



We Strive for Wisdom!

WOLKITE UNIVERSITY

SENATE LEGISLATION 2024

WOLKITE, ETHIOPIA
October 2024





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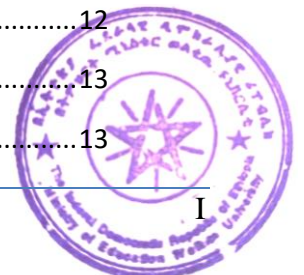
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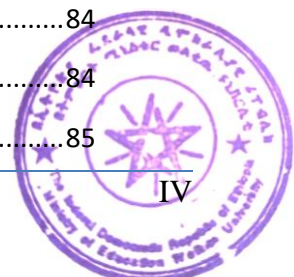
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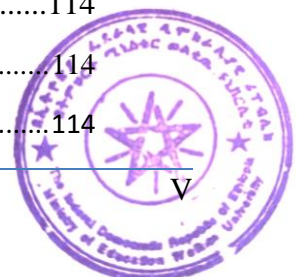
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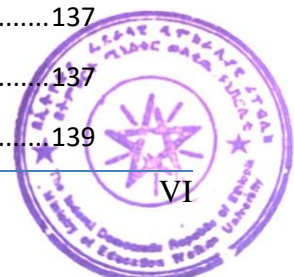
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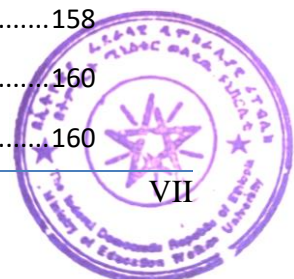
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Lists of Acronyms

ADR	Academic Dismissal for Readmission
AGP	Admission to the Graduate Program
APC	Admissions and Placement Committee
APD	Academic Programs Director
ASAC	Academic Staff Affairs Committee
ASDC	Academic Staff Disciplinary Committee
ASQAC	Academic Standards and Quality Assurance Committee
CABDD	Chief Administrative and Business Development Director
CAC	College Academic Council
CAD	Chief Academic Director
CCD	Chief Clinical Director
CD	Complete Dismissal
CDEO	Continuing and Distance Education Office
CDEP	Continuing and Distance Education Program
CED	Chief Executive Director
CGPA	Cumulative Grade Point Average
CGS	Council of Graduate Studies
CMHS	College of Medicine and Health Science
CP	Credit Point
CRCSD	Chief Research and Community Service Director
CSAC	College Student Affairs Committee
DA	Department Assembly
DAC	Department Academic Council
DEC	Development and Entrepreneurial Committee
DGC	Departmental Graduate Committee
DGSO	Dean of Graduate Studies
DO	Dropout
DRPTTC	Departmental Research, Publication and Technology Transfer Committee
ECCC	Ethics and Code of Conduct Committee
ECTS	European Credit Transfer System
EQED	Educational Quality Enhancement Directorate
ETA	Education and Training Authority
I	Incomplete
IA	Incomplete Attendance
ICT	Information Communication Technology
IT	Information Technology
LEHs	Lecture Equivalent Hours





LLM	Master of Law (Licensing Law Master)
M.A.	Master of Arts
M.Sc.	Master of Science
MoE	Ministry of Education
MoH	Ministry of Health
ND	Not Determined
NG	No Grade
PC	Policy Committee
Ph.D.	Doctor of Philosophy
PRO	Probation
RG	Research Group
DRPED	Director for Research, Publication Ethics and Dissemination
RPTTC	Research, Publication, and Technology Transfer Committee
SAC	Students' Affairs Committee
SC	Senate Committee
SEC	Senate Executive Committee
SGPA	Semester Grade point Average
UAC	University Advisory Council
VPAA	Vice President for Academic Affairs
VPAD	Vice President for Administration and Development
VPRTTA	Vice President for Research and Technology Transfer Affairs
WKU	Wolkite University





PREAMBLE

WHEREAS, Wolkite University (WKU) was established in 2011 in accordance with Wolkite University establishment regulation 219/2011 of the Federal Democratic Republic of Ethiopia;

WHEREAS, WKU's vision is to be the leading applied science University in Ethiopia by 2030, with significant contribution to the regional, national, and international scientific community in generating and applying knowledge and innovations; publishing the same in reputable scientific journals of international standards;

WHEREAS, WKU's mission is to produce knowledgeable, attitudinally mature and practically innovative graduates, to supply applicable technology and knowledge that address community-level and national development problems to help make operations of the government and non-government organizations efficient, to produce problem-solving research, and to provide, training, consulting and other developmental services to the community;

WHEREAS, The University aspires to be an agent of change and development, preserve and promote knowledge, critical thinking and intellectual independence to enhance the understanding, development and well-being of the nation;

WHEREAS, The University is committed to being the center of excellence in research and providing the highest quality education and training which builds the technical capacity of scholars in the applied field of studies needed by the nation;

WHEREAS, The University is dedicated to communicate and enhance partnerships and collaborations with government, industry, higher learning and research institutes;

WHEREAS, The University envisions building a strong and committed academic community through the fruits of its research and community service, the skills of its alumni, and the publishing of academic, educational and developmental guiding materials;

WHEREAS, pre-existing academic rules and regulations of the University do not adequately address many of the issues and concerns due to external and internal changes;

Now therefore, in accordance with Article 49 (3) of the Proclamation, and Article 6 of Federal Universities Council of Ministers Regulation No. 210/2011, the Senate has proclaimed this Legislation as follows:





PART ONE: GENERAL PROVISIONS

Article 1 : Short Title

This Legislation may be cited as "The Senate Legislation of Wolkite University, 2024."

Article 2 : Issuing Authority

This Legislation is issued by the Senate of Wolkite University pursuant to the powers given in it by Articles 49(3) of the Proclamation and Article 6 of the Federal Universities Council of Ministers Regulations No. 210/2011.

Article 3 : Definitions

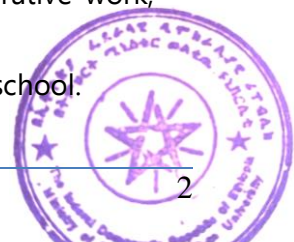
Unless otherwise expressly stated herein or the context demands, the terms and expressions in this Legislation shall have the following meanings:

- 3.1. "Academic Advisor"** shall mean an academic staff assigned to students to offer them academic guidance and counseling including, but not limited to, courses of study available, the content, structure and requirements of each course as well as academic status.
- 3.2. "Academic Calendar"** shall mean the time allotted to the teaching-learning process as approved by the Senate.
- 3.3. "Academic Community"** shall mean all those persons studying, teaching and doing research and providing community services as permanent or visiting members of the University.
- 3.4. "Academic Matter"** refers to issues of the teaching-learning process and includes matters relating to admissions, transfer in and transfer outs, course contents, course delivery, assessment, examination, grading and graduation and extends to embrace related activities such as laboratory and field works, conducting tutorials, seminars, workshops, panel discussions.
- 3.5. "Academic Staff"** shall mean University Professors, Associate Professors, Assistant Professors, Lecturers, Assistant Lecturers and Graduate Assistants, employed for teaching and/or research; and other employees such as persons employed in joint appointment, and research fellows considered as work academic staff by the decision of the Senate following international good practices and the provisions of the internal institution's regulations.
- 3.6. "Academic Unit"** shall mean a college or a school or a department or a center established as a constituent unit of the University which shall coordinate academic program(s) sharing similar public resources and resolve inter-program issues.
- 3.7. "Academic Year"** shall mean a minimum standard of an academic year of regular programs with 300 calendar days, divided equally into appropriate semesters.
- 3.8. "Administrative Support Staff"** shall mean personnel of the University employed on permanent tenure bases to provide administrative, business management, accounting, catering, maintenance, safety, security, gardening and other services.
- 3.9. "Board"** shall mean the Board of Wolkite University established in accordance with Articles 43 and 48 of the Proclamation.
- 3.10. "Center"** shall mean a unit that is directly attached to the University for a defined purpose.



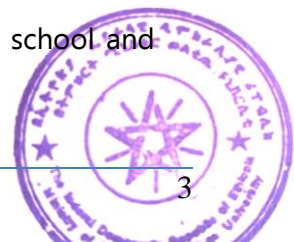


- 3.11. **“College Academic Council”** shall mean the College/School academic-decision-making body of each college/school constituted in accordance with this Legislation.
- 3.12. **“Continuing and Distance Education”** shall mean all educational instructions offered outside the regular full-time through formal and non-formal means, such as evening programs, summer-in-service programs, distance education, correspondence, radio and/or online or e-learning programs as well as seminars and workshops to working adults and those who, for various reasons, are not enrolled in the regular programs.
- 3.13. **“Credit Hour(s)”** shall mean credit values to an individual course based on time allocated to lectures, tutorials, laboratory works, or practices in the conventional system.
- 3.14. **“Credit Point (s)”** shall mean value (s) credited to an individual course on the basis of hours allocated to lecture, tutorial, lab/practice, or home study in the European Credit and Transfer System (ECTS).
- 3.15. **“Credit Value”** is defined as 50 minutes in a lecture or two-thirds hours of laboratory/ practical or tutorial work guided activity.
- 3.16. **“Cumulative Average Letter Grade” (CALG)** refers to the letter grade corresponding to Cumulative Average Number Grade (CANG).
- 3.17. **“Cumulative Average Number Grade” (CANG)** refers to the ratio of the sum of products of Grade Point (GP) and Cumulative Point (CP) of all courses that have been taken in all previous semesters and in that particular semester.
- 3.18. **“Dean”** shall mean the respective dean of a college /school.
- 3.19. **“Department”** shall mean the basic executive academic unit of the organizational administrative structure of the University which shall run a program in which a degree may be obtained so that it enrolls students, offers courses, awards degrees, executes research and provides community services, University-industry linkage academic functions in a field of study, extension, development, and consultancies, as well.
- 3.20. **“Department Council”** refers to the department-level decision-making body constituted of the elected academic staff members, in accordance with this Legislation, of the department by the department assembly (DA) unit of each department of every College/School.
- 3.21. **“Director”** shall mean the executive manager of the University, campus, center, or Hospital Offices directing the teaching, research or service functions.
- 3.22. **“Fiscal Year”** shall mean the Ethiopian fiscal year from *Hamle* 1 (July 8) of the current year until *Sene* 30 (July 7) of the succeeding year.
- 3.23. **“Full teaching load”** is the number of credit hours beyond which an Academic staff is not required to teach without compensation (extra payment) for an extra lecture equivalent hour of work rendered.
- 3.24. **“Full workload”** is the 39 hours of work per week that an academic staff is required to spend and work for the institution in preparing for courses, teaching, research, administrative work, committee assignments, student advising, etc.
- 3.25. **“Head”** shall mean an executive manager of the respective department in a college/school.





- 3.26. **“Home Study”** means all the academic activities students are required by the respective curriculum of the department to perform excluding lecture, tutorial, and laboratory/practice.
- 3.27. **“Hospital”** shall mean the Teaching Hospital owned and operated by Wolkite University entrusted with teaching, research, community, and clinical services.
- 3.28. **“Joint Program”** means a program provided by Wolkite University jointly with other industries or Universities in which the certification of the diploma is mandated to the Wolkite University.
- 3.29. **“Load”** is defined as the total credit hours of teaching and related assignments an Academic Staff carries, which takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, community service undertakings, student advising, administrative duties and other items that the Senate considers as a load.
- 3.30. **“Managing Council”** shall refer to the University body constituting the President of the University, vice Presidents, executive officer of Institutional change, head of the administrative council, and other pertinent officers deemed by the President as per the proclamation.
- 3.31. **“Ministry”** shall mean Ministry of Education.
- 3.32. **“Module”** shall mean a set of interrelated courses within a program leading to a similar competence. A set of modules would enable one to finish a program of study and graduate thereof.
- 3.33. **“Over Load”** is defined as a workload in the regular program above the normal full load.
- 3.34. **“Part-time Student”** is defined as a non-traditional student who pursues higher education, typically after reaching physical maturity, while living off-campus, and possessing responsibilities related to family and/or employment.
- 3.35. **“Person”** means the natural or juridical person.
- 3.36. **“President”** shall mean the Chief Executive Officer of Wolkite University appointed in accordance with Articles 52 and 53 of the Proclamation.
- 3.37. **“Proclamation”** refers to the Higher Education Proclamation No. 1152/2019 of the Federal Democratic Republic of Ethiopia done at Addis Ababa on 12th August 2019.
- 3.38. **“Program”** shall mean a set of modules in the undergraduate and graduate study disciplines.
- 3.39. **“Registrar”** shall mean an executive manager responsible for operations pertaining to student admission, placement, registration and academic records.
- 3.40. **“Regulation”** shall mean Wolkite University Establishment Council of Ministers Regulation No. 219/2011 which was issued for the establishment of Wolkite University.
- 3.41. **“Research Staff”** shall mean an academic staff with a workload of 75% engagement in research and 25 % in teaching.
- 3.42. **“Sabbatical leave”** means academic leave of the seventh year with full pay, when the academic employee has been working for six consecutive years.
- 3.43. **“School”** shall mean an executive academic unit of the University that has equivalent status to college and which may run different programs in which a degree may be obtained.
- 3.44. **“School Academic Council”** shall refer to the decision-making body found in the school and which is constituted in accordance with this Legislation.





- 3.45. **“Semester”** shall mean a duration of 18 weeks of teaching-learning time including registration and examination in the regular program and 8-12 weeks for a summer program. However, for the summer program, the weekly course schedule should be doubled.
- 3.46. **“Senate”** shall mean the Senate of Wolkite University established under the provision of Article 44(1c) of the Proclamation.
- 3.47. **“Staff”** shall mean the academic and supporting staff of the University.
- 3.48. **“Student”** shall mean any person for the time being admitted and registered in the regular, Continuing and Distance Education Program (CDEP) or any other program of study in the University.
- 3.49. **“Teaching hospital”** means the Compressive Teaching Hospital owned and operated by Wolkite University that has been accomplishing joint teaching, services and research activities.
- 3.50. **“Technical Academic Supporting Staff”** shall mean non- administrative and non-academic personnel employed to support professionally the teaching – learning and research processes.
- 3.51. **“University”** shall mean Wolkite University established as per Regulation No. 219/2011 of the Federal Democratic Republic of Ethiopia.
- 3.52. **“University Community”** shall mean all students and staff of the University.
- 3.53. **“University Council”** shall mean the University’s management bodies which consist of the President, Vice Presidents, Deans and Vice Deans, Directors, Executive Officers, all members of the Senate standing committees, Department Heads, Other key Academic Officers, Service Department Heads, Team Leaders, and Representatives of Academic Staff as well as students with gender mix.
- 3.54. **“Vice Dean”** shall mean vice-executive officer of a College/School.
- 3.55. **“Vice Presidents”** shall mean the executive officers of the University appointed in accordance with Articles 52 and 54 of the Proclamation.

Article 4: Gender References

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

Article 5: Scope of Application

- 5.1. Unless otherwise specifically provided in this legislation and other laws of the country, all provisions of this legislation shall apply to the academic, research and community service affairs of the University.
- 5.2. Unless when provided otherwise in this legislation or any other laws in force, the provisions of this legislation shall apply to all undergraduate and postgraduate regular, continuing and distance education programs of the University.
- 5.3. Matters concerning the recruitment, administration, advancement in rank, entitlements, and obligations, as well as benefits bestowed on the Technical Academic supporting staff, clinical professionals in the teaching hospital, and Library experts shall be administered by the separate legislation issued by pertinent bodies.





Article 6: Guiding Values

The University shall have the following guiding values:

- 6.1. Pursuit of truth
- 6.2. Culture of fighting corruption
- 6.3. Academic excellence and reputability
- 6.4. Institutional competitiveness and cooperation
- 6.5. Ensuring institutional autonomy with accountability
- 6.6. Quality and standards
- 6.7. Regard for students
- 6.8. Integrity
- 6.9. Positive thinking
- 6.10. Teamwork
- 6.11. Legitimacy and fairness
- 6.12. Recognition and reward of merit
- 6.13. Efficient use of resources
- 6.14. Good governance and observance of the rule of law
- 6.15. Ensuring diversity in management

Article 7: Interpretation of this Legislation

- 7.1. The interpretation of provisions of this Legislation shall be in good faith in accordance with the ordinary meaning to be given to the terms of the legislation in their context in the light of its object and purpose and compatible with the provisions of the Proclamation.
- 7.2. In case of controversies, the Senate shall have the mandate for interpretation.





PART TWO: GOVERNING BODIES OF THE UNIVERSITY

Article 8: Governing and Advisory Bodies

Governing and advisory bodies of Wolkite University shall include the following:

- 8.1.** Board
- 8.2.** Advisory Board of University of Applied Sciences
- 8.3.** President and Vice Presidents
- 8.4.** Senate
- 8.5.** Managing Council
- 8.6.** University Council
- 8.7.** College/School Academic Council
- 8.8.** Department Assembly
- 8.9.** Department council
- 8.10.** Advisory, Standing or Ad-hoc committees that may be established by the Senate, University Council, or University executive officers



CHAPTER ONE: THE UNIVERSITY SENATE

Article 9 : Membership

As per Article 50 (4) of the Proclamation and Article 6 (3) of the Regulation, the Senate chaired by the President of the University shall have the following members:

- 9.1. University President;
- 9.2. All Vice Presidents;
- 9.3. Chief Executive Director for College Medicine and Health Sciences and Teaching Hospital (CED);
- 9.4. Campus Managing Director;
- 9.5. Director for Research International Relations and Partnership;
- 9.6. Academic Programs Director;
- 9.7. The University Registrar Director;
- 9.8. Director for Educational Quality Enhancement;
- 9.9. Director for E-Learning Management;
- 9.10. Information Communication Technology Executive Officer;
- 9.11. Director for Library and Information Service;
- 9.12. Field and Laboratory Director;
- 9.13. Chief Academic Director of the College of Medicine and Health Sciences
- 9.14. Research Publication Ethics and Dissemination Director (DRPED)
- 9.15. Language Culture and Indigenous Knowledge Studies Director
- 9.16. Community Service Director
- 9.17. Industry Linkage and Technology Transfer Director
- 9.18. Deans of all Colleges and Schools;
- 9.19. Dean of Student Services;
- 9.20. One senior staff representative of the University Teachers' Association;
- 9.21. One representative of the University students' Union;
- 9.22. In addition to the aforementioned members, non-voting members of the Senate may be determined by the President.

