exist in the University about their activities in line with the University library system;
- 152.3.7. approve and sign on all memorandums of understanding and agreements on behalf of the University on matters related to library and information related activities in full compliance with relevant University wide rules and policies in approving and signing memorandum of understanding and agreements with such libraries;
- 152.3.8. ensure the availability of trained library staff in adequate number and

- quality that meet prescribed standards through employment transfer, promotion and/or appropriate training;
- 152.3.9. ensure the proper acquisition, processing of library and information resources pertinent to teaching, learning and research of the University;
- 152.3.10. protect the universities' interest in its properties and ensure the efficient use of library resources;
- 152.3.11. develop risk management and disaster recovery mechanisms for University Library facilities and follow up their applicability;
- 152.3.12. develop key performance indicators for measuring service levels specified with reference to customer satisfaction and value for money;
- 152.3.13. ensure the development and protection of electronic libraries through digitization of existing print resources and licensing of electronic resources and make them accessible to the end users;
- 152.3.14. coordinate and follow-up the formulation, implementation and monitoring of the mission, aims and objectives of library and information services;
- 152.3.15. develop the library and information resources provision policies and strategies in consultation with key stakeholders;
- 152.3.16. organize the human resource and other committees related to the University library system;
- 152.3.17. require adherence to procedures regarding the acquisition, accession and cataloguing of all information resources; and
- 152.3.18. require adherence to rules to assure that all materials in the University Library System are available, on reasonable terms, to all University students and academic staff, subject to the priority of meeting the academic needs of the academic unit to the constituent library

### **Article 153. Weeding of Library Materials.**

- 153.1. The weeding process is a continual evaluation of resources intended to remove items that become obsolete, are superseded by later editions, are unnecessary, unused, or are in poor physical conditions.
- 153.2. Decisions on weeding of materials shall be made by using an item-by-item procedure and requires collaboration between the library professionals charged with the weeding process and appropriate academic staff to evaluate the material and to determine if it is up for weeding. Involvement of academic staff members most directly concerned with possible future use of the materials is essential in the weeding process to assure that materials of interest are not inadvertently discarded.
- 153.3. The Head of the University Library and Academic Documentation Services, upon approval from the relevant University body, shall formulate an appropriate weeding policy in which procedures and appropriate criteria for carrying out the weeding activity are set. Such Head shall ensure, on the basis of such procedures and criteria, items to be weeded out from the Library are preserved in particular, to the extent possible and desirable, in soft copies in easily retrievable manner, donated to other institutions, sold as used books, or disposed of by other means.

## **Article 154. Budget Appropriations for the Library**

- 154.1. The Head of the University Library and Academic Documentation Services shall ensure that academic units, in submitting their respective budget request to the University, include budgetary request for equipping, staffing, maintenance and development of the library.
- 154.2. The Head of the University Library and Academic Documentation Services, in consultation with the relevant University body responsible for planning and budget, shall prevent duplication of expenses. He shall submit annual proposal on budgetary matters pertaining to the University Library System to the VPASS, to all relevant heads of academic units in order to guide the academic units in obtaining improved planning and clarification of budgetary allocation policies and maintaining a balanced Library System.

## **Article 155. Library Staff**

- 155.1. The Libraries shall have professional librarians and other support staff.
- 155.2. The terms of employment, promotion and termination of employment of professional librarians deemed to be academic staff shall be governed by the rules and regulations applicable to academic staff.
- 155.3. Such professional librarians shall assume all the duties and responsibilities of an academic staff that include teaching courses and/or undertaking research in their areas of specialization.

## **CHAPTER TWENTY EIGHT: THE OFFICE OF THE UNIVERSITY REGISTRAR**

### **Article 156. The Office of the University Registrar**

#### **156.1. General Provisions on the Office of the University Registrar**

- 156.1.1. The Office of the University Registrar is responsible for all operational matters pertaining to student intake, admission, placement, readmission, enrollment, class and exam schedules, and academic records, allocation of classrooms as well as lecture halls, and graduation.
- 156.1.2. The Office of the University Registrar carries on the duties and responsibilities given to it in this Chapter in close cooperation with relevant academic units and other offices of the University.
- 156.1.3. The Office of the Registrar shall have the University Registrar, the Deputy Registrar and an Academic Record Management Head, Admission Officer, and College/Institute Associate Registrars.
- 156.1.4. All matters of employment of the Deputy Registrar and Academic Record Heads, and College/Institute Associate Registrars shall be in accordance with policies, principles and rules governing other support staff of the University.

#### **156.2. Powers and Duties of the Office of the University Registrar**

The Office of the University Registrar shall:

- 156.2.1. coordinate and process the recruitment, admission, placement, and graduation of students;
- 156.2.2. process registration and course enrolment; see to it that students pay tuitions and fees or sign cost sharing agreements prior to beginning classes; prepare and announce class schedules for classes and exams; provide dispatch of academic record services to alumni;
- 156.2.3. process, coordinate and oversee graduate admissions and enrolments;
- 156.2.4. develop and implement proper mechanisms and instruments for the recruitment, admission, placement and orientation of new undergraduate students;
- 156.2.5. organize, coordinate and oversee the orientation of new undergraduate students to the University and to campus life; and prepare and issue University Catalogue(s) and student handbooks of the University on a regular basis;
- 156.2.6. develop and implement efficient and effective student information system including student record management that enables the University to collect, process, deploy and disseminate information and data on undergraduate and graduate programs, student population, and student activities;
- 156.2.7. create and maintain up-to-date, confidential and permanent records of all students, including drop-outs, dismissals, withdrawals, and alumni of undergraduate and graduate programs in particular by collecting student