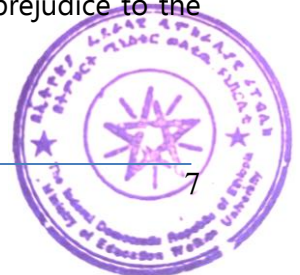
Article 10 : Terms of Office for Senate Members

- 10.1. The term of office of the Senate members listed under sub-article 9 of Article 9 above shall be their respective office term; however, they may be reappointed as may be appropriate. For senate members having no office term in leadership, the terms in the senate membership shall be three years.
- 10.2. If any member of the Senate shall resign or, for other reasons, be unable to continue the term of office, the President shall replace the member to complete the rest of the term.

Article 11 : Powers and Duties of the Senate

The Senate, being the leading body of the University for academic matters and without prejudice to the responsibilities of the Board, shall have the responsibilities to:

- 11.1. Determine the academic calendar of the University;





- 11.2. Accredite academic programs and their curricula and supervise academic units to ensure the relevance and quality of education and research;
- 11.3. Legislate and ensure proper implementation of the University's statutes related to all academic and research matters in accordance with the Proclamation;
- 11.4. Determine conditions on which degrees are awarded or revoked;
- 11.5. Determine an institution-wide framework for quality enhancement and student assessment including the overseeing quality assurance and excellence of programs;
- 11.6. Recommend to the Board promotions of academic staff to the rank of professor and to the rank of associate professor;
- 11.7. Approve nominations by academic units for employment of academic staff with the rank of professor;
- 11.8. Decide on the type, number, membership, and responsibilities of its specialized committees;
- 11.9. Decide on the conferring of degrees, diplomas, and certificates, as well as medals and prizes;
- 11.10. Award honorary degrees and other academic prizes to persons with outstanding achievements meriting recognition by the University based on the directives to be issued to a pertinent body;
- 11.11. Examine and approve recommendations by the President in respect of opening, closure or merger of academic units;
- 11.12. Formulate criteria for the admission and enrolment of students;
- 11.13. Set criteria for the determination of academic standards;
- 11.14. Provide governing guidelines for the settlement of disciplinary problems to the academic staff;
- 11.15. Determine criteria for graduation and its ceremonial processions;
- 11.16. Recommend to the Board tuition fees to be charged by the University;
- 11.17. Issue guidelines on conditions and procedures of competitions for grants, fellowships, and scholarships;
- 11.18. Formulate policies and guidelines for the planning and utilization of resources;
- 11.19. Establish Standing 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;
- 11.20. Develop and formulate policies designed to promote principles of tolerance and accommodate issues of diversity in the various activities and programs of the University;
- 11.21. Propose policies to the Board regarding employment, salaries, allowances and other benefits of the academic staff;
- 11.22. Formulate policies that promote social and cultural activities of the University Community;
- 11.23. Formulate policy and devise mechanisms for staff recruitment, retention and promotion;
- 11.24. Provide an overall governing policy for external funding; and
- 11.25. Perform such other duties as may be given to it in the establishing law of the University or may be referred to it by the President

Article 12 : Session of the Senate

- 12.1. The President is the chairperson of the Senate and shall preside over the Senate meeting.





- 12.2. In the absence of the President, the Vice President for Academic Affairs (VPAA), the Vice President for Research and Technology Transfer Affairs (VPRTTA), or the Vice President for Administration and Development (VPAD) shall, respectively, preside over the meeting of the Senate.
- 12.3. The University Registrar Director is the Secretary of the Senate.
- 12.4. 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.
- 12.5. The Senate shall determine its regular and extraordinary sessions in its own rules of procedure and internal regulations, which shall also include the disciplinary rules of its members.
- 12.6. Notwithstanding the provisions under sub-article 4 of this Article, the Senate may hold continuous sessions upon request by the President.
- 12.7. The Senate may hold extraordinary sessions upon the request of the President, the Board, or one-third of its members.
- 12.8. The Senate, consistent with its mandate, shall devote some of its sessions to evaluations of the academic performance of the academic units, of its committees, and its own performance; and the results of the evaluations shall be duly communicated by the President to the Board.
- 12.9. The President at his discretion may invite resource persons it deems necessary to any of its sessions.
- 12.10. The working language of the Senate shall be English.
- 12.11. The members shall be officially communicated from the president upon the presence of senate session meetings.

Article 13 : Senate Meeting and Decision Procedure

- 13.1. The Senate shall hold regular meetings at least three times a year.
- 13.2. Extra-ordinary meetings of the Senate may be called whenever the Chairperson finds it necessary, or if more than a third of the Senate members present a written request for such meetings.
- 13.3. A quorum shall consist of more than half (50% + 1) of the members, including the chairperson.
- 13.4. A resolution that obtained a simple majority vote (50% + 1) of the meeting shall be taken as the decision of the Senate.
- 13.5. The Chairperson has a voting right as any other member of the Senate.
- 13.6. In cases of tie votes, the Chairperson shall have a casting vote.
- 13.7. A Senate decision may be reconsidered for discussion if demanded by more than two-thirds of the Senate members.

Article 14 : Communication of Senate Decision

Chairperson and secretary of the Senate, office of the President and members of the Senate shall communicate where appropriate in writing or any other modalities to their respective and pertinent academic or administrative staff the issues on which the Senate deliberated and decided. Such communication shall be conducted within a reasonable time after every Senate meeting.





Article 15 : Powers and Duties of Chairperson of the Senate

The Chairperson of the Senate has the following powers and Duties:

- 15.1. Ensuring that the University's academic community is appropriately represented in its membership;
- 15.2. Ensuring that the Senate sessions are well-facilitated and prepared for, properly documented and the documentation kept in order, and are exhaustive in the discussion of issues; and that Senate decisions are properly communicated and implemented;
- 15.3. Leading and supervising the activities of the Senate;
- 15.4. Directing and following up the implementation of Senate decisions;
- 15.5. Calling to order the regular and extraordinary meetings of the Senate;
- 15.6. Ensuring that the Senate members are notified in time of the agenda of Senate meetings.

Article 16 : Responsibilities of the Secretariat of the Senate

There shall be a Secretariat administrative unit of the Senate within the Office of the President having a focal person or Senate Chairperson special advisor that works in communication with the Senate secretary to maintain Senate records for the organization. The focal person or Senate Chairperson special advisor's functions shall be to:

- 16.1. Follow up and ensure the implementation of the decisions of the Senate and of the Executive Committee;
- 16.2. Compile, publish and disseminate rulings of the Senate and/or revisions of this Senate Legislation on a regular basis;
- 16.3. Follow up the activities of the standing committees;
- 16.4. Keep the files and documents of the Senate and the Executive Committees;
- 16.5. In consultation with the Senate Chairperson and Secretary, sets agenda for Senate meetings and dispatches letter of call for meeting to all Senate members;
- 16.6. With the help of the Senate secretary, record minutes of the Senate meetings and when necessary, arrange for audio-visual records and, with the collaboration of the ICT director, as deemed necessary release the same on the website of the University;
- 16.7. With the help of the Senate secretary, ensure proper handling, documentation, and distribution of the minutes taken thereof;
- 16.8. Brief Senate members with information concerning the activities of the Senate, dates of future meetings, etc.
- 16.9. Make the necessary arrangements for Senate meetings (organize the meeting place and reception).
- 16.10. Publicize and communicate, as deemed necessary and in consultation with the chairperson, decisions of the Senate to concerned bodies of the University;
- 16.11. Set rules of procedures and protocols for Senate meetings and members to be approved by the Senate
- 16.12. Undertake any additional relevant tasks pertaining to Senate matters given by the Chairperson of the Senate.

Article 17 : Rights of the Senate Members

Every member of the Senate has the right to:





- 17.1. Express his ideas and criticism freely at every Senate meeting;
- 17.2. Support or oppose motions or abstain from voting at Senate meetings;
- 17.3. Present criticisms or self-criticisms on undertaking the activities of the Senate provided that the criticism is substantiated with evidence;
- 17.4. Generate new ideas at the Senate meetings and suggest new agenda items through the proper mechanism;
- 17.5. Enjoy any benefits that the Senate members are entitled to; and
- 17.6. Be provided with a recognition certificate for his contributions as a member of the Senate upon his request at the end of his term

Article 18 : Responsibilities of Senate Members

Every member of the Senate shall have the following obligations;

- 18.1. Abide by the guidelines or rules of procedures, protocols, and ethics set including dressing code and other matters
- 18.2. Attend all Senate meetings and be punctual;
- 18.3. Notify the Chairperson in advance through any means available when finding oneself unable to attend a meeting;
- 18.4. Refrain from disclosing confidential issues discussed in the Senate meetings;
- 18.5. Perform other tasks that may be assigned to him by the Senate.





CHAPTER TWO: COMMITTEES OF THE SENATE

Article 19 : General Provisions

- 19.1. The Senate shall have advisory, executive, standing, and ad-hoc committees.
- 19.2. The Committees shall serve and function on behalf of the Senate in accordance with the mandates vested in them.
- 19.3. The Committees shall be accountable to the Senate.
- 19.4. Each committee shall adopt its own guidelines and rules of procedure in line with this Legislation.
- 19.5. Committee work is expected of all University staff as part of their obligation to the University.
- 19.6. Election of members of the committees of the University Senate shall be conducted at Senate meetings, as deemed necessary.
- 19.7. The Chairpersons of the Standing Committees of the Senate suggest, in consultation with the President, additional members which shall have ex-officio, (i.e., non-voting) status.
- 19.8. The President shall promptly notify in writing members of the Senate Committees with the attachment of their respective duties and responsibilities.
- 19.9. The President shall assign the member responsible for calling the first meeting of each Senate committee.
- 19.10. Unless provided otherwise in this Legislation, a committee of the Senate shall elect its chairperson.
- 19.11. The committees shall conduct their first meetings and begin their function within a month of their establishment.
- 19.12. Each Standing Committee shall have four regular meetings in a year. When a request is made by more than a third of the members or by staff on justified urgent situations, the Chairperson must call a meeting of the committee within two weeks of such a request.
- 19.13. The term of standing committee members shall be three years.
- 19.14. A majority (50% +1) of any committee composes a quorum.
- 19.15. Heads of Academic Units shall be informed by the Chairpersons of the Committees whenever any agenda item of the Committee meeting includes a matter of direct concern to the particular academic unit. The Head Academic Units shall have the right to appear personally, or through a representative, to present positions on the matter. However, the Head or an appointed representative shall not have the right to vote unless they are a member of the Committee.
- 19.16. A decision of every Standing committee shall be submitted and/or presented to the Senate.
- 19.17. At the end of each semester, the Chairpersons of each Standing Committee shall submit a written report to the President on the activities of said Committee.
- 19.18. Particulars shall be determined by subsequent Senate regulations.

Article 20 : Major Functions of the Committees of the Senate

- 20.1. 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:





- 20.2. Deliberating on matters under their assigned responsibilities and jurisdiction, and deciding according to the general policy and principles that are provided in this Legislation, directives of the Senate and their own work guidelines;
- 20.3. Reporting to the Senate the results of their deliberations and the implementation of their mandate;
- 20.4. Initiating and proposing new policy guidelines as well as directives to be deliberated upon by the Senate in line with their entrusted responsibility; and
- 20.5. Submitting recommendations for Senate deliberation and decisions.

Article 21 : Membership of Standing Committees

- 21.1. Each standing committee shall have a minimum of five members.
- 21.2. 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.
- 21.3. Standing committees of the Senate are encouraged to co-opt into their committees additional members from among the staff and representatives of stakeholders where this deems helpful.
- 21.4. The relevant committee shall formulate the rights and duties of such members and notify the Senate of the same.

Article 22 : Decisions of the Committee

- 22.1. In the exercise of the powers vested in it by the Senate, a standing committee may make decisions on matters under its competence and shall propose decisions to the Senate.
- 22.2. The Senate may at its discretion review any decision of a committee.
- 22.3. A committee may also make interim decisions in between meetings of the Senate.
- 22.4. Interim decisions are decisions of a committee that require final approval by the Senate.
- 22.5. The reasons for passing an interim decision could be the weight of the matter under consideration, or the absence of clearly spelled out provisions in this Legislation, other rules of the University or relevant laws of the country.
- 22.6. Whenever an interim decision is made, the chairperson of the committee making such decision shall forthwith communicate this fact to the President.
- 22.7. The President shall subsequently forward the interim decision to the next Senate meeting for review and/or approval.

Article 23 : Secretaries of the Standing Committee of the Senate

Executive and each standing committee of the Senate shall have a secretary who shall be a pertinent office bearer.

Article 24 : Senate Executive, Standing and Ad-hoc Committees

- 24.1. The Senate shall have followed Standing Committees:
 - 24.1.1. Senate Executive Committee (SEC)
 - 24.1.2. Policy Committee (PC)
 - 24.1.3. Academic Standards and Quality Assurance Committee (ASQAC)
 - 24.1.4. Admissions and Placement Committee (APC)





- 24.1.5. Research, Publication and Technology Transfer Committee (RPTTC)
- 24.1.6. Academic Staff Affairs Committee (ASAC)
- 24.1.7. Students' Affairs Senate Committee (SAC)
- 24.1.8. Development and Entrepreneurial Committee (DEC)
- 24.1.9. Diversity, Culture and Social Affairs Committee (DCSAC)
- 24.1.10. Council of Graduate Studies (CGS)
- 24.1.11. Gender Affairs and HIV/AIDS Mainstreaming Committee

24.2. Ad-hoc Committees

- 24.2.1. They may establish ad-hoc committees whenever it is deemed 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.
- 24.2.2. The terms of reference of an ad-hoc committee shall be issued by the Senate Executive Committee (SEC) subject to approval by the Senate.
- 24.2.3. Each Committee shall have a minimum of three members.

Article 25 : The Senate Executive Committee

- 25.1. SEC shall include members: the President, Vice Presidents, Chief Executive Director for College Medicine and Health Sciences and Teaching Hospital (CED), Academic Program Director, Dean of the School of Law, and the Secretary of the Senate.
- 25.2. The SEC shall have two additional members elected by the Senate from its voting members with due regard being representation of the different disciplines and areas of specialization.
- 25.3. The election of the additional members of the SEC shall be conducted by secret ballot, following the nominations, if there is a contest.
- 25.4. The Term of office of additional members of the SEC shall be three years.
- 25.5. The Chairperson of the Senate shall also be the Chairperson of the SEC provided, however, that the VPAA, the VPRTTA, and VPAD, shall in that order preside over the meetings of the SEC in the absence of the Chairperson.
- 25.6. The Secretary of the SEC shall be assigned by the President of the University.
- 25.7. The SEC shall meet at least once before each Senate meeting;
- 25.8. The Chairperson may also convene a meeting of the SEC whenever he deems it appropriate, or whenever 1/3(one-third) of its members request such a meeting;
- 25.9. The power of the SEC can be exercised by a majority of a quorum. The quorum for the SEC shall consist of more than half (50%+1) of the members.
- 25.10. The Committee shall submit at least biannual activities to the Senate.
- 25.11. The SEC shall:
 - 25.11.1. 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 deliberations;





- 25.11.2. Keep the Senate advised of recommendations and interim decisions of its standing committees by receiving and transmitting, as expeditiously as possible, all reports of standing committees and its own comments thereon to each member of the Senate;
- 25.11.3. 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;
- 25.11.4. Establish procedures for the 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;
- 25.11.5. 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 SEC, the matter is of such extraordinary urgency as to warrant direct submission to the Senate;
- 25.11.6. 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;
- 25.11.7. Determine, whenever the need arises, the limits of the 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;
- 25.11.8. Submit nominations of College/School representatives for membership in each Senate Standing Committee to the Senate;
- 25.11.9. Take all measures necessary in the exercise of its powers and duties as outlined hereof, including the co-optation of and consultation with other members of the Senate in the course of its deliberations; and
- 25.11.10. Perform such other duties given to it by the Senate.

Article 26 : Policy Committee (PC)

26.1. The PC shall consist of the following members:

- 26.1.1. The President (Chairperson);
- 26.1.2. The Vice Presidents;
- 26.1.3. Educational Quality Enhancement Director;
- 26.1.4. Legal Service Executive Officer;
- 26.1.5. Strategic Issues Executive Officer;
- 26.1.6. Women and Social Affairs Inclusiveness Executive Officer;
- 26.1.7. One representative of the Student Union;
- 26.1.8. One representative from each of the Academic and Administrative Staff; and
- 26.1.9. Other two members as may be designated by the Senate;

26.2. The President shall assign a secretary of the committee

26.3. The Committee shall meet at least twice a year.

26.4. The Chairperson may also convene a meeting of the Committee whenever he deems it appropriate, or whenever one-third of its members request such a meeting.

26.5. The Committee shall submit at least a bi-annual activities report to the Senate





26.6. The Policy Committee shall:

- 26.6.1. Identify, examine, draft and recommend to the Senate appropriate policies and strategies;
- 26.6.2. Initiate the development of policies on issues such as affirmative action and equal opportunity;
- 26.6.3. Initiate and develop policies on academic freedom and academic standards and program expansion and cost-sharing; academic conduct and responsibility, academic disruptions, and misconduct;
- 26.6.4. Develop comprehensive policy and strategy to reward merit;
- 26.6.5. Communicate to the appropriate legislative authorities its proposal for review of legislation;
- 26.6.6. Update University rules and regulations with the relevant provisions of newly issued federal laws and regulations;
- 26.6.7. Prepare guidelines for the implementation of policies; and
- 26.6.8. Develop indicators for the evaluation of policies and their implementation.

Article 27 : Academic Standards and Quality Assurance Committee (ASQAC)

27.1. The Committee shall consist of the following members:

- 27.1.1. The VPAA (Chairperson);
- 27.1.2. Director for Academic Programs;
- 27.1.3. Director for Educational Quality Enhancement (Secretary);
- 27.1.4. The Director for University Registrar;
- 27.1.5. Director for Central Laboratory and Field;
- 27.1.6. Director for E-learning Management;
- 27.1.7. Director for Library and Information Service;
- 27.1.8. Deans of Colleges, Chief Academic director of CMHS and Dean of school of law,
- 27.1.9. Corporate Director for Clinical Service and Educational Quality Improvement and Innovation;
- 27.1.10. Two academic staff from different units elected by the Senate;
- 27.1.11. One student representative;
- 27.1.12. The Committee shall also have a curriculum and instructions expert as non-voting members.

27.2. The Committee shall meet at least twice in a semester

27.3. The Chairperson may also convene a meeting of the Committee whenever he deems it appropriate, or whenever one-third of its members request such a meeting.

27.4. The Committee shall submit at least a bi-annual activities report to the Senate

27.5. The ASQAC shall:

- 27.5.1. Review or evaluate the teaching-learning inputs, processes and practices against the standards and plans;
- 27.5.2. Provide expert advice on curriculum design, review, approval, and revision;
- 27.5.3. Formulate guidelines for curricular revision and course changes;
- 27.5.4. 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;





- 27.5.5. Enhance practice-oriented system of education through inclusion in the curricula programs of internships, attachments and the like;
- 27.5.6. Formulate and recommend policies and guidelines that enhance the cultivation of an educational environment that fosters the creative and critical capacities of students;
- 27.5.7. Examine proposals for changes in courses and forward recommendations to the Senate;
- 27.5.8. Review class size policy and practices at various departments/schools and units;
- 27.5.9. Initiate and monitor periodic review of courses;
- 27.5.10. Check the balance among components of programs and courses;
- 27.5.11. Develop procedures regarding phasing-in and phasing-out courses;
- 27.5.12. Advise departments/schools on the offering of interdisciplinary courses;
- 27.5.13. Foster interdisciplinary discussion about general education;
- 27.5.14. Set the principles of and criteria for general education courses, and approve courses for inclusion within the general education requirements;
- 27.5.15. Formulate guidelines for course exemption and waiver of rules on academic requirements;
- 27.5.16. Review and regulate the semester academic load of students;
- 27.5.17. Periodically review and regulate policies and practices of the University relating to academic workload;
- 27.5.18. Formulate an effective evaluation and appraisal system of academic staff and prepare guidelines for the preparation of questionnaires used for evaluation;
- 27.5.19. Review the process and procedures used to evaluate the University's undergraduate and graduate programs;
- 27.5.20. Review modes of assessing students' academic performance, the frequency thereof, the manner of distributing scores as well as re-grading procedures;
- 27.5.21. Act as a Board of appeal for complaints of students that could not be handled by their respective schools and colleges;
- 27.5.22. Propose effective means by which schools and other units of the University can help students with registration, selection of majors, minors, electives, realistic course loads and tutorial programs administration;
- 27.5.23. Initiate training on goal setting, study skills, test-taking skills, tutorials, motivation, time management, stress and the campus environment in general;
- 27.5.24. Oversee the conduct of academic advising and ensure the preparation of guidelines on student advising;
- 27.5.25. Oversee that attrition data is regularly reported by the University registrar;
- 27.5.26. Devise and implement all possible retention and enhancement strategies and initiatives;
- 27.5.27. Initiate and organize studies for the identification of the causes of attrition, preventive methods and possible interventions, and communicate the results of these researches to the University;
- 27.5.28. Develop an early warning system to identify students with academic difficulty
- 27.5.29. Initiate and validate need assessment, studies for diversifying educational programs in conjunction with departments, school, and college ASQAC members and forward





- recommendations on the establishment and maintenance of departments, schools, colleges, and other academic units in the University to the Senate;
- 27.5.30. Formulate guidelines for evaluating the depth, contents and credit hours allocation of courses offered in various academic units of the University.
 - 27.5.31. Oversee implementation of curriculum development and reviews.
 - 27.5.32. Report to the University Senate on matters pertaining to students' academic performance and teaching standards within the University.
 - 27.5.33. Consider Department Assembly (DA) decisions on certain deviations from the established academic standards legislated by the Senate.
 - 27.5.34. Recommend to the Senate the Degrees, Diplomas and Certificates of proficiency to be granted by the University.
 - 27.5.35. Evaluate and recommend changes on make-up exam rules academic achievements of students repeating courses and issuance of credentials.
 - 27.5.36. Determine its own rules of procedures within the framework of the University Legislation.
 - 27.5.37. Prepare quality assurance criteria and standards, and audits efficiency thereof.
 - 27.5.38. Perform any other duties given to it by the Senate.

Article 28 : Admission and Placement Committee (APC)

28.1. The Committee shall have the following members:

- 28.1.1. Director of the University Registrar (Chairperson)
- 28.1.2. Director for Academic Programs
- 28.1.3. Director for Educational Quality Enhancement,
- 28.1.4. Freshman Students Coordination Officer
- 28.1.5. Undergraduate and Graduate Studies Officer
- 28.1.6. Assistant Registrar (Secretary);
- 28.1.7. Dean of Student Services
- 28.1.8. One representative from the Students' Union

28.2. The Committee shall meet four times a year

28.3. The Chairperson may also convene a meeting of the Committee whenever he deems it appropriate, or whenever 1/3(one-third) of its members request such a meeting.

28.4. The Committee shall submit at least a bi-annual activities report to the Senate

28.5. The Admissions and Placement Committee (APC) shall:

- 28.5.1. Assess intake capacity against available human and material resources;
- 28.5.2. Examine retention rate and advise the Senate on mechanisms for improvement;
- 28.5.3. Make arrangements to promote diversity in admission;
- 28.5.4. Set clear and transparent criteria for admission;
- 28.5.5. Set and review readmissions and placement guidelines;
- 28.5.6. Examine and review admission criteria set by departments/schools and programs;
- 28.5.7. Oversee the implementation of admissions and placement of students of various categories;
- 28.5.8. Determine its own rules of procedures within the framework of the University Senate Legislation;





28.5.9. Perform any other related duties as may be required

Article 29 : Research, Publication and Technology Transfer Committee (RPTTC)

29.1. The Committee shall consist of the following members:

- 29.1.1. The Vice President for Research and Technology Transfer Affairs / VPRTTA (Chairperson);
- 29.1.2. Research International Relations and Partnership Director
- 29.1.3. Director for Research, Publication Ethics and Dissemination (DRPED), (Secretary);
- 29.1.4. Director for Community Service;
- 29.1.5. Director for Library and Information Service;
- 29.1.6. Director for Industry Linkage and Technology Transfer;
- 29.1.7. Director for Language, Culture and Indigenous Knowledge Studies,
- 29.1.8. Editor in Chief of the University's Journal;
- 29.1.9. Vice Deans for the Research, Community Service, Technology Transfer, and Industry Linkage of College/School
- 29.1.10. Two senior researchers/academic staff/ designated by the Senate.

29.2. The Committee shall meet, at least, twice in a semester;

- 29.2.1. The Chairperson may also convene a meeting of the Committee whenever he deems it appropriate, or whenever one-third of its members request such a meeting.
- 29.2.2. The Committee shall submit at least a biannual activities report to the Senate.

29.3. The RPTTC shall:

- 29.3.1. Formulate strategies for promoting research, technology transfer and dissemination of research results in line with national research priorities and for the development of science and technology;
- 29.3.2. Guide the office of the VPRTTA and other units of the University in designing and conducting training workshops on research methods and research writing and preparation of teaching materials;
- 29.3.3. Specify priorities for research and technology transfer at the national level;
- 29.3.4. Set guidelines for the approval of research proposals;
- 29.3.5. Monitor the activities of the office of the VPRTTA in relation to approved research, publication and technology transfer work;
- 29.3.6. Provide procedures for the launching of a new journal;
- 29.3.7. Determine criteria for establishing the reputability of journals;
- 29.3.8. Re-assess the reputability of journals every three years;
- 29.3.9. Determine courses of action in the case of breach of agreement by researchers;
- 29.3.10. Specify the calendar for submission of research proposals and research reports;
- 29.3.11. Examine and endorse the activity reports of research centers/laboratories;
- 29.3.12. Advise and assist the office of the VPRTTA in securing funds from organizations inside and outside of the University;
- 29.3.13. Reviews and recommends to the Senate the establishment and abandonment of research stations.





- 29.3.14. Establish an award system for recognizing outstanding research;
- 29.3.15. Prepares code of ethics governing, research and publication ethics, issues of plagiarism, safeguarding research and intellectual property rights;
- 29.3.16. Approve allocation of funds for research centers/laboratories;
- 29.3.17. Issue guidelines pertaining to visiting researchers who wish to be affiliated with the various units of the University;
- 29.3.18. Promote the publication of outstanding theses and dissertations;
- 29.3.19. Ensure the appropriate academic standard of publications;
- 29.3.20. Prepare and submit to the Senate policy and strategy for the development of teaching/learning materials, including textbooks and references, etc.; and
- 29.3.21. Advise the Senate on all matters pertaining to research, publications and technology transfer.
- 29.3.22. Promote, document, and preserve indigenous knowledge, medicinal plants, cultural heritages, languages, and landscapes.

Article 30 : The Academic Staff Affairs Committee (ASAC)

30.1. The Committee shall consist of the following members:

- 30.1.1. VPAA (Chairperson);
- 30.1.2. VPAD;
- 30.1.3. Director for Academic Programs
- 30.1.4. Three academic staff from various units of the University elected by the Senate;
- 30.1.5. President of Teachers’ Association or Senior Academic Staff delegated by the President.
- 30.1.6. Legal Service Executive Officer;
- 30.1.7. Women and Social Affairs Inclusiveness Executive Officer
- 30.1.8. Competency and Human Resource Development Executive Officer (Secretary)

30.2. The Committee shall meet once a month.

30.3. The Chairperson may also convene a meeting of the Committee whenever he/she deems it appropriate, or when one-third of its members request such a meeting.

30.4. The Committee shall submit at least a bi-annual activities report to the Senate.

30.5. The ASAC shall:

- 30.5.1. Recommend promotions of assistant, associate and full professorship according to the general procedures specified by the legislation.
- 30.5.2. Follow up and check that staff recruitments are implemented as per the rules and regulations of the University.
- 30.5.3. Report to the University Senate on matters relating to the general welfare of the Academic Staff.
- 30.5.4. Assess the overall academic manpower requirements of the University.
- 30.5.5. Handle selection of candidates for contested training/research opportunities.
- 30.5.6. Initiate institutional policies, procedures and programs with respect to staff development and scholarship that shall assist the academic staff to meet the institutional needs.
- 30.5.7. Follow up the implementation of policies and procedures on staff development and scholarship.





- 30.5.8. Recommend the optimal staff size and composition in terms of academic rank and qualification required by various units of the University.
- 30.5.9. Approve the number of University staff going for further studies and sabbatical/research leaves.
- 30.5.10. Follow up on the progress of staff on study or sabbatical/research leaves through the appropriate offices.
- 30.5.11. Develop and update guidelines on the administration of scholarships and follow up on the implementation thereof.
- 30.5.12. Approve extension of all sorts of leaves when necessary.
- 30.5.13. Formulate policies and strategies concerning the welfare of the academic staff.
- 30.5.14. Encourage the academic staff to participate in the University and community affairs.
- 30.5.15. Design strategies to improve staff services and promote extra-curricular activities and follow up the implementations thereof.
- 30.5.16. Devise mechanisms for promoting accountability and a positive attitude towards professional development.
- 30.5.17. Foster the development of healthy relationships among staff and the University community at large.
- 30.5.18. Oversee the proper implementation of the rules, regulations and other provisions pertaining to rights and benefits of the academic staff.
- 30.5.19. Assist and facilitate the activities of the Teachers' Association.
- 30.5.20. Propose relevant incentive mechanisms for the academic staff.
- 30.5.21. Determine rules of procedures within the framework of the University Senate Legislation.
- 30.5.22. Perform any other related duties as deemed necessary.

Article 31 : The Student Affairs Committee (SAC)

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

- 31.1.1. VPAD (Chairperson)
- 31.1.2. Dean of Student Services (Secretary)
- 31.1.3. Women and Social Affairs Inclusiveness Executive Officer
- 31.1.4. Two representatives of students (one male, one female)
- 31.1.5. Vice Dean for Students' Personality Development
- 31.1.6. Psychology Team Leader

31.2. The Committee shall meet once a month.

31.3. The Chairperson may also convene a meeting of the Committee whenever he deems it appropriate, or whenever one-third of its members request such a meeting.

31.4. The Committee shall submit biannual activities report to the Senate.

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

31.6. Assists and facilitates in developing guidelines for the activities and management of student organizations;

31.7. Encourages students' participation in University and/or community affairs.





- 31.8.** Devises mechanisms for promoting positive attitudes among students towards their professional obligations.
- 31.9.** Fosters the development of healthy and peaceful relationships among students and between students and the University Community
- 31.10.** Assists departments and schools in developing student disciplinary rules and regulations;
- 31.11.** Assists and facilitates special needs activities.
- 31.12.** Determines its own rules of procedures
- 31.13.** Performs any other duties as may be required.

Article 32 : Development and Entrepreneurial Committee (DEC)

32.1. The committee shall consist of the following members:

- 32.1.1. Vice President for Academic Affairs (VPAA) (Chairperson);
- 32.1.2. Vice President for Research, and Technology Transfer Affairs (VPRTTA);
- 32.1.3. Vice President for Administration and Development (VPAD);
- 32.1.4. Industry Linkage and Technology Transfer Director (Secretary);
- 32.1.5. A Representative from the College of Business and Economics;
- 32.1.6. A Representative from the College of Agriculture and Natural Resources;
- 32.1.7. A Representative from the Teachers' Association;
- 32.1.8. Continuing and Distance Education Officer;
- 32.1.9. Planning, Implementation, Monitoring and Evaluation Team Leader;
- 32.1.10. Finance Executive Officer;
- 32.1.11. Student Career Improvement Officer;
- 32.1.12. Any other such person/staff that the Senate may assign;
- 32.1.13. Project Management, Partnership and Fund-Raising Team Leader;

32.2. The Committee shall meet four times a year:

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

32.4. The Committee shall submit at least a bi-annual report to the Senate on the implementation of its duties and responsibilities.

32.5. The Development and Entrepreneurial Committee shall:

- 32.5.1. Direct, coordinate and oversee the planning, implementation, and monitoring of the wide range, self-sustaining and revenue-generating auxiliary enterprises and internal service units of the University;
- 32.5.2. Plan, direct and coordinate major strategic business development projects and initiatives of the University;
- 32.5.3. Plan, direct and coordinate major strategy on consultancy services.
- 32.5.4. Ensure that these initiatives effectively and efficiently support the overall mission, goals and objectives of the University;
- 32.5.5. Oversee the institutional fund-raising programs and activities; and





32.5.6. Develop financial guidelines for the revenue obtained from summer, evening and distance education.

Article 33 : Diversity Culture and Social Affairs Committee (DCSAC)

33.1. The DCSAC shall consist of the following members:

- 33.1.1. Vice President for Research, and Technology Transfer Affairs (VPRTTA) (chairperson);
- 33.1.2. Director for Language, Culture and Indigenous Knowledge Studies (Secretary);
- 33.1.3. Director for Research, Publication Ethics and Dissemination (DRPED);
- 33.1.4. Dean of Student Services
- 33.1.5. Public and International Relations Executive Officer
- 33.1.6. At least one representative from Competency and Human Resource Development Executive Officer
- 33.1.7. Head of Department of Fashion Design;
- 33.1.8. Head of Department of Sociology
- 33.1.9. Head of Department of Theatre Arts;
- 33.1.10. Head of Department of Music;
- 33.1.11. Head of Department of Sport Science;
- 33.1.12. One academic staff representative from a relevant department of the College of Social Science and Humanities;
- 33.1.13. One representative from the Teachers’ Association
- 33.1.14. One representative from the Student Union

33.2. The DCSAC shall meet four times a year.

- 33.2.1. The Chairperson may also convene a meeting of the DCSAC whenever he deems it appropriate, or whenever one-third of its members request such a meeting.
- 33.2.2. The DCSAC shall submit at least a bi-annual activity report to the Senate.

33.3. The DCSAC shall:

- 33.3.1. Promote tolerance, diversity, sense of equality, equity, and partnership in the University;
- 33.3.2. Promote excellence and reward initiatives in educational and cultural activities of an extracurricular nature;
- 33.3.3. 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 a responsible citizenry;
- 33.3.4. Advise the Senate on the possible contribution of the University regarding the promotion and preservation of the historical and cultural heritage of the surrounding communities in particular and the peoples of Ethiopia in general;
- 33.3.5. Formulate and recommend to the Senate policies and strategies that promote educational and cultural activities of an extramural nature;
- 33.3.6. Promote culture, language and indigenous knowledge of the surrounding community;





- 33.3.7. 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;
- 33.3.8. Advise the Senate on the organization of cultural units and bodies, including voluntary student cultural groups;
- 33.3.9. Advise any unit of the University on matters of cultural and social affairs;
- 33.3.10. Oversee and promote activities that enhance scientific and technical outlook;
- 33.3.11. Promote cultural exchanges at local and international levels;
- 33.3.12. Organize diversity, culture, language, and indigenous knowledge-related events; and
- 33.3.13. Recommend the concerned office to study and consider the culture, language, and indigenous knowledge of the community while curriculum design and development, in research thematic areas

Article 34 : Council of Graduate Studies (CGS)

34.1. The committee shall consist of the following members:

- 34.1.1. VPAA (Chairperson);
- 34.1.2. Academic Programs Director;
- 34.1.3. The University Registrar;
- 34.1.4. Educational Quality Enhancement Director,
- 34.1.5. Undergraduate and Graduate Studies Officer (secretary);
- 34.1.6. All College/School Deans that run graduate programs;
- 34.1.7. One staff representatives from each college that run graduate programs and
- 34.1.8. Two representatives of students enrolled in graduate programs (one female).