- personal information necessary for academic management purpose, keeping and controlling physical and/or electronic official academic records of students, processing and communicating student records, controlling access and disclosure of student records, and retaining, correcting and disposing of student academic records;
- 156.2.8. organize, maintain and disseminate up-to-date data on student enrolment, admissions, withdrawals, attrition/completion, dropouts and graduates;
  - 156.2.9. maintain up-to-date, secure, accurate records on curricula of programs and on student admission and placement differentiated based on types of programs and modes of delivery;
  - 156.2.10. schedule and process the readmission of returning students;
  - 156.2.11. prepare and issue identification cards, attesting to the admission status of students;
  - 156.2.12. prepare and publish the yearly undergraduate and graduate catalogue;
  - 156.2.13. announce and advertise university programs to the public;
  - 156.2.14. organize the registration of students to courses of study;
  - 156.2.15. ensure, in consultation with relevant academic units, the proper utilization of classrooms, auditoriums and labs and maintain up-to-date accurate records of such utilizations; and review such utilization scheme yearly and delegate the implementation thereof to Associate Registrars whenever the need arises;
  - 156.2.16. prepare the Academic Calendar of the University each year in consultation with the AVP and submit the same to the Senate for approval and ensure the timely distribution of such Calendar to the pertinent units of the University and see to it that academic units strictly adhere to the Calendar;
  - 156.2.17. facilitate the final Senate approval of graduation of students by preparing the list of candidates, recommended by the academic units, and eligible for the award of degrees, diplomas and certificates; and post such list on the University website upon approval by the Senate;
  - 156.2.18. develop mechanisms for the early and timely certification of graduates; issue transcripts, degrees, diplomas and certificates;
  - 156.2.19. manage the collection, storage, correction, disclosure, retention and disposal of student academic records having proper regard to efficiency, integrity, accuracy, accessibility, privacy and security;
  - 156.2.20. permit a student to view his academic record; allow only academic staff who have signed the University confidentiality agreement to have access to student records, disclose student records to law enforcement authorities and disclose student records to other persons only with the express consent of the student concerned;
  - 156.2.21. organize and administer graduation functions, transcript evaluations, certification process/ issuance of transcripts and other academic credentials for students and alumni in order to provide maximum service to students while ensuring efficient and effective workflow;
  - 156.2.22. initiate the issuance of university-wide general criteria for all matters pertaining to student intake, admission, selection and placement;
  - 156.2.23. ensure that pertinent laws and policies, this Legislation, directives of the Senate and its committees and guidelines on student intake capacity, selection, admission, placement, students enrollment management, curricula and graduation matters such as courses and credit requirements

- are strictly observed;
- 156.2.24. ensure that all admissions and placement of students from foreign schools are conducted as per the rules and regulations of the University;
- 156.2.25. without prejudice to the relevant provisions of the Proclamation, and upon approval of the AVP, consult with the Ministry on determination of student intake capacity and admission;
- 156.2.26. see to it that a threshold of student class size is met and cause, where such threshold is not met, the cancellation of low enrollment courses/modules and take such other measures deemed necessary in the circumstances;
- 156.2.27. be responsible for the custody of the Common Seal of the University;
- 156.2.28. support, coordinate and oversee the registrar units of the University in particular by providing them with leadership, support and oversee academic units for the implementation of related technology application in support of enhanced services offered through registration and students record management; and
- 156.2.29. implement the University's enrollment policies and student records management.

## **Article 157. The University Registrar**

### **157.1. Appointment**

The University Registrar shall be appointed by the President on competitive basis for a term of three years and shall be accountable to the AVP.

### **157.2. Powers and Responsibilities**

Without prejudice to the powers and responsibilities given to the Office of the University Registrar as stipulated in Article 156 of this Legislation, the University Registrar shall:

- 157.2.1. administer all operational matters of the Office of the University Registrar and its various units;
- 157.2.2. submit the annual budget of the Office of the Registrar to the VPASS and administer such funds as may be placed at his disposal;
- 157.2.3. be responsible for the implementation of the policies and directives laid down by the Senate pertaining to student enrollment management, including registration, academic performance, attrition, graduation and certification;
- 157.2.4. submit to the Senate, after approval by ACs or the ASCRC, the names of candidates eligible for the award of certificates, diplomas and degrees including special awards in conformity with University rules and regulations;
- 157.2.5. submit to the AVP timely progress reports on the management of student enrollment and student academic records including registration, academic performance and attrition, and make any recommendations thereon;
- 157.2.6. create, maintain and issue student records and bear responsibility for the safe keeping of such records;
- 157.2.7. submit to the AVP regular reports on the activities of the Office of the Registrar and its various units, and make recommendations on how to

- improve the overall operations of the Office of the Registrar and its various units;
- 157.2.8. perform such other duties consistent with his responsibility as may be assigned to him by the AVP; and
- 157.2.9. delegate some of his powers to College Associate Registrars.

## **Article 158. The College Associate Registrars**

- 158.1. The Office of the University Registrar shall have College Associate Registrars.
- 158.2. The College Associate Registrar is accountable to the University Registrar in respect of University-wide policies, rules, standards and guidelines while he shall be accountable to the College Dean (or Executive Director) in respect of matters within the domain of the college concerned.
- 158.3. Duties and Powers of the College/Institute Associate Registrar  
The College Associate Registrar shall:
  - 158.3.1. be responsible for registration, allocation of classrooms and lecture halls, and other registrar related functions for the departments/centers/schools within the college concerned;
  - 158.3.2. provide proper guidance, leadership and supervision of the registrar personnel and their activities at college level;
  - 158.3.3. maintain a statistical data on academic performance and progress, academic excellence and rate of retention of students and services rendered and regularly submits to the same Dean/Director and the Registrar;
  - 158.3.4. consolidate the registrar system of the College under one unit, including undergraduate and graduate, regular and continuing and distance education and other special and short-term programs of the academic units within the college;
  - 158.3.5. develop efficient systems for handling add and drop, withdrawal/clearance and readmissions;
  - 158.3.6. issue all necessary certification of active students and drop-outs on a timely basis;
  - 158.3.7. ensure that University regulations and department/center/school AC decisions are effectively executed;
  - 158.3.8. contribute to the preparation of the Academic Calendar of the University and ensure that it is respected by academic units within the college;
  - 158.3.9. ensure that students who have completed graduation requirements are immediately presented to the AC;
  - 158.3.10. be responsible for all matters pertaining to academic records and certification;
  - 158.3.11. plan, prepare and issue ID cards to students in consultation with the Registrar;
  - 158.3.12. prepare enrolment and other necessary data including prospective graduates and submit to the Office of the University Registrar on a timely basis and as required;
  - 158.3.13. propose fee structure and service charges in consultation with the head of the relevant academic unit within the college and the University Registrar and seek its approval at the appropriate level;
  - 158.3.14. ensure that GCRs approved by the college body concerned are