34.2. Meetings of the Committee

- 34.2.1. The Committee shall meet at least four times a year.
- 34.2.2. The chairperson may also convene a meeting of the Committee whenever he deems it appropriate, or when one-third of its members request such a meeting.

34.3. The Committee shall submit at least a bi-annual activities report to the Senate.

34.4. Powers and Duties of the CGS

The Council of Graduate Studies shall:

- 34.4.1. Formulate and propose revision and amendment of rules and regulations governing graduate programs to the Senate;
- 34.4.2. Examine proposals by the various graduate programs for improvement, revision or adjustment of existing rules and regulations;
- 34.4.3. Promote and co-ordinate interdisciplinary programs for graduate studies and ensure research and teaching programs are well integrated;
- 34.4.4. Recommend for approval to the Senate proposals for new graduate programs submitted to it by the school council;
- 34.4.5. Set guidelines for admission of candidates to graduate programs;
- 34.4.6. Propose suggestions on tuition fees and waivers to the Senate;





- 34.4.7. Facilitate collaboration with graduate programs in other Universities, or with organizations that seek such collaborations;
- 34.4.8. Ensure that both existing and new guidelines set by the Senate, or decisions made by it are implemented by concerned graduate program offices;
- 34.4.9. Formulate and recommend general policy for the welfare of graduate students and the award of graduate studentship and other awards;
- 34.4.10. Recommend to the Senate the award of the appropriate post-graduate diploma, certificate, or degree in accordance with University rules and regulations;
- 34.4.11. Proposes directives to the Senate on all matters pertaining to graduate programs;
- 34.4.12. Participate in the periodic assessment of the graduate programs of the University;
- 34.4.13. Advise the Senate on all matters regarding graduate programs; and
- 34.4.14. Establish its own rules of procedure and set up standing and ad-hoc committees as necessary.

Article 35 : Women and Social Affairs Committee

35.1. The committee shall consist of the following members:

- 35.1.1. VPAD (Chairperson);
- 35.1.2. Women and Social Affairs Inclusiveness Executive Officer (Secretary);
- 35.1.3. Dean of Student Service;
- 35.1.4. Head of the Students' Clinic;
- 35.1.5. One representative from the Student Union
- 35.1.6. Any other such person that the Senate may assign.

35.2. The Committee shall meet four times a year:

- 35.2.1. The Chairperson may also convene a meeting of the Committee whenever he deems it appropriate or whenever one-third of its members make a request for such a meeting.
- 35.2.2. The Committee shall submit at least a bi-annual report to the Senate on the implementation of its duties and responsibilities.

35.3. The Women and Social Affairs Committee shall:

- 35.3.1. Device ways to incorporate women and HIV/AIDS issues into all the activities of the University;
- 35.3.2. Device ways to ensure that all the University and the surrounding communities have access to HIV/AIDS information and services;
- 35.3.3. Recommend a system where women and HIV/AIDS issues are central to policy development, research, advocacy, legislation, resource allocation and planning, implementation and monitoring of University programs, activities and projects;
- 35.3.4. Review the University documents (strategic plan, policies, rules, regulations, disciplinary policies, codes of conduct, etc.) so that women and HIV/AIDS issues are well taken and considered;
- 35.3.5. Develop systems to increase awareness of the University community and surrounding communities matters that particularly relate to women, harmful traditional practices, reproductive health issues and HIV/AIDS;
- 35.3.6. Device mechanisms to improve the participation of women in decision-making positions and leadership;





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- 35.3.7. Seek ways and means to reduce the gender gap in education and employment;
 - 35.3.8. Develop and/or update workplace HIV/AIDS prevention and control policies, guidelines, and procedures;
 - 35.3.9. Develop and/or update workplace HIV/AIDS prevention and control policies, guidelines, and procedures to the Senate; and
 - 35.3.10. Device mechanisms of monitoring the implementation of workplace HIV/AIDS interventions.





CHAPTER THREE: ADVISORY BODIES

Article 36 : Managing Council

- 36.1.** Without prejudice the power of the President to include other relevant officers, the managing council shall consist of the following members:
 - 36.1.1. President (Chairperson)
 - 36.1.2. Vice Presidents (members)
 - 36.1.3. Chief Executive Director for College Medicine and Health Sciences and Teaching Hospital (CED);
 - 36.1.4. Additional member deemed necessary by the President
- 36.2.** The managing council shall advise the President on strategic issues and on other cases that the President believes require collective examination as well as serve as a forum for monitoring, coordination, and evaluation of institutional operations.
- 36.3.** The managing council shall meet regularly at least twice a month on a regular day and time.
- 36.4.** The managing council shall hold and conduct its sessions with a majority of its core members present.
- 36.5.** Minutes of sessions of the managing council shall be taken by a secretary designated by the President.
- 36.6.** The President shall ensure free and open expression of views in managing the council’s sessions. The President may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions.
- 36.7.** No member other than the President or a person instructed by the President shall serve as a spokesperson to the University Managing Council.
- 36.8.** The provisions of this Article shall also be applicable, as appropriate, with respect to private institutions.

Article 37 : University Council

- 37.1.** The University Council includes the following core members:
 - 37.1.1. President----- Chairperson
 - 37.1.2. All Vice Presidents----- Members
 - 37.1.3. CED of Teaching Hospital----- Members
 - 37.1.4. All deans and Vice Deans----- Members
 - 37.1.5. All Directors and Executive Officers ----- Members
 - 37.1.6. Members of the Senate Standing Committees----- Members
 - 37.1.7. All department Heads----- Members
 - 37.1.8. All academic post officers ----- Members
 - 37.1.9. All Service Department executive officers ----- Members
 - 37.1.10. An appropriate number of academic staff as well as student representatives with an appropriate gender mix shall be determined by the Board upon the advice of the President.
- 37.2.** The University council shall advise the President by expressing its views on institutional strategic plans and budget report 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.

- 37.3.** The University council shall meet at least once every three months on the day and time that shall be fixed.
- 37.4.** Attendance of University council sessions by members shall be mandatory. Membership shall not be delegated except in accordance with the permission of the President. Sessions may be held without a requirement for a quorum.
- 37.5.** The President shall ensure a democratic atmosphere stimulating the free expression of opinions and ideas in sessions of the University council. The President may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions.
- 37.6.** The secretary of the managing council shall also serve as the non-voting and non-consultative secretary of the University council.
- 37.7.** No member of the University council other than the President or a person nominated by the President shall serve as its official spokesperson.
- 37.8.** Without prejudice to the provisions of this article, the University council may adopt its own rules of procedures.





CHAPTER FOUR: ORGANIZATION OF ACADEMIC UNITS OF THE UNIVERSITY

Article 38 : Organization of Campus, Colleges and Schools

38.1. The University may have a campus, colleges and schools.

38.2. The University shall have the following, colleges and schools:

- 38.2.1. College of Medicine and Health Science (CMHS)
- 38.2.2. College of Engineering and Technology (CET)
- 38.2.3. College of Natural and Computational Sciences (CNCS);
- 38.2.4. College of Agriculture and Natural Resource (CANR)
- 38.2.5. College of Computing and Informatics (CCI)
- 38.2.6. College of Business and Economics (BECO)
- 38.2.7. College Social Science and Humanities (CSSH)
- 38.2.8. College of Education and Behavioral Science (CEBS)
- 38.2.9. School of Law (SL)

38.3. All colleges and School of Law shall have the following academic administration positions as appropriate:

- 38.3.1. Dean for the college/school
- 38.3.2. Vice Dean for the college/school (as appropriate)
- 38.3.3. Vice Dean for Research and Community Service Technology Transfer and Industry Linkage
- 38.3.4. Department heads
- 38.3.5. Department Vice Heads (as appropriate)

38.4. Colleges and Schools consist of degree-awarding departments

38.5. Colleges and schools with the approval of the Senate may establish post-graduate degree awarding departments/centers.

38.6. Colleges, schools and departments may be added, merged, or dissolved as appropriate by law.

Article 39 : Organization of the College of Medicine and Health Sciences and the Teaching Hospital

39.1. College of Medicine and Health Sciences and the Teaching Hospital in particular may have the following academic administration positions as appropriate:

- 39.1.1. Chief Executive Director (CED)
- 39.1.2. Chief Academic Director (CAD)
- 39.1.3. Chief Clinical Director (CCD)
- 39.1.4. Research and Community Service Corporate Director
- 39.1.5. Information Communication Technology Executive Office (as appropriate)
- 39.1.6. Student Service Vice Dean (as appropriate)
- 39.1.7. Clinical Services and Educational Quality Enhancement and Innovation Corporate Director(as appropriate)
- 39.1.8. Educational Quality Enhancement Officer
- 39.1.9. Teachers Competency and Development Officer
- 39.1.10. Students Career Improvement Officer (as appropriate)





- 39.1.11. Continuous Professional Improvement and Training Director (as appropriate)
- 39.1.12. University and Research Institutions Training Officer
- 39.1.13. Partnership and Linkage Director (as appropriate)
- 39.1.14. Health Education and Clinical Services Corporate Director (as appropriate)
- 39.1.15. Schools
- 39.1.16. Academic and Services Department Heads
- 39.1.17. Academic and Services Department Vice Heads (as appropriate)

Article 40 : College Academic Council

For each College/School, there shall be an established Academic Council (AC) which is accountable through the Dean to the VPAA.

40.1. The College/School AC shall consist of the following members:

- 40.1.1. Dean for College/School (Chairperson)
- 40.1.2. Vice Dean for College/School (if any)
- 40.1.3. Vice Dean for Research and Community Service, Technology Transfer and Industry Linkage
- 40.1.4. All heads of the Departments
- 40.1.5. College Staff Affairs Committee Chairperson
- 40.1.6. Two elected senior college members with the rank of lecturer or above whenever possible;
- 40.1.7. Two elected student representatives from undergraduate and graduate programs of the college one of whom shall be a female student; whenever their interest requires

40.2. The Vice Dean shall be the secretary of the college academic council. In his absence, the Vice Dean for Research, Community Service, Technology transfer, and Industry linkage shall be the secretary of CAC. When, there is no vice dean in the college, the dean of the college shall assign one of the department heads as a secretary to serve for two years of the term of service.

40.3. The term of service of elected members of the CAC shall be two years.

40.4. The CAC shall meet at least twice a month and shall maintain a proper record of the agenda and minutes of its meetings;

40.5. Meetings may be called at any time by the dean or when requested in writing by one-third of its members.

40.6. The chairperson of CAC shall send minutes of the CAC to the VPAA, the Director for Academic Programs, and other concerned programs as well as operational units of the University as may be necessary.

40.7. A quorum of the CAC shall consist of more than half (50%+1) of its members attending the meeting.

40.8. The CAC has the powers and responsibilities to:

- 40.8.1. Ensure the proper, fair, and consistent implementation of academic policies such as related to grading, academic integrity, student progression, credit transfer, and academic standing within the college/school;
- 40.8.2. Set rules of procedures to facilitate the teaching-learning process;





- 40.8.3. Issue rules of procedures for setting/marking of examinations in the College/School in accordance with rules and regulations approved by the Senate;
- 40.8.4. Recommend to VPAA and/or Senate the establishment of new programs and modifications of the existing programs pertaining to study and research in the College/School;
- 40.8.5. Oversee and ensure that developing and reviewing the curriculum for programs and courses offered within the college/School are based on academic standards set by the concerned body and/or office in the University;
- 40.8.6. Ensure that academic programs within the College/School meet the accreditation requirements set by external accrediting bodies by coordinating the accreditation process, reviewing program self-evaluation reports, and addressing any areas of improvement;
- 40.8.7. Ensure and enhance the quality of education within the college/school following mechanisms for program and course evaluations, gathering feedback from students, and reinforcing improvement measures based on the feedback received;
- 40.8.8. Enforce academic standards and regulations to be implemented within the college/school and ensure that academic programs and courses meet the required standards and adhere to University policies;
- 40.8.9. Oversee student academic support services for students including advising processes, academic counseling, and support for students facing academic challenges within the college/school;
- 40.8.10. Deliberate and decide upon all appointments and promotion cases presented to it through the Staff Affairs Committee;
- 40.8.11. Review and make recommendations on promotions, tenure applications, and professional development opportunities;
- 40.8.12. Oversee the recruitment, selection, and appointment of staff members within the college/school;
- 40.8.13. Recommend, via the dean, all leaves of academic staff to the VPAA;
- 40.8.14. Promote research works within the College/School, ensure that its execution is on the basis of guidelines/manuals issued by the Senate or following rules of procedures set by the Council of Graduate Studies (CGS), and follow up/ monitor their implementation;
- 40.8.15. Review the missions and objectives of the College/School on a periodic basis and evaluate the success of their implementation;
- 40.8.16. Promote the welfare of staff and students and ensures observance of discipline within the College/School as provided by rules and regulations of the University;
- 40.8.17. Review grades and determine the academic status of students of the College/School every semester;
- 40.8.18. Recommend to the Senate the graduation of students of the College/School and medal winner;
- 40.8.19. Review and recommend budget proposals planed by the dean to the budget office and may advice the dean on the proper allocation of the approved budget for the various activities of the College/School;





- 40.8.20. Advise or support the dean on budgetary planning and resource allocation within the college by providing inputs on resource needs, prioritize funding requests, and ensure effective utilization of resources to support academic programs.
- 40.8.21. Initiate staff development schemes for the College/School; prioritize training programs for the staff and recommend candidates for training;
- 40.8.22. Issue guidelines on conditions of employment and remuneration for consultancy services in the College/School in accordance with the general University policies;
- 40.8.23. Receive and assess the results of the annual performance evaluation of the members of the academic staff and make recommendations to the dean on possible actions to be taken as a result of the evaluation;
- 40.8.24. Issue guidelines for the promotion of links with relevant external bodies and organizations with a view to enhancing the College/School academic/research functions in line with the rules and regulations of the University;
- 40.8.25. Initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the College/School;
- 40.8.26. Determine the allocation and appropriate utilization of the physical resources of the College/School based on considered recommendations of the dean and administrator of the same;
- 40.8.27. Issue guidelines and procedures on the functions and activities of its standing committees; and
- 40.8.28. Perform such other functions relevant to the betterment of the teaching-learning process and promotion of research in the College/School.
- 40.8.29. The powers and duties of CACs with respect to graduate programs shall also be to:
- i. Propose to the CGS graduate programs to be offered by the College/School including changes thereof;
 - ii. Undertake every three years evaluation of graduate programs, formulate appropriate recommendations to be forwarded to the CGS and supervise implementation of the decision of the CGS thereon;
 - iii. Recommend to the CGS the granting of graduate degrees, diplomas or certificates;
 - iv. Ensure that the rules governing the appointment of advisors and examination Boards as well as those governing their functions are uniformly implemented;
 - v. Settle all academic problems that concern the College/School at the graduate studies level; and
 - vi. Perform such other responsibilities entrusted by the Senate or the President.
 - vii. The CAC shall have its own rules of procedure.
- 40.9.** The College/School council standing committees
- 40.9.1. Except for the Policy Committee and Development and Entrepreneurial Committee, the Senate standing committees stated above in this legislation shall also be established at the College/School level.
- 40.9.2. The College/School council may establish Ad-hoc committees to perform specific tasks.





40.9.3. The College/School council may co-opt other persons to attend its meetings. However, such persons shall not have voting rights.

40.9.4. Duties and responsibilities of Senate standing committees shall apply *mutatis mutandis* at the College/School level.

40.10. College of Medicine and Health Science may establish its own particular Academic College Council (CAC) with powers and responsibilities applying the working rules of procedures of the Academic Council (AC) of other colleges, *mutatis mutandis*, which is accountable through the Chief Academic Director to the CED too.

Article 41 : Department Assembly

In each department of every College/School, there shall be a departmental assembly, the composition, powers and duties of which are set forth as follows.

41.1. A department assembly is composed of all full-time teaching staff of the department.

41.2. One representative of the students from the respective program, as deemed necessary.

41.3. The department head shall act as a chairperson of the department assembly.

41.4. A department assembly shall select one staff member from the assembly to serve as a secretary.

41.5. The rules of procedure of the CAC shall apply to the working of the department assembly *mutatis mutandis*.

41.6. The DA shall meet at least twice in a semester and shall maintain a proper record of the agenda and minutes of its meetings;

41.7. Meetings may be called at any time by the department head or when requested in writing by one-third of its members.

41.8. The chairperson of each DA shall send minutes of it to the College/School.

41.9. A quorum of the DA shall consist of more than half (50%+1) of its members attending the meeting.

41.10. DA has the powers and responsibilities to:

41.10.1. Evaluate and approve the department's short and long-term objectives, plans and programs, and necessary budgets for their implementation.

41.10.2. Approve criteria prepared by the Department Academic Council (DAC) for the selection of students joining the department.

41.10.3. Approve semester course allocation and teaching loads.

41.10.4. Establish, except Policy Committee and Development and Entrepreneurial Committee, the Senate standing committees stated above in this legislation.

41.10.5. The DA shall have the power to review the decision of the DAC.

41.11. Academic and service departments under the College of Medicine and Health Science and the Hospital may establish their own particular Department Assembly (DA) with powers and responsibilities applying the working rules of procedure of the Department Assembly (DA) of other departments, *mutatis mutandis*, which is accountable through the department head to the College Chief Academic Director or the School Dean.