- forwarded for approval and timely conferment of degrees and diplomas;
- 158.3.15. ensure that all student records are immediately transferred to the Office of the Registrar upon graduation of the student;
- 158.3.16. delegate authority as necessary to successfully accomplish the duties and responsibilities assigned to him under the preceding sub-articles of this Article; and
- 158.3.17. perform such other duties assigned to him by the Registrar.

#### **Article 159. Other Units of the Office of the University Registrar**

The Office of the University Registrar shall propose the organizational structure, and revision thereof, of all units under it and seek its approval by the pertinent body of the University.

## **CHAPTER TWENTY NINE: THE UNIVERSITY PRESS**

### **Article 160. General Provisions on the University Press**

- 160.1. The University Press is entrusted, *inter alia*, with the tasks and responsibilities of reviewing, printing and distributing publications.
- 160.2. Subject to mandatory provisions of relevant laws, the University Press shall retain copyright of all its publications, and to this end may enter into agreements with authors on matters pertaining to the payment of royalties having regard to existing rules and procedures of the University.

### **Article 161. Organization and Management of the University Press**

- 161.1. The University Press shall be governed by a Board of Editors.
- 161.2. Ways and Means shall be sought to merge the University Press and the University Printing Press under the Office of the Addis Ababa University Press, Publications and Dissemination. Upon such merger, the administration of the Press shall be worked out with the view to converting it into a University Enterprise. In particular, the Office of the VPRTT may set up a committee to facilitate this envisaged merger and conversion.
- 161.3. The Director shall be appointed by the President on competitive basis and he shall be the chief executive officer of the University Press. He is accountable to the VPRTT and Board of Editors of the University Press (BEUP).
- 161.4. The Director shall be in charge of the duties and responsibilities of the Office of the Addis Ababa University Press set forth in Article 164 of this Legislation.
- 161.5. The term of office of the Director shall be three years.

### **Article 162. Powers and Duties of the Board of Editors of the University Press (BEUP)**

The BEUP shall:

- 162.1. provide directions for the development of short-and long-term plans for the University Press and approve such plans;
- 162.2. issue rules and regulations for screening manuscripts for publication;
- 162.3. assign assessors for manuscripts and pass decisions on their findings;
- 162.4. approve proposals for co-publications, re-printing and agreements with distributors and co-publishers; and
- 162.5. approve proposals for the payment of royalty or honorarium to authors or

assessors.

#### 162.6. Membership:

The BEUP shall consist of the following members:

- 162.6.1. The VPRTT (Chairperson);
- 162.6.2. The VPID;
- 162.6.3. The Director of the University Press;
- 162.6.4. The Head of the University Library and Academic Documentation Services;
- 162.6.5. The Head of the University Printing Press; and
- 162.6.6. Five academic staff members representing different academic disciplines and to be elected by the Senate.

### **Article 163. Powers and Duties of the Office of the Addis Ababa University Press**

#### 163.1. The Office shall:

- 163.1.1. prepare annual plan in consultation with the Board and the professional staff of the Press and submit the same to the Board and the VPID for approval;
- 163.1.2. convene the meeting of the Board in consultation with the chairperson of the Board;
- 163.1.3. serve as Secretary of the Board;
- 163.1.4. develop ideas for staff training, increasing publication and co-publication and their distribution and acquisition of material and financial resources;
- 163.1.5. present recommendations to the Board and to the relevant University authorities for the development of the Press;
- 163.1.6. assign tasks to editors and supervise their work;
- 163.1.7. present manuscripts and assessments of manuscripts and authors' communications to the Board for recommendation or decision;
- 163.1.8. communicate recommendations of the Board to authors and assessors;
- 163.1.9. endorse the payment of honorarium and royalty;
- 163.1.10. follow-up the distribution and sale of publications;
- 163.1.11. supervise the preparation of budget;
- 163.1.12. enter into agreement with authors whose work has been approved for publication by the Board; conclude agreements with co-publishers, and whenever circumstances so justify, enter into dealings, on the basis of pertinent policies, rules and regulations of the University, with local and foreign agencies to handle distribution of publications;
- 163.1.13. supervise book launching ceremonies;
- 163.1.14. lead the day to day activities of the Press;
- 163.1.15. prepare an annual report and present it to the Board; and
- 163.1.16. perform other duties that may be assigned by the President or Board.

#### 163.2. The powers and duties of the Office of the University Press as stipulated under sub-article 1 of this article shall be transferred to the envisaged Office of the Addis Ababa University Press, Publications and Dissemination in addition to such other powers and duties that may be given to the latter upon its establishment.

## **CHAPTER THIRTY: THE OFFICE OF GENDER AND EDUCATIONAL EQUITY**

### **Article 164. The Office of Women, Children and Youth Affairs (OWCYA)**

164.1. The University shall have an **OWCY** that shall cater to issues pertaining to the creation of a University community sensitive to gender equality within and outside the University by working to create an environment where no gender stereotype exists and where all females are fairly represented in all areas of the University's activities.

#### **164.2. Duties and Responsibilities of OWCYA**

Notwithstanding the generality of sub-article 164.1 of this Article, the OWCY shall:

- 164.2.1. mainstream gender in the teaching learning, training, research activities, and engagement of the University;
- 164.2.2. identify challenges faced by female students of the University and provide solution taking into consideration the capacity of the office;
- 164.2.3. follow up and coordinate supports provided to female students by the University and other stakeholders;
- 164.2.4. raise the awareness of the University community on existing gender issues within the University in collaboration with other offices
- 164.2.5. establish linkage with national and international governmental or non-governmental stakeholders working on gender issues;
- 164.2.6. initiate and/or strengthen services to groups with special needs;
- 164.2.7. establish and/or strengthen networking, partnership and think tank group on gender;
- 164.2.8. coordinate, supervise and follow up the day-to-day activities of the Office.
- 164.2.9. create networking with other similar offices in higher education institutions for experience sharing and other collaborative initiatives;
- 164.2.10. raise fund for the Office to carry out different equity related programs within the University;
- 164.2.11. provide technical support to other offices within the University; and
- 164.2.12. work on different gender related issues raised by students and staff and report to relevant offices, take appropriate actions and follow up progress.

### **Article 165. Appointment of the Director of Women, Children and Youth Affairs (OWCYA)**

165.1. The Director shall be appointed by the President on competitive basis and shall be accountable to the President.

165.2. The term of office of the Officer shall be three years.

165.3. The Director shall:

- 165.3.1. be responsible for carrying out the duties and responsibilities of the Office. In particular, the Director shall liaise with other governmental and nongovernmental organizations to strengthen the capacity of the office.
- 165.3.2. raise funds for the office to carry out different gender-related programs within the University.
- 165.3.3. discharge such other duties which may be specifically entrusted to him by the President.



# **TITLE VIII: STUDENT AFFAIRS, STUDENT RIGHTS AND DUTIES AND STUDENT ORGANIZATIONS**

## **CHAPTER THIRTY ONE: STUDENT AFFAIRS**

### **Article 166. The Office of Student Affairs**

The Office of Student Affairs deals with matters concerning student affairs.

### **Article 167. Dean of the Office of Student Affairs**

The Office of Student Affairs shall be headed by a Dean.

### **Article 168. Appointment, Accountability and Term of Office**

168.1. The Dean of Student Affairs shall be appointed by the President on competitive basis and shall be accountable to the VPASS.

168.2. The term of office of the Dean of Student Affairs shall be three years.

### **Article 169. Powers and Duties of the Office of Student Affairs**

The Office of Student Affairs shall:

169.1. advise students on non-academic matters and provide guidance and counseling services as required;

169.2. ensure the physical and psychological well-being of students; to this end, work in cooperation with work units concerned on the welfare of students;

169.3. advise University higher officials on student services related matters;

169.4. provide the necessary support to college level student services work units;

169.5. implement all disciplinary decisions made by the academic units empowered to decide on student disciplinary cases;

169.6. ensure the chartering and registration of all students' organizations in accordance with the Policy on Extracurricular Activities and Sports the provisions of this Legislation and any other relevant law of the country; and give the necessary support to strengthen the Student Union of the University;

169.7. oversee the maintenance of student services information system; and work towards the automation in a comprehensive manner of such student services information system and ensure its proper utilization; in particular, ensure the establishment of systematic guidance and counseling infrastructures including appropriate information delivery mechanisms on such services and peer counseling and

- mentorship systems;
- 169.8. arrange sports and recreational activities for students in collaboration with the Department of Physical Education and Sport and other units of the University concerned;
- 169.9. solicit funds and administer such funds as well as the President's fund for scholarship; provide economic support to students who are demonstrably needy and excel academically either in kind or in cash or in the form of part-time employment; such economic support schemes shall be transparent and equitable and be implemented in accordance with the policy and procedures on student economic support;
- 169.10. ensure the preparation, distribution and regular updating of student handbooks in ink-print, and in-Braille as well as making them available on-line in a manner readily accessible to all students including students with disabilities;
- 169.11. conduct orientation sessions every year for all students; orientations to incoming students shall aim at introducing and familiarizing such students with opportunities and facilities available at the University, their rights and obligations and ensure in particular that orientations at academic unit levels are inclusive, duly planned and delivered to newly admitted students;
- 169.12. give particular attention to the welfare and the affairs of female students and students with disabilities which shall be carried out in consultation with the relevant University offices such as the Special Needs Students Office and OGEE;
- 169.13. implement the policies on student orientation; guidance and counseling, and student conduct and extra-curricular activities and sports;
- 169.14. organize regular panel discussions and create opportunities for student debates on current issues and
- 169.15. perform other related duties assigned by the VPASS.

## **Article 170. Powers and Duties of the Dean of Student Affairs**

- 170.1. The Dean of Student Affairs shall be responsible for carrying out the duties and responsibilities of the Office set out under Article 171 of this Legislation.
- 170.2. Without affecting the generality of sub-article 170.1 of this Article, the Dean shall
- 170.2.1. administer the Office of Student Affairs and the employment of his staff;
  - 170.2.2. work closely with the Office of External Relations, Partnerships and Communications and the Office of Student Services, pertinent offices and colleges;
  - 170.2.3. ensure the overall administration, supervision and guidance of international students and help in all ways possible with their personal, financial and other difficulties;
  - 170.2.4. initiate, organize, and administer special orientation programs for international students;

- 170.2.5. prepare, in co-operation with the relevant units, a “Handbook for International Students” and other students of the University;
- 170.2.6. perform any other duty with respect to international students assigned to him; and
- 170.2.7. organize and conduct orientation to incoming students.