Article 42 : Department Academic Council

In each department of every College/School, there shall be a DAC where the number of academic staff is greater than 12, the composition, powers and duties of which are set forth as follows.

- 42.1. DAC consisting of 12 members shall be formed by election from among the senior and fulltime teaching staff with the rank of lecturer and above in a general meeting of the DA.
- 42.2. One representative of the students from the respective program, as deemed necessary.
- 42.3. The term of service of the elected members of the DAC shall be two years.
- 42.4. The department head shall act as chairman of the DAC.
- 42.5. The rules of procedure of the CAC shall apply to the DAC mutatis mutandis.
- 42.6. The DAC shall meet at least twice a month and shall maintain a proper record of the agenda and minutes of its meetings;
- 42.7. Meetings may be called at any time by the department head or when requested in writing by one-third of its members.
- 42.8. The chairperson of each DAC shall send minutes of it to the College/School
- 42.9. A quorum of the DAC shall consist of more than half (50%+1) of its members attending the meeting.
- 42.10. DAC has the - powers and duties to:
 - 42.10.1. Prepare the department's short and long-term objectives, plans and programs, and necessary budgets for their implementation and submit the same to the dean through the department head;
 - 42.10.2. Recommend criteria to the DA for the selection of students joining the department;
 - 42.10.3. Ensure that all examinations are reviewed for completeness of content, rigor and soundness;
 - 42.10.4. Review grades and recommend the academic status of students to the CAC every semester;
 - 42.10.5. Recommend graduation of students;
 - 42.10.6. Approve academic staff recruitment plan;
 - 42.10.7. Scrutinize academic staff transfer in and out, and send the decision to the College/School;
 - 42.10.8. Oversee 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;
 - 42.10.9. Review and approve research proposals presented to it through DRPTTC;
 - 42.10.10. Promote and coordinate consultancy services in the department; and ensure the University's regulations governing consultancy services are adhered to;
 - 42.10.11. Deliberate and decide on disciplinary cases of students pertaining to academic matters in accordance with the rules and regulations of the University;
 - 42.10.12. Approve staff development schemes for the department; and initiation of scholarships, fellowships, prizes and other awards to academic staff and students of the department; and
 - 42.10.13. Recommend to the CAC, the appointment and promotion of members of the department.
- 42.11. Academic and service departments under the College of Medicine and Health Science and the Hospital may establish their own particular Department Academic Council (DAC) with powers and responsibilities applying the working rules of procedure of the Department Academic Council





(DAC) of other departments, *mutatis mutandis*, which is accountable through the department head to the College Chief Academic Director or the school dean.

CHAPTER FIVE: EXECUTIVE AND ACADEMIC OFFICERS OF THE UNIVERSITY

Article 43 : The University President

- 43.1.** The President shall be appointed by the Minister from a short list of nominees provided by the board in accordance with sub-article (2) (c) of Article 45 of the Proclamation.
- 43.2.** The terms of office of the President shall be six years with a possibility of renewal for one more term, provided that the performance has been rated very good or excellent in the first term as evaluated by the Board and the Ministry.
- 43.3.** The President shall be the chief executive officer of the University and, without prejudice to the responsibilities of the Board, shall have the responsibilities to:
- 43.3.1. Direct and administer the University with the aim of ensuring the achievement of its mission;
 - 43.3.2. Ensure that organs of the University and its community uphold the objectives of higher education and guiding values of the University;
 - 43.3.3. Ensure that the provisions of the Proclamation and of other laws applicable to the University are respected;
 - 43.3.4. Ensure that the University, in accordance with its enrollment capacity, prepares graduates with competence and professional mix consistent with the needs of the country;
 - 43.3.5. Create and continuously build a conducive institutional environment stimulating learning and teaching, research and community service;
 - 43.3.6. Ensure that the University's research and consultancy activities focus on national priorities;
 - 43.3.7. Ensure that the institution in the pursuit of its mission is perpetually connected internationally as well as with federal and state institutions, relevant agencies and business and industry and associations;
 - 43.3.8. Ensure that the University always keeps abreast of national and international developments and positions itself to respond effectively to the country's needs in education, training, research, consultancy and community services;
 - 43.3.9. Ensure that the University has a capable system of internal leadership and management in its human resource, organization and performance;
 - 43.3.10. Determine and implement, upon the consent of the Senate and approval by the board, academic unit and department-level governing bodies and structures guided by the principles of the relevance and quality of education and research, autonomy, efficacy and efficiency of service delivery;
 - 43.3.11. Ensure that employment and official positions are achieved through competition and that removal from office is based on performance evaluation, disciplinary matters and end of tenure of office alone;
 - 43.3.12. Ensure that policies, directives and procedures of the University are designed in conformity with the provisions of the Proclamation, pertinent laws and government policies;





- 43.3.13. Develop and implement institutional standard measures and ensure that the academic and administrative operations of the University are on the basis of the standards;
- 43.3.14. Ensure that the University maintains a healthy balance of income and expenditure and proper books of accounts of all incomes and expenditures;
- 43.3.15. Ensure that Board and Senate sessions as well as of those other leadership bodies such as the managing council and the University council are well-prepared for and held regularly;
- 43.3.16. Resolve by peaceful and legal means all intra-institutional disputes and disputes with third parties, in pursuit of the University's mission and best interests;
- 43.3.17. Ensure that all fundamental operations and substantive transactions of the University are appropriately documented in text and data form as appropriate and that the information is, without prejudice to institutional interests, appropriately and readily accessible to end-users;
- 43.3.18. Prepare University plans, budget, and ensure their implementation upon approval;
- 43.3.19. Inform periodically the Board, government and the public about the state of the University;
- 43.3.20. Build and maintain a reliable safety and security system that protects life and property on the premises of the University;
- 43.3.21. Represent the University in all its dealings with third parties;
- 43.3.22. Open and operate bank accounts in the name of the University;
- 43.3.23. Ensure that his foreign travels are of value to the University and planned;
- 43.3.24. Submit timely to appropriate bodies the University's performance reports as approved or directed by the Board;
- 43.3.25. Prepare the agenda for the University's Board sessions in consultation with the chairperson;
- 43.3.26. Play his due role in the establishment and running of the forum for public Universities;
- 43.3.27. Discharge such other responsibilities as may be given to him by this legislation and by the Board;
- 43.3.28. Oversee the implementation and expansion of University Buildings, Grounds and Infrastructure; and
- 43.3.29. Guide and coordinate efforts in University-wide master plan preparation;
- 43.4.** Delegate, as may be necessary, his powers and responsibilities to the vice Presidents and appropriate heads of academic units
- 43.5.** The President shall devote his full time to the requirements of his office; and shall be remunerated appropriately for his services in the form of a basic salary and other benefits; and
- 43.6.** In the case of absence from duty, the President shall delegate, as a standard practice, the Vice President for Academic Affairs on his behalf and, in the case of simultaneous absence of the said Vice President, any of the other Vice Presidents.

Article 44 : The Vice Presidents of the University

- 44.1.** Wolkite University shall have as many Vice Presidents as determined by the Board in accordance with sub-article 2 of Article 54 of the Proclamation.





- 44.2.** The University has a Vice President for Academic Affairs (VPAA), a Vice President for Research Technology Transfer Affairs (VPRTTA), and a Vice President for Administration and Development (VPAD).
- 44.3.** The Vice Presidents shall be appointed by the Board in accordance with the proclamation and other relevant laws.
- 44.4.** The terms of office of the Vice Presidents shall be four years, with a possibility of renewal for one more term, provided that the performance has been rated very good or excellent in the first term as evaluated by the Board, the University President, and the Senate.
- 44.5.** Without prejudice to those responsibilities given to each Vice President under the following provisions of this legislation, in consultation with the President, the Vice Presidents of the University shall have the responsibilities to:
- 44.5.1. Advise, assist and support the President in the exercise of his responsibilities;
 - 44.5.2. Exercise the responsibilities the President may entrust to him;
 - 44.5.3. Direct and supervise units accountable to him in the execution of decisions and directives of the governing bodies of the University;
 - 44.5.4. Lead the preparations of plans of activities of units accountable to him and supervise the implementation of the plans;
 - 44.5.5. Establish national and international linkages in accordance with his responsibility and monitor their implementation;
 - 44.5.6. Compile, produce, and submit regular activities reports and essential statistics to the President's office as well as to other key stakeholders;
 - 44.5.7. Develop and recommend budget allocations and reallocations for respective departments or offices assuring that budgets are linked to strategic plans as well as previous performance;
 - 44.5.8. Serve as the academic connection to the community, business organizations, private individuals, city councils, regional states, federal government bodies and legislators, and educational, research and professional institutions/associations;
 - 44.5.9. 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 staff who are assigned to handle financial and procurement matters of the University including decisions over their performance evaluation;
 - 44.5.10. Shall exercise the powers and duties provided in Federal Universities Council of Ministers Regulation No 210/2011, in addition to those entrusted to them under the proclamation.
 - 44.5.11. Vice presidents shall devote most of their time to the requirements of their offices and shall be remunerated appropriately for their services in the form of basic salary and other benefits.
 - 44.5.12. Carry out such other activities which may be specifically entrusted to him by the Board or the President.
- 44.6.** Foreign travels by any Vice President of the University shall be preplanned or as may be specifically approved by the University's President, and submission of reports on foreign travels shall be mandatory.





Article 45 : Special Assistant to Academic Affairs Vice President

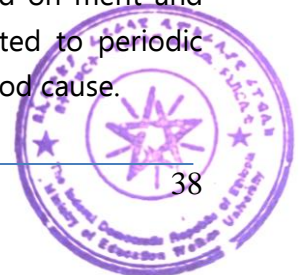
- 45.1. The administration of the academic affairs in the Academic Affairs Vice President's Office may be assisted by the Special Assistant to Academic Affairs Vice President.
- 45.2. The Special Assistant to the Academic Affairs Vice President is accountable to the Academic Affairs Vice President.
- 45.3. The Special Assistant to Academic Affairs Vice President shall have the powers and duties as given to him by the Academic Affairs Vice President as appropriate.
- 45.4. The Special Assistant to Academic Affairs Vice President shall be assigned by the President of the University on a merit basis based on the respective academic leadership position screening and assignment guideline of the University.
- 45.5. The office term for Special Assistant to Academic Affairs Vice President shall be three years.

Article 46 : Special Assistant to Research and Technology Transfer Affairs Vice President

- 46.1. The administration of the affairs about research, community service, technology transfer, and language, culture and indigenous knowledge study affairs in the Research and Technology Transfer Affairs Vice President's Office may be assisted by the Special Assistant to Research and Technology Transfer Affairs Vice President.
- 46.2. The Special Assistant to the Research and Technology Transfer Affairs Vice President is accountable to the Research and Technology Transfer Affairs Vice President.
- 46.3. The Special Assistant to Research and Technology Transfer Affairs Vice President shall have the powers and duties as given to him by the Research and Technology Transfer Affairs Vice President as appropriate.
- 46.4. The Special Assistant to Research and Technology Transfer Affairs Vice President shall be assigned by the President of the University on a merit basis based on the respective academic leadership position screening and assignment guideline of the University.
- 46.5. The office term for Special Assistant to Research and Technology Transfer Affairs Vice President shall be three years.

Article 47 : Dean of College/School

- 47.1. The President shall assign a dean from among a list of three nominees who are full-time teaching staff of the University with the rank of lecturer or above selected in accordance with the Academic Position Selection and Assignment Guideline approved by the Senate.
- 47.2. The Dean shall be accountable to the VPAA. However, depending on the matter at hand, the Dean shall also be answerable to the office of VPRTTA on matters related to research, community engagement, technology transfer, and Industry Linkage. He shall report to these offices operationally and regularly through written communication and formally through quarterly and annual reports.
- 47.3. The terms of office of a dean shall be three years, renewable once if re-assigned on merit and contested based on the concerned guideline. However, a dean shall be subjected to periodic performance evaluation which may result in termination of the office term or for good cause.





- 47.4.** The Dean is the chief executive officer of a College/School and is accountable to the VPAA. He shall have the following duties and responsibilities:
- 47.4.1. Serve as the chairperson of the CAC and college SAC ;
 - 47.4.2. Carry out all decisions of the CAC with respect to appointment and promotion, renewal of contracts, admission of students, graduation and other decisions in accordance with the rules and regulations of the University;
 - 47.4.3. Promote multidisciplinary academic/ research programs;
 - 47.4.4. Propose to the CAC/SAC the establishment of new programs, and revision of existing programs; dissolution or amalgamation of programs, etc.;
 - 47.4.5. Conduct follow-up on the various academic programs to assess whether the recommendation of the CAC/SAC has been taken into account and present a report to the CAC/SAC ;
 - 47.4.6. Coordinate the preparation of college plans, programs and budgets in collaboration with department heads and submit to the CAC/SAC for review and endorsement. The dean shall also recommend to the CAC/SAC schemes for the allocation of the approved budget among the various units of the College/School and follow up on the implementation of the CAC/SC's decisions;
 - 47.4.7. Direct and coordinate the activities of the departments and other units of the College/School;
 - 47.4.8. Direct and Coordinate all research activities of the college;
 - 47.4.9. Coordinate continuing education programs, professional development courses, seminars, workshops and similar educational programs;
 - 47.4.10. Coordinate the formulation of criteria for admission of students to the college and departments and participate in the placement of such students;
 - 47.4.11. Administer and oversee the proper utilization of the physical resources of the college;
 - 47.4.12. Issue rules and procedures for the proper administration of the college in line with the overall policies and regulations of the University;
 - 47.4.13. Ensure that the policies, rules and regulations of the University are readily available to be well known by the staff and students of the college;
 - 47.4.14. Recruit professionals who can either on a full-time or part-time basis contributing to the research and teaching needs of the college;
 - 47.4.15. Endeavor to foster good working relationships with relevant units of the University;
 - 47.4.16. Promote the good image of the college by providing appropriate and full information on its activities;
 - 47.4.17. Plan and implement schemes and programs that promote academic excellence;
 - 47.4.18. Plan and implement the welfare of both staff and students;
 - 47.4.19. Ensure the proper maintenance of student records in the college in accordance with guidelines to be set by the Office of the Registrar;
 - 47.4.20. Initiate joint appointment of academic staff from external institutions including the industry as per the Proclamation;
 - 47.4.21. Delegate his duties and powers as appropriate to the vice deans, or department heads;





- 47.4.22. Submit an annual report to the CAC/SAC and VPAA on the activities of the college; and
- 47.4.23. Carry out any other relevant tasks assigned to him /her by VPAA and the CAC.

Article 48 : Vice Dean for College/School

- 48.1. Each College/School may have a vice dean.
- 48.2. The VPAA shall assign the Vice Dean from the full-time teaching staff of the University with the rank of lecturer or above selected in accordance with the Academic Position Selection and Assignment Guideline approved by the Senate.
- 48.3. The Vice Dean shall be accountable to the Dean of the College/School. He shall report to the Dean's office operationally and regularly through written communication and formally as required.
- 48.4. The terms of office of a Vice Dean shall be two years, renewable once if re-assigned on merit and contested based on the concerned guideline. However, a vice dean shall be subjected to periodic performance evaluation which may result in termination of the office term or for good cause.
- 48.5. Vice deans assist, support and perform the powers and duties of the dean of the College/School in relation to all the teaching-learning activities of the college/school.
- 48.6. Perform other related duties as assigned by the dean of the college/school.

Article 49 : Vice Dean for the Research, Community Service, Technology transfer, and Industry linkage of College/School

- 49.1. Each College/School may have a Vice Dean for Research, Community Service, Technology Transfer, and Industry Linkage.
- 49.2. The VPRTTA shall assign the Vice Dean of the Research, Community Service, Technology transfer, and Industry linkage from the full-time teaching staff of the University with the rank of lecturer or above selected in accordance with Academic Position Selection and Assignment Guideline approved by the Senate.
- 49.3. The Vice Dean of the Research, Community Service, Technology Transfer, and Industry Linkage shall be accountable to the Dean of the College/School. He shall report to the Dean office operationally and regularly through written communication and formally as required.
- 49.4. The terms of office of a Vice Dean of the Research, Community Service, Technology Transfer, and Industry Linkage shall be two years, renewable once if re-assigned on merit and contested based on the concerned guideline. However, a dean shall be subjected to periodic performance evaluation which may result in termination of the office term or for good cause.
- 49.5. Vice Deans for Research, Community Service, Technology Transfer, and Industry Linkage of College/School assist, support, coordinate, and perform the powers and duties of the dean, particularly duties in relation to Research, Community Service, Technology Transfer, and Industry Linkage of the College/School.
- 49.6. Perform other duties assigned by the dean of the college, Research Publication Ethics and Dissemination Director (DRPED), Community Service Director, and Industry Linkage and Technology Transfer Director.





49.7. Perform other duties including academic activities assigned by the dean of the college, Research Publication Ethics and Dissemination Director (DRPED), Community Service Director, and Industry Linkage and Technology Transfer Director.

Article 50 : Department Head

50.1. The VPAA shall assign a department head from the full-time teaching staff of the University with the rank of lecturer or above selected in accordance with the Academic Position Selection and Assignment Guideline approved by the Senate.

50.2. The department head shall be accountable to the dean.

50.3. The terms of office of a department shall be two years, renewable once if re-assigned on merit and contested based on concerned guideline. However, a department head shall be subject to periodic performance evaluation which may result in termination of the office term or for good cause.