## **CHAPTER THIRTY TWO: STUDENT RIGHTS AND DUTIES, AND DISCIPLINE**

### **Article 171. Rights and Duties of Students**

#### **171.1. Rights of Students**

Subject to relevant laws, regulations and the provisions of this Legislation, students shall have the right to:

- 171.1.1. learn, enquire, understand, know and interact;
- 171.1.2. protection of their constitutional human rights and freedoms, personal safety, and security of their personal property on campus;
- 171.1.3. be evaluated solely on academic basis consistent with the norms provided for by the Proclamation and the institution's academic standards, and receive redress against capricious evaluation;
- 171.1.4. be entitled to fair treatment in all respects of the teacher-student relationship and to an environment conducive to stimulate learning;
- 171.1.5. receive institutional legal protection from any form of discrimination or harassment;
- 171.1.6. 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;
- 171.1.7. participate in a free exchange of ideas in an open academic environment;
- 171.1.8. receive information on regular basis on matters that concern them from the University;
- 171.1.9. make use of student services that are provided by the University;
- 171.1.10. evaluate instructors on courses and trainings in a format and modality provided by the University;
- 171.1.11. have representation in decision making organs and committees of the University in accordance with the provisions of this Legislation or the Proclamation; and
- 171.1.12. give suggestions in the preparation of bylaws, regulations and directives pertaining to administrative matters as well as in the review and development of curricula.

#### **171.2. Rights of students with disabilities**

Notwithstanding the provisions of Article 172.1 students with disabilities have the right of equal treatment by the University with that of students without disabilities and have the right, in as much as practicable, to lead an active and independent life. To this effect, the University shall comply with the standard of reasonable accommodation in particular, to the extent possible and in accordance with the University's Policy on Disability Services, by:

- 171.2.1. making its facilities and programs amenable to use with relative ease by students with disabilities;
- 171.2.2. relocating classes, developing alternative testing procedures, and providing

- different educational auxiliary aids in the interest of students with disabilities;
- 171.2.3. taking into account the interests of students with disabilities in its building designs, campus physical landscape, computers and any other facility and infrastructure;
- 171.2.4. working towards elimination of physical hazards within its premises and its vicinities; and
- 171.2.5. ensuring that students with disabilities get academic assistance, including tutorial sessions, exam time extensions and deadline extensions.

### 171.3. Duties of Students

Students are duty bound to observe and respect the country's laws and the rules and regulations of the University. They shall, in particular, have the duty to:

- 171.3.1. attend classes properly and respect the individual authority of any academic staff in the leadership and management of the teaching-learning process;
- 171.3.2. interact with members of the community in a respectful and courteous manner;
- 171.3.3. seek redress peacefully and through legal avenues in the event student interests, be it individual or collective, are at stake, and exhaust all institutional avenues of redress;
- 171.3.4. be held accountable for any damage caused to the property of the University due to intentional or negligent misuse or damage or vandalism;
- 171.3.5. report to the proper authority about violations of the rules and regulations of the University and other laws;
- 171.3.6. make proper use and care of University property;
- 171.3.7. refrain from unlawful and unethical practices, such as instigation of violence, hate speech and theft; and
- 171.3.8. share the costs incurred by the University to provide education and training in the University.

## **Article 172. Limits of Jurisdiction**

Acts committed off University campuses and not connected with any University-sponsored or supervised activity shall not constitute a ground for any disciplinary action unless where a student is convicted of commission of a criminal offense that clearly demonstrates that he is unfit to be a member of an academic community.

## **Article 173. Student Participation in Disciplinary Matters**

Students shall participate at all stages of the decision-making process in disciplinary matters.

## **Article 174. Responsibility to Report Violations of the Code of Conduct**

It is the responsibility of every member of the University Community, whether a student or a staff member, to report to the appropriate authority any facts within his knowledge which would appear to show a violation of the Code of Conduct.

## **Article 175. Primary Responsibility for Implementation**

Without prejudice to basic procedural requirements of fairness, primary responsibility for the implementation of provisions pertaining to the Code of Conduct of Students shall rest with relevant academic units and/or the Office of the Dean of Students Affairs.

## **Article 176. Code of Conduct of Students**

### **176.1. Policy Premises on Code of Conduct**

- 176.1.1. Students of the University are expected to work with their fellow students and staff in a cordial manner, and demonstrate tolerance for diversities of all dimensions, and make proper use of university facilities. They shall in particular respect the laws of the land, university rules and regulations and such other standards of behavior as may be set up by appropriate organs of the University. When students fail to live up to these expectations, it may be necessary to take appropriate actions commensurate with the breach committed.
- 176.1.2. No act shall be deemed a violation of this Code of Conduct which is included within the rights of academic freedom. "Academic freedom" shall mean the right to discuss and openly express views on ideas, immediate national and global problems and issues as well as other controversial matters in class, in connection with academic work on campus, in discussion groups or in print, provided the expression of views is generally relevant to the subject under discussion and is consistent with rational and intellectual inquiry. Where, however, a student abuses his academic freedom he may be subject to disciplinary actions in accordance with the Code of Conduct.

### **176.2. Prohibited Acts**

Subject to the provisions of sub-Article 176.1 hereof, the following acts are prohibited and constitute grounds for disciplinary action:

- 176.2.1. academic dishonesty means any of the following or a combination thereof:
  - 176.2.1.1. Cheating which means intentionally using or attempting to use unauthorized materials, information, or study aids in academic exercise such as exams and assignments or
  - 176.2.1.2. fabrication which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise or
  - 176.2.1.3. plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise or
  - 176.2.1.4. academic negligence that means willfully, with or without malice, abrogating one's academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the University or
  - 176.2.1.5. facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the

above acts of academic dishonesty.

176.2.2. Hate speech of any form;

176.2.3. assault verbal or physical, violence, the threat of violence, or incitement thereof;

176.2.4. acts such as sexual harassment, intimidation, bullying;

176.2.5. possession of arms and other harmful weapons;

176.2.6. trafficking of pornographic materials;

- 176.2.7. possession or use of drugs;
  - 176.2.8. alcohol or drug abuse;
  - 176.2.9. conviction of a student by a competent court which clearly demonstrates to the relevant unit of the University that he is unfit to be a member of an academic community;
  - 176.2.10. dissemination, whether by oral or written means, of defamatory material concerning any other member of the University Community;
  - 176.2.11. consistent, continued and calculated offensive behavior towards any other member of the University Community;
  - 176.2.12. theft, misappropriation or deliberate recklessness in handling University property or the property of another member of the University Community;
  - 176.2.13. breach of any regulations issued by a competent University authority such as the Office of the Dean of Students Affairs, the Library System, laboratory, cafeteria and housing regulations;
  - 176.2.14. without the permission of the competent University authority, the initiation, organization, or promotion of any student meetings or demonstrations within the premises of the University that may bring about disruption of the University programs. For purposes of this sub-Article "competent University authority" means the academic dean where the classes or programs of an academic unit are endangered and the Dean of Student Affairs in all other cases;
  - 176.2.15. use of mass force to interfere with any regular or legitimate activity of the University or any group of members therein; and
  - 176.2.16. violations of the rules prescribed in the provisions of sub-Articles 176.1 and 176.2 hereof.
- 176.3. The sanctions for violations of any one of the offences provided for in this Article shall be prescribed by the Dean of Student Affairs.
- 176.4. A student who commits an act of academic dishonesty as defined in Article 176.2.1 of this Legislation shall be suspended for a minimum of one academic year where he is an undergraduate student and a minimum of two academic years where he is a graduate student. In addition to such suspension, such student shall receive an `XF` grade where his academic unit uses a letter grade or an `XO` grade where his academic unit uses a number grade. These notations shall be entered into the student`s transcript. The notation `XF` or `XO` shall be considered as a grade of "F" or zero for calculating his GPA.



176.5. Disciplinary cases with an inter-college element shall be subject to due process of law in which the concerned student shall get the opportunity to present his case and such hearings shall be conducted by a discipline committee established for this purpose by the Office of the Dean of Students Affairs. The membership of such committee shall include the Dean of Student Affairs or his representative as a chairperson, an officer in charge of student services or his representative, one academic staff member, two student union representatives of whom one is a female student, a representative of Campus Security as well as a representative of the relevant college administration. Where the disciplinary case is of intra-college in nature, it shall be considered by an ad hoc committee composed of two academic staff members to be assigned by the College AC, two student representatives of whom one is a female student and a representative of the college administration.

176.6. A student aggrieved by the decision of a discipline committee may appeal to the President within two weeks as of the date of receipt by him of the decision of the committee. The decision of the President shall be final.

176.7. Special Rules Relating to Defamation

Students enjoy the same right as academic staff to criticize the University and any of its programs. They shall observe the same limitations of that right; including the principle that one individual should not use his right to criticize in order to defame the reputation of the University and its programs. As used in this context, “defame” means to say or write things which are untrue about another, or if true, are said or written with the sole intent of injuring its standing and reputation.

176.8. Authority to Supplement the Provisions of this Article with the approval of the Senate, the SACs of the various academic units may issue additional rules consistent with this Legislation to add to or elaborate on the provisions of sub-Article 177.2 of the Legislation. Unless specified otherwise, a violation of such additional rules shall be treated as a violation of this Code of Conduct.

## **CHAPTER THIRTY THREE: STUDENT ORGANIZATIONS**

### **Article 177. Policy Premises on Student Organizations**

- 177.1. As students constitute a vital component of the university community, they shall be provided with the means and forums for enhancing self-governance and democratic participation in the affairs of the university, particularly by forming student organizations promoting academic pursuits and their personal development.
- 177.2. By virtue of the powers vested in it by the relevant laws of the country as well as by virtue of its title of ownership on premises and facilities, the University has the responsibility of overseeing all the activities including that of student organizations that are being undertaken on its campuses.

### **Article 178. General Provisions on Student Organizations**

- 178.1. Without prejudice to the general objectives set forth in this Chapter, student organizations may be formed by students of the University on University-wide, college-wide or departmental level representing students within their respective constituency.
- 178.2. Student organizations may also be formed by special interest groups wishing to organize for the promotion of such causes or interests as the promotion of academic excellence, 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.
- 178.3. A University-wide student organization may be formed consisting of students of the University either through the direct membership of individual students or through the union of student organizations referred to in sub-Article 179.1 hereof.
- 178.4. The office of the Dean of Students Affairs shall ensure that all members of the student body, including those enrolled in continuing and distance education programs and graduate programs, are represented in the student union that officially represents the whole population of the student community.
- 178.5. The student body shall be represented in the governance of the University, including the Senate, its various committees, college/institute AC, DACs, other academic decision-making bodies and bodies engaged in the delivery of services to students. In so doing, the University shall have regard to the special position of students with disabilities.
- 178.6. The Dean of Students Affairs shall devise a mechanism for the organization of the Student Union in a manner conducive for a democratic representation of students and inclusive of all student interest groups.

## **Article 179. Objectives of Student Organization(s)**

- 179.1. Student organization(s) may be formed to pursue the objectives set forth below:
- 179.1.1. participate in the overall governance of the University as provided under this Legislation and the Proclamation;
  - 179.1.2. promotion of academic excellence, research, intellectual culture of tolerance to diverse opinions;
  - 179.1.3. encouraging debates on public issues in varied forms including discussions and publications;
  - 179.1.4. supplementing the University curricula by promoting such activities as panel discussions, debates, seminars, field trips, theatre, films, art exhibitions and other recreational activities among members of the University community and the society at large;
  - 179.1.5. promotion of mutual respect, understanding, tolerance and co-operation among University students, other members of the University Community and between University administrations;
  - 179.1.6. promotion of the welfare of students; and
  - 179.1.7. promotion of the contribution of students to the public.