50.4. The department head, in regular consultation with the staff members and dean, shall:

50.4.1. Direct the teaching and research activities of the department;

50.4.2. Promote the enhancement of the quality and relevance of teaching and research in the department;

50.4.3. Initiate proposals for deliberations by DA on matters within the jurisdiction of the latter;

50.4.4. Follow-up and implement the decisions and recommendations of the CAC and the DAC;

50.4.5. Seek to provide opportunities for educational and professional development of the staff and students of the department;

50.4.6. Follow-up the processing of appointments, promotions, salary increments and the benefits due to the staff of the department in accordance with the rules and regulations of the University;

50.4.7. Plan and prepare or cause to be prepared plans, programs and budgets for the activities of the department and closely supervise the implementation of approved plans, programs and budgets;

50.4.8. Create a conducive atmosphere for the expansion of academic and research efforts in the department;

50.4.9. Prepare up-to-date reports on the teaching, research and consultancy services provided by the department;

50.4.10. Assign students' advisors, senior essay supervisors and examiners;

50.4.11. Supervise the proper use of physical and human resources within the department;

50.4.12. Ensure that academic staff of the department submit periodic reports on their teaching and research activities and, in consultation with the DA, take appropriate actions on issues raised in such reports;

50.4.13. Keep records of activities of all staff of the department to serve as inputs for evaluations. Such records shall, inter alia, include reports on research work, publications, conference papers and talks, status of works in progress during that year, professional public services and participation in University affairs;

50.4.14. Conduct a performance evaluation of each staff at the end of each academic year;





- 50.4.15. Ensure that students' evaluations and peer reviews of staff of the department are properly conducted and the necessary reports are submitted to the dean as per procedures on these matters;
- 50.4.16. Keep or ensure the keeping of proper academic records of students of the department;
- 50.4.17. Delegate his powers to another full-time academic staff of the department, and where necessary carry out other relevant tasks assigned to him by the dean; and
- 50.4.18. Perform such other relevant tasks as may be assigned to him by the dean and/or Vice deans.

Article 51 : Vice Head for Department

- 51.1. Each department may have a vice head.
- 51.2. The VPAA shall assign the Vice Head from the full-time teaching staff of the University with the rank of lecturer or above selected in accordance with the Academic Position Selection and Assignment Guideline approved by the Senate.
- 51.3. The Vice Head shall be accountable to the Head of the Department. He shall report to the dean's office offices operationally and regularly through written communication and formally as required.
- 51.4. The terms of office of a Vice Head shall be two years, renewable once if re-assigned on merit and contested based on the concerned guideline. However, a vice head shall be subjected to periodic performance evaluation which may result in termination of the office term or for good cause.
- 51.5. Vice heads assist, support and perform the powers and duties of the head of the Department in relation to all the teaching and learning activities of the department.
- 51.6. Perform other related duties as assigned by the head of the department.

Article 52 : Vice Head for Undergraduate Graduate and Continuous Education of the Department

- 52.1. Each department may have a department Vice Head for Undergraduate, Graduate and Continuous Education of the department appropriate
- 52.2. The VPAA shall assign the department Vice head for Undergraduate Graduate and Continuous Education of the department from the full-time teaching staff of the University with the rank of lecturer or above selected in accordance with Academic Position Selection and Assignment Guideline approved by the Senate.
- 52.3. The Vice head for Undergraduate Graduate and Continuous Education shall be accountable to the head of the department. He shall report to the department head office operationally and regularly through written communication and formally as required.
- 52.4. The terms of office of a Vice head for Undergraduate Graduate and Continuous Education shall be two years, renewable once if re-assigned on merit and contested based on the concerned guideline. However, the vice head for Undergraduate Graduate and Continuous Education shall be subjected to periodic performance evaluation which may result in termination of the office term or for good cause.
- 52.5. The Vice head for Undergraduate Graduate and Continuous Education assists, supports and performs the powers and duties in relation to the undergraduate and graduate programs of the department.





- 52.6. The Vice head for Undergraduate Graduate and Continuous Education assists, supports and performs the powers and duties in relation to the continuous education of the department.
- 52.7. Perform other duties assigned by the head of the department.

Article 53 : Vice head for Research Community Service Technology Transfer and Industry Linkage of Department

- 53.1. Each department may have a Department Vice Head for Research Community Service Technology Transfer and Industry Linkage of the department appropriate.
- 53.2. The VPAA shall assign the department Vice Head for Research Community Service Technology Transfer and Industry Linkage of the department from the full-time teaching staff of the University with the rank of lecturer or above selected in accordance with the Academic Position Selection and Assignment Guideline approved by the Senate.
- 53.3. The Vice head for Research Community Service Technology Transfer and Industry linkage shall be accountable to the head of the department. He shall report to the department head office operationally and regularly through written communication and formally as required.
- 53.4. The terms of office of a Vice head for Research Community Service Technology Transfer and Industry linkage shall be two years, renewable once if re-assigned on merit and contested based on the concerned guideline. However, the vice head for Undergraduate Graduate and Continuous Education shall be subjected to periodic performance evaluation which may result in termination of the office term or for good cause.
- 53.5. The Vice Head for Research Community Service Technology Transfer and Industry Linkage assists, supports and performs the powers and duties in relation to the Research Community Service Technology Transfer and Industry linkage activities of the department.
- 53.6. Perform other related duties assigned by the head of the department.





CHAPTER SIX: OFFICES OF THE DIRECTORS

Article 54 : General Provisions that Apply to Directors

The President shall assign a director with merit from among a list of three nominees who are full-time teaching staff of the University with the rank of lecturer or above selected in accordance with the Academic Position Selection and Assignment Guideline approved by the Senate.

Article 55 : Campus Managing Director

55.1. The Campus Managing Director is accountable to VPAA and performs all academic and related duties in relation to the campus.

55.2. The terms of the office of the Campus Managing Director shall be three years, renewable once if re-assigned on merit and contested based on the concerned guideline.

Article 56 : Chief Executive Director for College Medicine and Health Sciences and Teaching Hospital (CED)

56.1. The administration of the academic, research, community engagements and clinical services of the College Medicine and Health Sciences and Teaching Hospital shall be led by the Chief Executive Director (CED).

56.2. The Chief Executive Director (CED) for the College of Medicine and Health Sciences and Teaching Hospital is accountable to the President of the University.

56.3. The Chief Executive Director shall have the powers as given to him by the President of the University, administrative board, and/or by other relevant laws as appropriate. Particularly, the CED shall have the powers and duties to:

- 56.3.1. Remain in charge of supervising medical services, teaching-learning process, research activities, community services, and Student affairs and administrative issues of the college issues of the College and the Hospital;
- 56.3.2. Keep the management structure flat with delegation of authority and empowerment of the chief directors, dean of Schools, and heads of departments and chair of units, thereby focusing on key strategic issues;
- 56.3.3. Ensure that in schools and departments quality education, problem-solving studies and need-based community services are undertaken in a transparent, accountable and result-focused manner;
- 56.3.4. Chair the Executive management team of the college and hospital composed of the Chief Academic Director (CAD) of the College of Medicine and Health Science (CMHS), Chief Research and Community Service Director (CRCSD) of the College of Medicine and Health Science (CMHS), the Chief Clinical Director (CCD), and the Chief Administration and Business Development Director (CABDD) of the Hospital and others as deemed necessary;
- 56.3.5. Serve as a secretary of the University Hospital Board;
- 56.3.6. Formulate, coordinate, supervise, and direct all units of the College;
- 56.3.7. Initiate the revision of the directives for the autonomy of the college and recommend for approval by the Senate and/or Hospital Board;
- 56.3.8. Ensure the decisions of the University Senate and/or the Hospital Board are executed;





- 56.3.9. Form different units or offices in his secretariat to assist him fulfill his obligations when approved by executive management;
 - 56.3.10. Establish mechanisms to measure the quality of medical care, quality education and research and strive for continuous improvement;
 - 56.3.11. Oversee compliance with all relevant government regulations;
 - 56.3.12. Act as the chief spokesperson for the college and/or hospital to speak for various audiences and deal with national and international third parties;
 - 56.3.13. Ensure the formation and proper function of relevant standing committees in the College and varied hospital committees;
 - 56.3.14. Keep current with emerging issues and technologies and ensure that staff members are also kept updated in these areas through training, access to resources and relevant opportunities;
 - 56.3.15. Submit regular performance reports to the University, Ministry of Health (MoH) and MOE as appropriate;
 - 56.3.16. Recommend hiring and firing of staff based on relevant civil service regulations;
 - 56.3.17. Initiate the formulation of criteria for admission of Medicine and health science students, determination of academic standards, settlement of disciplinary problems and relating to graduations; to examine and decide on petitions relating to same;
 - 56.3.18. Submit proposals for different reforms such as hospital management initiatives, health care financing, etc. to the Board and/or the University Senate for Approval;
 - 56.3.19. Use the University legislation and Federal Hospital Management Guideline for workflow; and
 - 56.3.20. Undertake other activities assigned by the University President and/or Board as appropriate.
- 56.4.** The office term of Chief Executive Director (CED) for the College of Medicine and Health Sciences and Teaching Hospital shall be four years.

Article 57 : Chief Academic Director (CAD) for the College of Medicine and Health Sciences

- 57.1.** The Chief Academic Director (CAD) is accountable to VPAA and CED of the College Medicine and Health Sciences and Teaching Hospital and has the duties and responsibilities to:
- 57.1.1. Form the executive management team with the CED, CRCSD, CCD, CABDD, and necessary units of the hospital and the college;
 - 57.1.2. Plan and coordinate the activities of the Academic teaching departments and units of the hospital to render quality education services;
 - 57.1.3. Ensure the recruitment and retention of a qualified workforce that enables the college to discharge its activities;
 - 57.1.4. Establish mechanisms to measure the quality of education and programs for improved levels of quality;
 - 57.1.5. Oversee compliance with relevant government regulations in regard to quality education and student-related support services;
 - 57.1.6. Interact with the CRCSD, CCD and CABDD to facilitate and integrate the educational services, teaching and research undertakings in the hospital and the college;





- 57.1.7. Chair the senior management committee and or CAC of the college to set up different committees, to facilitate operation and smooth decision-making;
 - 57.1.8. Oversee the practical training, research and clinical services provided by/to students in the hospital;
 - 57.1.9. Undertake his functions in line with the relevant University legislations and pertinent Federal Hospital Management Guidelines;
 - 57.1.10. Submit reports (weekly, bi-weekly, monthly, quarterly, bi-annual, and annual) to the CED on the academic activities of the college; and
 - 57.1.11. Perform any other related tasks as given by the CED.
- 57.2.** The term office of Chief Academic Director shall be three years, renewable once if re-assigned on merit and contested based on the concerned guideline.

Article 58 : Chief Research and Community Service Director (CRCSD) for the College of Medicine and Health Sciences

- 58.1.** The Chief Research and Community Service Director (CRCSD), when found necessary and assigned, is accountable to VPRTTA and CED of the College Medicine and Health Sciences and Teaching Hospital and has the duties and responsibilities to:
- 58.1.1. Form the executive management team with the CED, CAD, CCD, CABDD, and necessary units of the hospital and the college;
 - 58.1.2. Plan and coordinate the research and community service activities of departments and units of the college to undertake quality research and provide professional community services;
 - 58.1.3. Ensure the recruitment and retention of a qualified workforce that enables the college to discharge its research and community service activities;
 - 58.1.4. Establish mechanisms to measure the quality of research and community service and programs for improved excellence levels of quality;
 - 58.1.5. Oversee compliance with relevant government regulations in regard to quality research and community services and student services;
 - 58.1.6. Interact with the CAD, CCD and CABDD to facilitate and integrate the research undertakings, community services, teaching and clinical services in the hospital and the college;
 - 58.1.7. Oversee the practical research undertakings and community services provided by staff in college and the hospital;
 - 58.1.8. Undertake his functions in line with the relevant University legislations and pertinent Federal Hospital Management Guidelines;
 - 58.1.9. Submit reports (weekly, bi-weekly, monthly, quarterly, bi-annual, and annual) to the CED on the academic activities of the college; and
 - 58.1.10. Perform any other related tasks as given by the CED.
- 58.2.** The term office of Chief Research and Community Service Director shall be three years, renewable once, if re-assigned on merit and contested based on the concerned guideline.





Article 59 : Chief Clinical Director (CCD)

59.1. The Chief Clinical Director (CCD) is accountable to the CED of the College Medicine and Health Sciences and Teaching Hospital and has the duties and responsibilities to:

- 59.1.1. Form the executive management team with the CED, CAD, CRCSD, CABDD, and necessary units of the hospital and the college;
- 59.1.2. Plan and coordinate the activities of the clinical departments and units of the hospital to render quality medical services and education;
- 59.1.3. Ensure the recruitment and retention of a qualified workforce that enables the hospital to discharge its activities.
- 59.1.4. Establish mechanisms to measure the quality of care and programs for improved levels of quality;
- 59.1.5. Oversee compliance with relevant government regulations in regard to quality service and patient safety;
- 59.1.6. Interact with the CAD, CRCSD, and CABDD to facilitate the clinical services, teaching and research undertakings in the hospital;
- 59.1.7. Chair the senior management committee of the hospital to set up different committees, to facilitate operation and smooth decision-making;
- 59.1.8. Oversee the practical training, research and clinical services provided in the hospital.
- 59.1.9. Undertake his functions in line with the relevant University legislations and pertinent Federal Hospital Management Guidelines;
- 59.1.10. Submit reports (weekly, bi-weekly, monthly, quarterly, bi-annual, and annual) to the CED on the clinical activities of the Hospital; and
- 59.1.11. Perform any other related tasks as given by the CED

59.2. The term office of Chief Clinical Director shall be three years, renewable once, if re-assigned on merit and contested base by concerned guideline.

Article 60 : Research International Relations and Partnership Director

60.1. The Director for Research International Relations and Partnership is accountable to the President of the University.

60.2. The Research International Relations and Partnership Director shall work for the effective planning, coordinating and directing the activities; organizing, coordinating and directing the international and partnership activities of the institution; organizing and coordinating the designing and implementation activities of joint academic programs; organizing, coordinating and monitoring the design and implementation of the University's joint research and projects, building up the University image nationally and internationally by providing organized information and creating strong relationships and partnerships; and improve the internationalization and cooperation system of the institution.

60.3. The Director for Research International Relations and Partnership is responsible to:

- 60.3.1. Find and create strong links with institutions in the country and abroad, based on the University's focus area;





- 60.3.2. Facilitate and coordinate effective academic programs, to facilitate and coordinate the exchange of teachers and students, and to create, coordinate, lead, plan and implement a favorable environment for joint research and projects;
- 60.3.3. Prepare the internationalization and partnership plan of the directorate, taking into account the focus areas of the institution, and receives ideas for enriching the plan;
- 60.3.4. Conduct plan performance appraisal monitoring, evaluation and support weekly, monthly and quarterly;
- 60.3.5. Identify the capacity gap of work groups, teachers and students and facilitate the building of their capacity;
- 60.3.6. Ensure that the resources required for its directorate and working groups are met;
- 60.3.7. Prepare the directorate's performance report and send it to the concerned body; receive feedback and execute it;
- 60.3.8. Ensure that the institution's internationalization and partnership agreement document is properly prepared, coordinate and conduct appropriate monitoring and follow-ups;
- 60.3.9. When a collective agreement contract is established, the office ensures it will be checked by the legal service that it does not violate the law of the country, the institution's rules and policies, and will carry out the contract procedure;
- 60.3.10. According to the agreement, every year, bring foreign students, researchers, professors, and teachers who give courses on the basis of educational exchange through the Ethiopian Embassy in the country by following up for visa approval;
- 60.3.11. Receive and welcome guests coming from abroad countries; discuss matters of mutual interests and establish ongoing relations;
- 60.3.12. Facilitate allowing entry visas issued in Bole airport for foreign nationals who do not have an Ethiopian embassy in their country to enter Ethiopia;
- 60.3.13. Facilitate the way of issuing residence permits for foreigners, extension of residence permits for previously permitted foreigners if they do not complete the work as planned;
- 60.3.14. Establish a network of communication to create a strong international linkage for working to strengthen the learning and teaching, research and community services providing a mutual benefit so that the goal of the institution's internationalization coverage is achieved;
- 60.3.15. Provide a platform to facilitate the peaceful resolution of the complex cultural and personal problems that foreign students face with each other and with local students and provide a report;
- 60.3.16. Coordinate the overall activities of the institution's major national and institutional meetings, conferences, seminars, discussions, workshops, visits, and other activities by taking part in the work when ordered by the superior body;
- 60.3.17. Conduct e-mail, correspondence and telephone discussions with various national and international institutes, organizations, Universities and individuals in order to reach an agreement of academic internationalization and partnership work in effect; and submit the performance report to the director;





- 60.3.18. Create alliances by finding institutions that are important for the country's growth and industrial connection and coordinate to facilitate alternative ways;
- 60.3.19. Coordinate the establishment of an effective work network and its linkage tasks with new institutions;
- 60.3.20. Coordinate the implementation of international-level bilateral and beyond relations, monitor the implementation, and report to the supervisor;
- 60.3.21. Coordinate the renewal and strengthening of joint work agreements before the expiration period, monitor the performance and submit a report;
- 60.3.22. Enquire and follow up on the comfort and safety of foreign students, and inform the Director when there is something that requires a decision;
- 60.3.23. Follow up and ensure that payments are made so as not to disrupt the membership fee of the international and continental institutions union, monitor the implementation and the proper handling of documents;
- 60.3.24. Formulate and implement joint education programs, and devise and coordinate ways to find foreign and domestic institutions to work together;
- 60.3.25. Design and coordinate ways to find teachers in the country and abroad for educational programs that are jointly or individually formulated and implemented;
- 60.3.26. Design and coordinate ways to obtain resources from domestic and foreign institutions for the implementation of educational programs that are prepared jointly or individually;
- 60.3.27. Facilitate and coordinate the opportunities to obtain practical teaching workshops, laboratories and demonstrations for educational programs that are prepared jointly or individually;
- 60.3.28. Design and coordinate ways where teachers and students can gain capacity building through cultural practice and exchange by teachers and students exchange with peer institutions;
- 60.3.29. Coordinate and facilitate colleges, centers and departments to plan and implement ways to find international and national institutions that work together so that joint research and projects can be formulated and implemented;
- 60.3.30. Find international research and project calls that go along with the University's focus areas and providing the information to teachers and education and research leaders;
- 60.3.31. Organize, coordinate and monitor colleges, centers and sectors to prepare research proposals based on international and national research and project calls helping them to be the winner of the competition;
- 60.3.32. Coordinate and follow up colleges, centers and sectors to find means by which resources are available from national and foreign institutions for the implementation of researches and projects that are prepared jointly or separately;
- 60.3.33. Analyze the needs of peer institutions and establish cooperation and partnerships based on the needs of the institutions so that internationalism and partnership can be established;
- 60.3.34. Create the University's internationalization and partnership database and improve it from time to time;





- 60.3.35. Create awareness about the system and the importance of internationalization and partnership to the University community;
- 60.3.36. Provide information to partners by compiling and analyzing information in a modern way to increase the University's visibility at the international level;
- 60.3.37. Coordinate the events of the University and those coming from abroad countries visits of leaders and famous people, talks and seminars, based on the mutual work communication or memorandum of understanding, and give work responsibilities to the experts of the office, monitor its implementation, and report to the supervisor;
- 60.3.38. Facilitate conditions for joint work by finding key partner institutions that carry out in-depth research, teaching and community service activities and coordinate and follow up the communication of the information and findings of the joint research projects to the community;
- 60.3.39. Realize the global goal through teaching, research and community service and involving various institutions, and promote its important role, and generate professional advice and ideas in image building process;
- 60.3.40. Coordinate the promotion of the joint agreement with institutions of different continents through the institute's website to the international community and monitor its performance;
- 60.3.41. Coordinate the guests of the institution from different countries to be welcomed, to be invited, to be presented with a gift that describes the institution, and to accompany them when they return in a manner that respects their dignity and culture, and monitor the implementation;
- 60.3.42. Coordinate the preparation of documents supporting the purpose of the trip for those who are going abroad on behalf of the institution, and gifts describing the institution;
- 60.3.43. Coordinate the University image building activities by the former graduates of the institution (Alumnus) being properly organized through providing proper benefits and contributions;
- 60.3.44. Facilitate the conditions for students of foreign nationalities during their stay in the institution for study by promoting and taking care of our country's culture and order to build the image of our country in their respective countries and to work thereby the joint work agreement is strengthened;
- 60.3.45. Facilitate the entry of foreign teachers, examiners and researchers into the country coming to the University, follow up its implementation, and submit reports;
- 60.3.46. Encourage and support the members of the University's community to participate in the implementation of joint work cooperation from institution to institution;
- 60.3.47. Conduct and coordinate studies to develop and improve procedures to facilitate the University's internationalization and cooperation;
- 60.3.48. Integrate and share the best practices of international and local educational institutions with better performance in the field of internalization and cooperation;
- 60.3.49. Monitor the good experiences of internationalization and cooperation registered by the institute to further develop and improve the gaps;
- 60.3.50. Identify problems encountered in performance, provide solutions, and make them sink;





- 60.3.51. Establish a standardized partnership and cooperation hierarchy in the colleges and campuses of the institution; and
- 60.3.52. Provide a platform for the University's regular work on internationalization and cooperation so that the University community can understand it.
- 60.4.** The Director for Research International Relations and Partnership shall have academic rank/qualification of Master of degree and above with the field of studies such as journalism and communication, international relations, political science, literature, language, and other related subjects as requirements.
- 60.5.** The office term of the post of Director for Research International Relations and Partnerships is three years.

Article 61 : Academic Affairs Internationalization and Partnerships Coordinator

- 61.1.** The Coordinator of Academic Affairs Internationalization and Partnerships is accountable to the Director for Research International Relations and Partnerships.
- 61.2.** The Coordinator of Academic Affairs Internationalization and Partnerships is devoted to finding national and international institutions and creating strong links, coordinating effective academic programs, facilitating and coordinating the exchange of teachers and students, and creating conducive conditions for providing resources for the implementation of educational programs.
- 61.3.** With these, the coordinator is working to achieve the outcomes of planning, coordinating and leading the group's activities, coordinating and leading academic internationalization and partnership activities, and coordinating and monitoring the administrative activities of academic internationalization and partnerships.
- 61.4.** The office is responsible for the following main duties and responsibilities:
 - 61.4.1. Preparing the internationalization and partnership plan of the group in a manner that takes into account the focus areas of the institution, receives improvement ideas;
 - 61.4.2. Monitoring and supporting plan implementation, and evaluating plan implementation on a weekly, monthly and quarterly basis;
 - 61.4.3. By studying and identifying the capacity gap of the teachers who work together, it facilitates the situation in which their capacity is built;
 - 61.4.4. Ensuring that the resources required for the team are met;
 - 61.4.5. Preparing the report of the group's work and sending it to the concerned party and receiving feedback;
 - 61.4.6. Finding and creating connections with local and foreign institutions to create academic internationalism and partnership;
 - 61.4.7. Facilitating and coordinating the spirit of internationalism and partnership between the centers, colleges and education departments;
 - 61.4.8. Coordinating and facilitating an enabling environment to develop a culture of internationalism and partnership between students and teachers;
 - 61.4.9. Coordinating the participation of industry experts and University Alumni in the drafting of a new curriculum or revision of the existing curriculum;





- 61.4.10. Facilitating conditions for graduate students to benefit from the job market;
- 61.4.11. Searching local and foreign institutions in order to open joint education programs;
- 61.4.12. Facilitating conditions for teachers and students to get free education opportunities abroad;
- 61.4.13. Finding local and foreign institutions in order for teachers and students to exchange experiences;
- 61.4.14. Facilitating and coordinating workshops, seminars and conferences to promote academic internationalism and partnerships;
- 61.4.15. Facilitating the situation in which students and teachers can get practical education by finding foreign and domestic institutions;
- 61.4.16. Searching resources from abroad (external) and internal (national) institutions for the implementation of educational programs;
- 61.4.17. Facilitating the situation where scholars in the country and abroad teach free and paid education and advise students;
- 61.4.18. Preparing a document of academic internationalization and cooperation agreement;
- 61.4.19. Processing Visas through the Ethiopian Embassy for students, teachers and leaders who are invited by the University;
- 61.4.20. Processing provision of entry point Visas at the Airport from their respective country Embassy to Ethiopia for foreign nationals coming to Ethiopia for academic internationalization and partnership;
- 61.4.21. Facilitating the granting of new residence permits to foreign nationals coming for academic internationalization and partnership and processing permits extension whenever their scheduled activities are not executed as per the plan;
- 61.4.22. Establishing a network of communication to create a strong worldwide academic cooperation for mutually beneficial learning and teaching;
- 61.4.23. Communicating applicants about the preparations for recruitment and registration of international students and coordinating it to be implemented, and submitting a report to the superior;
- 61.4.24. Facilitating, and providing a report on the peaceful resolution of the complex cultural and personal problems that foreign students face with each other and with local students;
- 61.4.25. Coordinating the compilation of academic internationalization and partnership agreements in a timely manner, checking and signing them in accordance with the law, monitoring its distribution to the relevant University bodies and partner institutions for implementation, and reporting to the director;
- 61.4.26. Conducting e-mail, correspondence and telephone discussions with various national and international institutes, organizations, Universities and individuals in order to make reach the agreement of academic internationalization and partnership work in effect; and submitting the performance report to the director;
- 61.4.27. Coordinating the establishment of an effective work network and its linkage tasks with new institutions;





- 61.4.28. Coordinating the implementation of international level bilateral and beyond relations, monitoring the implementation, and reporting to the supervisor.
 - 61.4.29. Coordinating the renewal and strengthening of joint work agreements before the expiration period, monitoring the performance and submitting a report;
 - 61.4.30. Following up and coordinating the accommodation and utilities (stove, refrigerator, television, iron and water boiler) for foreign students;
 - 61.4.31. Enquiring and following up the comfort and safety of foreign students, and informing the Director when there is something that requires a decision.
- 61.5.** The Coordinator of Academic Affairs Internationalization and Partnerships shall have academic rank/ qualification of Master of degree and above in the field of studies such as journalism and communication, international relations, political science, literature, language, and other related subjects as requirements.
- 61.6.** The office term of the post of Coordinator of Academic Affairs Internationalization and Partnerships is two years.

Article 62 : Research and Project Affairs International Partnerships Coordinator

- 62.1.** The Coordinator of Research and Project Affairs International Partnerships is accountable to the Director for Research International Relations and Partnerships.
- 62.2.** The Research and Project Affairs International Partnerships Coordinator is purposed to find and coordinate effective research and project linkages by finding local and foreign institutions and to create and coordinate a favorable environment in which resources are available for the implementation of these researches and projects.
- 62.3.** Preparing, coordinating and leading the group's activities; Internationalization of research and projects and coordination and monitoring of partnership activities and administrative activities are the results or outcomes that the office of Research and Project Affairs International Partnerships Coordinator works.
- 62.4.** The office of Research and Project Affairs International Partnerships Coordinator is responsible for the following main duties and responsibilities:
- 62.4.1. Preparing the group's internationalization and partnership plan in line with the University's focus areas; and receiving improvement ideas;
 - 62.4.2. Appraising weekly, monthly and quarterly plan implementation and undertaking, monitoring and supporting the performance of plans;
 - 62.4.3. Studying the capacity gap of teachers who work together and facilitating situations to build their capacity;
 - 62.4.4. Ensuring that the resources needed for the internationalization and partnership group are fulfilled;
 - 62.4.5. Preparing the report of the group's work, sending it to the relevant body, and receiving feedback;
 - 62.4.6. Finding and creating connections with local and foreign institutions to create internationalization and partnership in research and project work;





- 62.4.7. Studying the needs of domestic and foreign institutions and coordinating them to have international and partnership based on needs and mutual benefit;
- 62.4.8. Searching for calls for research and projects issued by national and international institutions, making the information accessible to students and the research community, and following up on it;
- 62.4.9. Organizing research and project preparation team by following up on research and project calls, applying within the deadline, and following the competition;
- 62.4.10. Searching for resources for research and project preparation and implementation from domestic and foreign institutions;
- 62.4.11. Building the capacity of students and researchers about internationalism and partnership;
- 62.4.12. Facilitating and coordinating the spirit of internationalism and partnership among the centers, colleges and departments;
- 62.4.13. Facilitating and coordinating the development of a comprehensive culture of internalization and partnership between students and teachers;
- 62.4.14. Facilitating the situation in which teachers abroad and in the country prepare free and paid research and projects;
- 62.4.15. Preparing internationalization and partnership agreement documents for research and projects;
- 62.4.16. Facilitating visa approval through the Embassy for researchers and project experts who are invited by the University;
- 62.4.17. Facilitating allowing entry visas issued by Bole airport for foreign nationals who do not have an Ethiopian embassy in their country to enter Ethiopia for research and project preparation and implementation;
- 62.4.18. Facilitate the way of issuing residence permits for foreigners, extension residence permits for previously permitted foreigners if they do not complete the work as planned;
- 62.4.19. Establishing a network of communication by creating a strong international academic partnership and cooperation providing a mutual benefit from the learning and teaching
- 62.4.20. Regularly coordinating for improving of a joint work contractual agreement, facilitating it to be signed after examining it in accordance with the law, monitoring and supervising its distribution and communication to the relevant University body and partner institutions for implementation, and reporting to the director;
- 62.4.21. Conducting e-mail and correspondence, telephone discussions with various national and international institutes, organizations, Universities and individuals to make in effect the terms of agreement of research and projects; submitting its implementation to the supervisor of the directorate;
- 62.4.22. Coordinating the establishment and linkage of effective networks with new institutions;
- 62.4.23. Coordinating the implementation of the established international level bilateral and beyond relations, monitoring its implementation, and reporting to the supervisor;
- 62.4.24. Coordinating the renewal and strengthening of the research and project work agreements before the end of the agreement period, monitoring its performance and submitting a report;





- 62.4.25. Monitoring and coordinating the provision of accommodations, sleeping and room facilities (stove, refrigerator, television, iron and water boiler) for experts coming from abroad for research and project work;
- 62.4.26. Inquiring and following up on the comfort and safety of foreign research and project experts, and informing the supervisor when there is something that requires a decision.
- 62.5.** The office of Research and Project Affairs International Partnerships Coordinator is responsible for the following main duties and responsibilities:
- 62.6.** The Coordinator of Research and Project Affairs International Partnerships shall have academic rank/ qualification of Master of degree and above with the field of studies such as journalism and communication, international relations, political science, literature, language and other related subjects as requirements.
- 62.7.** The office term of the post of Coordinator of Academic Affairs Internationalization and Partnerships is two years.

Article 63 : Academic Programs Director

- 63.1.** The office of the Academic programs director is accountable to the Vice President for Academic Affairs (VPAA)
- 63.2.** The Academic Programs Director is empowered and responsible to:
 - 63.2.1. Advise, assist and support VPAA in the exercises of his responsibilities;
 - 63.2.2. Coordinate and monitor the development and implementation of the academic program's internal system (strategies and Procedures) that shall be continuously improved;
 - 63.2.3. Prepare academic staff development plan;
 - 63.2.4. Ensure that academic staff on study leave are attending or performing their study as per the commitment signed;
 - 63.2.5. Ensure appropriate guidance and support of University academic program procedures, policies and strategies;
 - 63.2.6. Overview and facilitate the management of Academic Affairs;
 - 63.2.7. Represent the University regarding academic program design to external bodies, and provide/facilitate training/ regarding academic program design to external bodies;
 - 63.2.8. Provide/facilitate training induction workshops, Higher Diploma Program, and English Language Improvement program regarding academic program enhancement procedures, policies and strategies to the University academic staff;
 - 63.2.9. Lead, coordinate and oversee responsibilities for the development and management of graduate and undergraduate academic programs, continuing and distance education, teaching and learning support, staff affairs, office of the registrar, library, and academic standards and quality enhancement;
 - 63.2.10. Develop and oversee the implementation of plans, policies, rules and guidelines governing academic programs, academic and technical staff, and students;
 - 63.2.11. Coordinate periodic academic program reviews and work with academic units in the review, study, and development of curriculum and the improvement of instruction;





- 63.2.12. Conduct need and impact assessments so as to design new or terminate the existing undergraduate and post-graduate programs with teams in the respective colleges/schools on an annual basis;
- 63.2.13. Undertake and guide activities of curricular development, updating/revisions and implementation of same by the departments/ schools;
- 63.2.14. Publish accurate, detailed and comprehensive annual educational statistical data within 120 days after the end of each academic year, except in the circumstances of force majeure;
- 63.2.15. Prepare plan and budget for Academic programs and related office activities;
- 63.2.16. Solicit and manage funding for academic programs and program design at the University;
- 63.2.17. Initiate and inculcate organizational values, beliefs and team spirit;
- 63.2.18. Improve the quality of education by tapping the best global academic resources with a view to nurturing problem-solving skills and entrepreneurial spirit;
- 63.2.19. Issue rules and procedures for the proper administration of the colleges in line with the overall policies and regulations of the University
- 63.2.20. Plan, organize, lead, manage and control the activities of all academic programs;
- 63.2.21. Check regular progress reports on the academic programs and.
- 63.2.22. Exercise the responsibilities that VPAA may entrust to him.

63.3. The office term of the post of Academic Programs Director is three years.

Article 64 : Staff Development and Continuous Professional Improvement Officer

64.1. The VPAA shall assign the Staff Development and Continuous Professional Improvement Officer from the full-time Academic staff of the University with the rank of lecturer or above selected in accordance with the Academic Position Selection and Assignment Guideline approved by the Senate.