## **Article 180. Activities of Student Organization(s)**

A recognized student organization may engage in any one of the activities set forth below:

- 180.1. arrange gatherings outside normal class hours and, with the express permission of the relevant University offices, during normal class hours;
- 180.2. raise funds to finance its objectives;
- 180.3. present considered views, grievances, proposals and recommendations to the University authorities on academic and other University matters; and participate in the deliberation of these matters;
- 180.4. organize intellectual and/or recreational events, trips and programs in consultation with the relevant offices of the University;
- 180.5. discuss and express, in print or otherwise, considered views regarding issues of national and/or international interest and concern in accordance with the provisions of this Chapter and laws of the Country; and
- 180.6. undertake any other relevant non-partisan activity compatible with its objectives.

## **Article 181. Recognition of Student Organizations**

- 181.1. Due regard being had to the laws in force and to its overall mission, the University shall recognize and, within the limitations of its resources, provide the necessary assistance to student organizations.
- 181.2. The University may not recognize more than one student organization for the same objective, and where two or more applications are submitted for recognition to this

effect, the application that is first submitted shall be granted recognition.

## **Article 182. Procedure for Obtaining Recognition**

- 182.1. Recognition of a student organization may only be accorded upon submission of an application signed by founding members;
- 182.2. application for recognition shall be submitted to the office of the Dean of Student Affairs;
- 182.3. application for recognition shall be accompanied by the constitution of the student organization containing, *inter alia*, the following particulars:
  - 182.3.1.the name of the organization;
  - 182.3.2.the list of its founding members as annex to the constitution;
  - 182.3.3.a brief and precise statement of the objectives of the organization;
  - 182.3.4.the criteria for determination of membership of the organization;
  - 182.3.5.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 terms of office;
  - 182.3.6.the functions and mandates of the officers of the organization;
  - 182.3.7.the procedure for the convening of meetings of members and of officers;
  - 182.3.8.the applicable procedures for the amendment of the constitution; and
  - 182.3.9.the system of keeping records; maintaining and auditing the financial resources of the organization and of the preparation and publication of its financial reports.

## **Article 183. Common Provisions**

- 183.1. No student organization may admit as its member or represent any person who is not a registered student of the University.
- 183.2. No student organization may elect to any of its top three offices any student who has not completed at least one full year of study at the University. Students placed on probation are precluded from holding office. A duly qualified disciplinary body may disqualify a student from holding office on established disciplinary grounds.
- 183.3. No student organization may deny membership to any student on ethnic, religious, regional, linguistic or other similar discriminatory grounds. However, a student organization set up to promote issues pertaining to gender and persons with disabilities as an integral part of its proposed objectives may be allowed to limit membership.
- 183.4. 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.
- 183.5. No student organization shall be registered when its stated objectives, or activities thereof are contrary to the stated vision and mission of the University or in contravention to the country's laws.
- 183.6. No student organization shall be registered where the organization is motivated by commercial interests or financial or material benefit to its members, spread of hatred and intolerance or promotion of a religious or political agenda.

- 183.7. A student organization, in addition to securing recognition from the University, shall be registered with the concerned government authority as required by the country's laws.
- 183.8. A student organization shall notify the University office concerned about a memorandum of understanding it signs or an agreement it concludes with third parties.
- 183.9. No student organization shall use the name, seal, logo or any other identifying symbol of the University without prior approval from a duly authorized office.

#### **Article 184. Actions on Application for Recognition**

- 184.1. The Dean of Student Affairs, in consultation with the relevant University offices and the approval of the VPASS, shall grant recognition in writing where he is satisfied that the substantive and procedural conditions for recognition prescribed in this Title are fulfilled.
- 184.2. Where the Dean of Student Affairs is of the opinion that there are still certain conditions which are not fulfilled for the time being and he believes that they can be complied with in due course by the applicant, he shall grant provisional recognition and fix a time limit within which these conditions shall be fulfilled. Failure to comply with the conditions specified in the provisional recognition may result in the withdrawal of the recognition.
- 184.3. The Dean of Student Affairs may, in consultation with the relevant University offices and the approval of the VPASS, deny any application for recognition in writing where he believes that the objectives of the applicants are not lawful or the substantive and procedural conditions for recognition are not fulfilled, provided, however, that the Dean shall, before making his final decision, grant an opportunity to be heard.
- 184.4. Without prejudice to the provisions of sub-Article 186.2 hereof, the Dean of Student Affairs shall act on any application requesting recognition within 30 days from the moment his office received the application, provided, however, that this period may be extended by another 7 days where the next week from the submission of the application is a leave week in accordance with the Academic Calendar. The applicant organization shall be deemed recognized unless the Dean of Student Affairs does not notify its decision within the period fixed in this Article.

#### **Article 185. Rights and Duties of Student organizations**

- 185.1. A duly recognized student organization has the right to:
- 185.1.1. engage in any lawful activity referred to under Chapter thirty two of this Legislation in pursuance of its objectives;
  - 185.1.2. represent its members before any forum within or outside the University;
  - 185.1.3. use University facilities with the prior permission of the relevant University authorities; and
  - 185.1.4. participate in the meetings of the organs of the University relating to

academic and administrative matters directly affecting students' interests in such manner as this Legislation or the AVP shall determine.

185.2. A duly recognized student organization has the duty to:

- 185.2.1. observe and respect rules and regulations issued by the University;
- 185.2.2. use University facilities with due care and sense of responsibility;
- 185.2.3. use funds and other resources under its custody only for the attainment of its lawful objectives;
- 185.2.4. submit to the Dean of Student Affairs a duly audited annual financial report and publish the same for the benefit of its members and the University;
- 185.2.5. notify the Dean of the Student Affairs of the names of its newly elected officers, if any;
- 185.2.6. give prior notice to the Dean of Student Affairs or his representative of any meetings other than the regular ones to be held within the premises of the University and of any use to be made of University facilities and property provided; and
- 185.2.7. submit a schedule of its regular meetings every semester.

## **Article 186. Suspension and Withdrawal of Recognition of Student Organizations**

- 186.1. The Dean of Student Affairs may, in consultation with and the approval of the VPASS, 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.
- 186.2. The Dean of Student Affairs may, in consultation with and the approval of the VPASS, withdraw the recognition accorded to any student organization only on the following grounds:
  - 186.2.1. the organization has clearly violated its constitution to the detriment of the University or its members;
  - 186.2.2. the organization has ceased to exist as a result of formal dissolution or in fact;
  - 186.2.3. the organization has sponsored or encouraged activities that are unlawful or violate the rules and regulations of the University; and
  - 186.2.4. the basis upon which recognition was accorded no longer exists.
- 186.2.5. The Dean of Student Affairs shall, before suspending or withdrawing recognition, provide the organization concerned with the reason for suspension and the opportunity to be heard.
- 186.2.6. Any student organization affected by such decision may lodge an appeal to the President.

## **Article 187. Conditions for the Use of University Facilities by Student Organizations**

- 187.1. No student organization or group may use University facilities for meetings or

other purposes without the prior permission of the Dean of Student Affairs or, in appropriate cases, the designate of the Dean of Students Affairs of the college concerned;

187.2. request to make use of University facilities shall be made in writing by the student organization concerned or, in the case of a student group, by its organizers. The application shall, inter alia, 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;

187.3. the Dean of Student Affairs or his representative shall grant the permission unless:

187.3.1. the facility applied for has been previously reserved for someone else for the same date & time; or

187.3.2. the purpose for which the facility is to be used is unlawful under University rules or laws of the Country; or

187.3.3. he has reasonable ground to believe that damage to the facility is likely to occur if the application is granted.

187.3.4. the Dean of Student Affairs shall provide its decision in writing;

187.3.5. permission to make use of University facilities under the preceding sub-Articles does not relieve the student organization or group concerned of its liability of damages caused to the facilities in violation of university regulations.

## **Article 188. Disciplinary Offences**

188.1. Officers of any student organization who make use of the University facilities without securing the authorization of the relevant University authorities and any student who is known to participate therein shall be subject to the penalties provided for in the provisions pertaining to Students' Code of Conduct in this Chapter.

188.2. Any student who engages in any activity on behalf of a student group or organization not recognized by the University or on behalf of a student organization whose recognition has been suspended or withdrawn shall, without prejudice to penalties imposed for offences against national law, be deemed to have violated the Code of Conduct and shall be subject to the penalty prescribed therein.

188.3. Disciplinary measures taken pursuant to sub-Articles 188.1 and 188.2 hereof 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 189. University Support for Student Publications**

189.1. The University shall encourage and assist students and their organizations to exercise freedom of expression and the press.

189.2. The University shall establish advisory organs to assist students and their

organizations to exercise the rights prescribed under sub-Article 188.1 hereof.  
The advisory organs shall have the following general objectives to:  
189.2.1. advise students on the quality and form of student publications; and  
189.2.2. advise students on the legality of their publications under national laws and  
University regulations.

## **Article 190. Oversight Power of the University**

Notwithstanding the financial autonomy of a duly recognized and registered student organization, the University shall have the power to set conditions for fund raising by and oversee the financial administration of such organization.



## **TITLE IX: TRANSITORY AND MISCELLANEOUS PROVISIONS**

### **CHAPTER THIRTY FOUR: TRANSITORY PROVISIONS**

#### **Article 191. Pending Academic Matters**

191.1. Academic matters initiated prior to the effective date of this Legislation shall be handled in accordance with the April 2013 Senate Legislation of the University and the amendments thereto.

191.2. In particular, academic staff employments, promotions, leaves, student academic status, academic staff and student disciplines duly set in motion before the effective date of this Legislation shall be processed in accordance with the April 2013 Senate Legislation of the University and the amendments thereto.

#### **Article 192. Consistency with the Proclamation and Regulations Issued Thereunder**

Notwithstanding the provisions of Article 193 of this Legislation, pending academic matters shall be processed as per the April 2013 Senate Legislation of the University and the amendments thereto to the extent the latter is compatible with the Proclamation and regulations issued thereunder.

## **CHAPTER THIRTY FIVE: MISCELLANEOUS PROVISIONS**

### **Article 193. Forgery and False Statements**

Without prejudice to the laws governing such conduct, any member of the University who has presented forged credential, document or who has willfully misrepresented himself in written or verbal forms, shall be liable to disciplinary measures.

### **Article 194. Repealed Regulations**

The 2013 Senate Legislation of the Addis Ababa University and all amendments thereto are hereby repealed and replaced by this Legislation.

### **Article 195. University Rules and Regulations Inconsistent with this Legislation**

All University rules, regulations and practices that are inconsistent with the provisions of this Legislation shall not apply on matters covered under this Legislation.

### **Article 196. Power to Issue Guidelines**

The Senate may issue guidelines for the proper implementation of the provisions of this Legislation.

### **Article 197. Obligation to Comply**

197.1. All members of the University's Academic Community shall have the obligation to comply with the provisions of this Legislation.

197.2. All academic units of the University shall have the obligation to implement this Legislation.

### **Article 198. Effective Date**

This Legislation shall come into force as of this *fourteen* day of *March* 2019.

Tassew Woldehanna (Professor)  
President of the Addis Ababa University  
Chairperson of the University Senate