64.2. The Office for Staffs Development and Continuous Professional Improvement Office shall:

- 64.2.1. Coordinate training and enhancements organized at the University level;
- 64.2.2. Prepare an office work plan and submit it to the concerned Academic Program Director's Office;
- 64.2.3. Request and accept training needs from colleges and organize them centrally;
- 64.2.4. Propose and communicate Academic Program Director's Office for enhancement and training of innovative ideas;
- 64.2.5. Propose interest-based innovative and enhancement ideas for improvement to the Academic Program Director Office;
- 64.2.6. Coordinate training to be conducted at WKU;
- 64.2.7. Prioritize training and enhancement interests in relation to various issues;
- 64.2.8. Communicate, prepare and submit periodic reports to the Academic Program Director Office and others if required;
- 64.2.9. Work closely with the Academic Program Director's Office for effectiveness;
- 64.2.10. Communicate with external trainer/s and settle issues for the trainer and trainees;
- 64.2.11. Request facilities, resources and others required for training and enhancement tasks





- 64.2.12. Gather data/information and evaluate the successfulness and effectiveness of training and enhancement tasks performed;
- 64.2.13. Propose request, coordinate and facilitate training and enhancement tasks on teaching-learning, research and community service as well as various administrative staff training for capacity enhancement and service quality improvement;
- 64.2.14. Look for external links for support and training to boost staff performance on tasks;
- 64.2.15. Gather data on training needs, organize, plan and implement;
- 64.2.16. Properly document activity planned and performed as well as keep files of office tasks;
- 64.2.17. Lead the Higher Diploma Programme (HDP);
- 64.2.18. Organize a weekly meeting with other HDL(s) and HDTs to plan and share work;
- 64.2.19. Facilitate training of leadership for HDTs;
- 64.2.20. Having at least 2 professional interviews with each candidate
- 64.2.21. Liaise with University staff, local schools, REB, MoE and moderating partner institutions as appropriate to arrange Higher Diploma activities;
- 64.2.22. Conduct continuous assessment of candidates by a regular check of completed work with written constructive feedback;
- 64.2.23. Provide informal support for candidates outside formal sessions;
- 64.2.24. Coordinate arrangements for moderation visits;
- 64.2.25. Attend Higher Diploma workshops organized by MoE and/or moderating Universities;
- 64.2.26. Form links with the University's departments and colleges;
- 64.2.27. Liaise with other education initiatives in the institution, i.e. Gender & HIV & AIDS;
- 64.2.28. Develop a plan for the Higher Diploma Program; execute; consolidate, present and coordinate reporting;
- 64.2.29. Submit a report to the concerned that the training has been carried out according to the plan;
- 64.2.30. Schedule the Higher Diploma Program (registration, commencement of training) to align with the academic calendar (timetable).
- 64.2.31. Accept the trainees from the colleges/schools;
- 64.2.32. Assign coaches and trainees into groups;
- 64.2.33. Plan the resources needed for the training; facilitate for coaches and trainees;
- 64.2.34. Receive reports from the trainers, reinforce them and determine the status of the trainees and submit a progress report at the end of each module;
- 64.2.35. Monitor the delivery of the training closely, gather feedback from the trainees and trainers and give feedback to the concerned; provide constructive feedback to coaches to help them build their capacity;
- 64.2.36. Communicate with other stakeholders; evaluate program progress; welcome suggestions for improvement; monitor their performance;
- 64.2.37. Prepare diploma certificates for trainees.
- 64.2.38. Approve the trainees' status and facilitate them to receive their certificates from the registrar of Wolkite University after approval by the Senate upon completion of the training;





- 64.2.39. Prepare a database of trainee teachers who have completed and are in the process of completing the higher diploma program of the institution;
 - 64.2.40. Maintain attendance in soft copy and hard copy;
 - 64.2.41. Evaluate the strengths and weaknesses of the training together with the concerned;
 - 64.2.42. Perform other duties related to the office;
 - 64.2.43. Be the focal person for all English Language Training Program (ELIP) activities;
 - 64.2.44. Be the link person between management, instructors, administrative staff and students;
 - 64.2.45. Involve students in ELIC activities in different ways such as letting them run or assist some clubs and discussion sessions to develop their sense of responsibility and to lessen the workload of the instructors;
 - 64.2.46. Arrange induction and discussion forums to introduce the English language training program's activities;
 - 64.2.47. Support other English Language Training Program (ELIP) trainers;
 - 64.2.48. Publicize the English Language Training Program (ELIP) purpose and announce its activities;
 - 64.2.49. Invite college/University administration to different English Language Training Program (ELIP) events to create awareness about ELIC and attract more help;
 - 64.2.50. Document English Language Training Program (ELIP) activities for future use;
 - 64.2.51. Arrange English Language Training Program (ELIP) meetings;
 - 64.2.52. Keep records of English Language Training Program (ELIP) meetings;
 - 64.2.53. Submit action plans and proposals to management and follow them up;
 - 64.2.54. Submit reports to the Academic Program Directorate about the English Language Training Program (ELIP);
 - 64.2.55. Request trainee lists and inform them about programs;
 - 64.2.56. Request stationery/materials and other accommodation for the program;
 - 64.2.57. Establish links with organizations to promote English at the institution; and
 - 64.2.58. Perform any other related duties and activities as may be required by the Academic Programs Director
- 64.3.** The Staffs Development and Continuous Professional Improvement Officer shall be accountable to the Academic Programs Director (APD).
- 64.4.** The terms of the office of Staff Development and Continuous Professional Improvement Officer shall be two years, renewable once if re-assigned on merit and contested based on the concerned guideline. However, it shall be subjected to periodic performance evaluation which may result in termination of the office term or for good cause.

Article 65 : Module Preparation Department Coordinator

- 65.1.** The VPAA shall assign the Module Preparation Department Coordinator from the full-time Academic staff of the University with the rank of lecturer or above selected in accordance with the Academic Position Selection and Assignment Guideline approved by the Senate.
- 65.2.** The office of the Module Preparation Department Coordinator has the powers and duties in relation to the preparation of Modules.





- 65.3. The Module Preparation Department Coordinator is accountable to the Academic Programs Director (APD).
- 65.4. The terms of the office of Module Preparation Department Coordinator shall be two years, renewable once if re-assigned on merit and contested based on the concerned guideline. However, it shall be subjected to periodic performance evaluation which may result in termination of the office term or for good cause.

Article 66 : Undergraduate and Graduate Studies Officer

- 66.1. The VPAA shall assign the officer from the full-time teaching staff of the University with the rank of lecturer or above selected in accordance with the Academic Position Selection and Assignment Guideline approved by the Senate.
- 66.2. The Undergraduate and Graduate Studies Officer shall be accountable to the Academic Programs Director (APD).
- 66.3. The terms of the office of Officer of Undergraduate and Graduate Studies shall be two years, renewable once, if re-assigned on merit and contested based on concerned guideline. However, it shall be subjected to periodic performance evaluation which may result in termination of the office term or for good cause.
- 66.4. The Officer of Undergraduate and Graduate Studies shall:
 - 66.4.1. Ensure effective implementation of policies laid down by the Senate with regard to the proper administration of Undergraduate and Graduate Study programs;
 - 66.4.2. Facilitate PhD dissertation research and master’s thesis research funds to Departments/Schools/Units;
 - 66.4.3. Develop policies and guidelines and frameworks on the curricular development process of Undergraduate and Graduate Study programs and, upon approval, ensure the implementation thereof by academic units;
 - 66.4.4. Plan, initiate, coordinate and assist the development of strategic plan;
 - 66.4.5. Manage and expand existing Undergraduate and Graduate Study programs, and open new ones based on needs and national priorities;
 - 66.4.6. assemble data on Undergraduate and Graduate Study programs intake capacity and reconcile needs with capacities;
 - 66.4.7. Recommend ways of fostering the development of Undergraduate and Graduate Study programs in the University;
 - 66.4.8. Coordinate and facilitate the development of trans-and interdisciplinary Undergraduate and Graduate Study programs in consultation with the colleges, schools, departments, and centers concerned;
 - 66.4.9. Collaborate and facilitate internal and external assistance for Undergraduate and Graduate Study programs and their research activities;
 - 66.4.10. Handle all matters related to examination of thesis and dissertations including selection of examiners, their payments, dissertation and thesis evaluations, and handle complaints arising





thereof as well as administer regular budget related to these activities allocated and transferred to it by the University;

- 66.4.11. Ensure standards set are met in Undergraduate and Graduate Study programs development and implementation;
- 66.4.12. Collect, process, deploy and disseminate information and data on Undergraduate and Graduate Study programs academic programs;
- 66.4.13. Monitor the management of Undergraduate and Graduate programs in colleges and forward recommendations; and
- 66.4.14. Perform such other duties as may be assigned by the APD.

Article 67 : Continuing and Distance Education Officer

- 67.1.** Continuing and Distance Education Program officer is accountable to the Academic Programs Director and strives to increase access to education and to reach out to the general public.
- 67.2.** The terms of the office of Continuing and Distance Education Officer shall be two years, renewable once if re-assigned on merit and contested based on the concerned guideline.
- 67.3.** The CDEO shall have the powers and duties to:
 - 67.3.1. Place excellence in the pursuit of the University’s mission of providing education, conduct research and render services to the public.
 - 67.3.2. Prepare a strategic plan for continuing and distance education program of the University by identifying the educational needs of the public;
 - 67.3.3. Make provisions to meet these needs by proposing, in consultation with the appropriate school/college, distance education courses and programs leading to University degrees and organize certificate programs, lectures, seminars, and related activities;
 - 67.3.4. 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 communication such as correspondence, internet, interactive video, and others;
 - 67.3.5. Improve the quality of education by tapping the best global academic resources with a view to nurturing problem-solving skills and entrepreneurial spirit;
 - 67.3.6. Design specialized programs of studies that are specifically tailored to meet the needs of stakeholders of continuing and distance education;
 - 67.3.7. Design policy for course assignment of academic staff and recruitment of support staff for continuing and distance education programs;
 - 67.3.8. Facilitate the launching of graduate programs of study within continuing and distance education;
 - 67.3.9. Periodically review and set the tuition rate in order to provide quality service at an affordable price and means of revenue generation for the University;
 - 67.3.10. Develop partnerships both within the University and beyond in order to discharge its duties and responsibilities, and
 - 67.3.11. Determine admission policy for short-term programs not leading to a degree.





- 67.4.** The relevant provisions of this legislation shall apply to all candidates who seek to be admitted to Continuing and Distance Education in summer and extension programs.
- 67.5.** Responsible for related duties and responsibilities as assigned by the Academic Programs Director.

Article 68 : Freshman Students Coordination Officer

- 68.1.** The VPAA shall assign the officer from the full-time teaching staff of the University with the rank of lecturer or above selected in accordance with the Academic Position Selection and Assignment Guideline approved by the Senate.
- 68.2.** The Officer of Freshman Students Coordination Office shall be accountable to the Academic Programs Director (APD).
- 68.3.** The terms of office of Officer of Freshman Students Coordination Office shall be two years, renewable once if re-assigned on merit and contested based on the concerned guideline. However, it shall be subjected to periodic performance evaluation which may result in termination of the office term or for good cause.
- 68.4.** Officer for Freshman Students Coordination Office shall have the powers and duties to:
- 68.4.1. Coordinate freshmen students' admission in consultation with the main registrar's office;
 - 68.4.2. Ensure that the policies, rules and regulations of the University are well known by freshmen students; coordinate induction training on such matters as life skills, etc. in consultation with all concerned to boost self-confidence;
 - 68.4.3. Present course offer requests to colleges, prepare schedules and timely notify the same to all students and instructors;
 - 68.4.4. Coordinate and inspect the implementation of freshmen classes; conduct course audits and communicate the same to all concerned to take action;
 - 68.4.5. Follow-up timely submission of grades and ensure that grades are fair and meet the assessment guideline for such students;
 - 68.4.6. Establish a system for handling freshmen students' complaints and ensure that they are resolved on time;
 - 68.4.7. Facilitate and coordinate the assignment of academic advisors who are responsible for offering academic guidance and counseling including, but not limited to, courses of study available, the content, structure and requirements of each course; establish schemes that provide awareness to independently choose programs of study;
 - 68.4.8. Establish a system for supporting and coaching freshmen students in their attempt to choose a field and/or program of study;
 - 68.4.9. Work with all concerned to ensure that freshmen students have access to facilities such as dormitory and identity cards;
 - 68.4.10. Plan, administer and oversee physical resources for freshmen students;
 - 68.4.11. Coordinate the formulation of criteria for placement of students to their chosen disciplines and programs and participate in the placement of freshmen students.
 - 68.4.12. Plan and implement schemes and programs that promote such students' academic excellence and success;





- 68.4.13. Ensure the proper maintenance of freshmen student records and keep copies of students' records, in accordance with guidelines to be set by the Office of the Registrar;
- 68.4.14. Facilitate the preparation of guidelines that would help such students succeed in their studies;
- 68.4.15. Delegate his duties and powers as appropriate under/along his leadership, and
- 68.4.16. Perform other duties assigned by the APD.

Article 69 : Educational Quality Enhancement Director

69.1. The Educational Quality Enhancement Director is accountable to the VPAA.

69.2. The office shall have the responsibilities and duties to:

- 69.2.1. Audit the efficiency and effectiveness of University resources, such as libraries, workshops, laboratories, vehicles, buildings ...etc., and ensure they are used for academic, research and community activity purposes;
- 69.2.2. Follow-up and control tracer study of the graduates is conducted on a regular basis;
- 69.2.3. Assess the quality and relevance of academic programs at all levels;
- 69.2.4. Initiate the quality and relevance review of all academic programs;
- 69.2.5. Coordinate merit-based selection and assignment of leaders to academic positions;
- 69.2.6. Coordinate the management and supervision of the quality assurance reports in accordance with Education and Training Authority (ETA) requirements and calendar;
- 69.2.7. Overview of students' evaluation reports of the department/College/School;
- 69.2.8. Set quality standards and ensure the planning, designing, and procedures of curriculum review;
- 69.2.9. Analyze/design quality review documents and checklists and distribute them to all academic units;
- 69.2.10. Suggest and manage or disseminate changes in quality standard indicators whenever needed;
- 69.2.11. Assure quality of self-evaluation portfolio and internal audit program; ensure compliance with the University regulations;
- 69.2.12. Offer advice and expertise in establishing and maintaining a successful quality assurance framework/model for the University;
- 69.2.13. Assist the quality enhancement program processes by identifying training needs, workshops and visits;
- 69.2.14. Coordinate the execution of baseline survey, impact assessment, satisfaction survey, performance level, and need assessment survey to ensure the practice of quality enhancement throughout the University;
- 69.2.15. Responsible for implementing and running the internal and external audit system in the University
- 69.2.16. Ensure the existence of quality assurance procedures policies and strategies across the University;
- 69.2.17. Represent the University regarding quality assurance to external bodies including ETA;
- 69.2.18. Provide and facilitate staff development workshops regarding academic quality assurance to the University academic staff;





- 69.2.19. Undertake and guide activities of developing, reviewing and updating training manuals related to quality assurance;
 - 69.2.20. Prepare budget and activity plan for the Office;
 - 69.2.21. Carry out education quality competitions and establish reward systems on a regular basis for programs, module teams, instructors, academic and support service units; and
 - 69.2.22. Prepare periodic performance reports to the President, VPAA and other concerned bodies.
- 69.3.** The office term of the post of Educational Quality Enhancement Director is three years.

Article 70 : E-Learning Management Director

- 70.1.** The E-Learning Management (eLM) Director is accountable to the VPAA.
- 70.2.** The office is responsible for the following main duties and responsibilities.
- 70.2.1. Planning activities of the e-learning management unit(eLMU).
 - 70.2.2. Preparing the annual budget and establishing a budget line request in the HEI's budget for e-learning and e-learning management activities.
 - 70.2.3. Searching project-based funding through collaborative activities of local and international organizations.
 - 70.2.4. Facilitating the processes for the availability of user manuals, tutorials, e-learning guidelines, and best practices for instructors.
 - 70.2.5. Monitoring e-learning activities in the HEI.
 - 70.2.6. Availing the necessary resources to instructors to design and develop e-learning content.
 - 70.2.7. Reporting to the HEI top management on the implementation of e-learning in the HEI.
 - 70.2.8. Conducting research and surveys on the effectiveness of e-Learning initiatives in the HEI to propose required improvements.
 - 70.2.9. Promoting the usage of LMS to the HEI community.
 - 70.2.10. Following up the backup of e-learning course contents for every semester and troubleshooting issues.
 - 70.2.11. The eMLU works in collaboration with the ICT development and service unit of the HEI and to the unit of the HEI that is responsible for the extension of the Continuing Education Program (CEP) to facilitate e-Learning initiatives.
 - 70.2.12. The institutional eLMU coordinates and facilitates, the necessary infrastructure and the resources for effective implementation of e-learning to realize the vision and objectives of the institution.
 - 70.2.13. The institutional eLMU works closer to colleges and the academic units of the institution to solve resource problems, select platforms of e-learning and avail them for use, and to follow up its effective utilization in consultation with the e-Learning Coordinators.
 - 70.2.14. The director of the eLMU communicates with the higher management of the HEI and other stakeholders for the effective implementation of e-learning in the institution.
 - 70.2.15. The eLMU coordinates training for staff and students of the institution.
 - 70.2.16. It also works to solve the possible challenges of access to devices and the connectivity issues of the teaching-learning community within the institution.





70.2.17. It communicates with college-/ academic unit-level e-Learning coordinators on the effective implementation of e-Learning.

70.3. The office term of the post of E-Learning Management Director is three years.

Article 71 : E-Learning Coordinator

71.1. The E-Learning Coordinator is accountable to the E-Learning Management Director.

71.2. The office shall have the duties and responsibilities to:

71.2.1. Create a conducive environment at its level for effective implementation of e-learning at the program or course level;

71.2.2. Identify challenges and find solutions in collaboration with the concerned e-learning offices;

71.2.3. Overlook the process of implementation of e-learning programs under the academic units;

71.2.4. Communicate with the concerned e-learning offices such as resource sharing, staff and student training and the usage of learning tools and techniques;

71.2.5. Responsible for supporting the other academic staff in the academic unit in the execution of e-learning courses; and

71.2.6. Organize short training on learning management tools to staff and students of the academic unit in which he/she belongs.

71.3. The office term of the post of E-Learning coordinator is two years.

Article 72 : Students Career Improvement Officer

72.1. The VPAA shall assign the Students' Career Improvement Officer from the full-time Academic staff of the University with the rank of lecturer or above selected in accordance with the Academic Position Selection and Assignment Guideline approved by the Senate.

72.2. The Office for Students' Career Improvement Officer has powers and duties in relation to the continuous improvement of students' careers.

72.3. The Students' Career Improvement Officer shall be accountable to the Educational Quality Enhancement Director.

72.4. The terms of the Office of Students' Career Improvement Officer shall be two years, renewable once if re-assigned on merit and contested based on the concerned guideline. However, it shall be subjected to periodic performance evaluation which may result in termination of the office term or for good cause.

Article 73 : The University Registrar Director

73.1. The Office of the University Registrar is a unit of the University responsible for all operational matters pertaining to student admission, selection and placement, student registration, readmission, allocation of classrooms and lecture halls, and keeping the academic records of all the schools, and graduation.

73.2. The Director for University Registrar is accountable to the Academic Affairs Vice President.

73.3. The office carries on the duties and responsibilities outlined in the provisions of this article in close cooperation with colleges/schools and other offices of the University.

73.4. The Office of the University Registrar shall have the powers and duties to:

73.4.1. Administer all operational matters of the Office of the University Registrar and its various units;





- 73.4.2. Submit the annual budget of the Office of the Registrar to the VPAA and administer such funds as may be placed at his disposal;
- 73.4.3. Be responsible for the implementation of the policies and directives laid down by the Senate pertaining to students (admission, placement, registration, academic performance, attrition, graduation, etc.) and curricula (courses, credit requirements, etc.);
- 73.4.4. Continually analyze and evaluate all existing rules and regulations on registration, academic performance, attrition, graduation, etc. and curricula (courses, credit requirements, etc.) and recommend modifications where necessary;
- 73.4.5. Submit to the Senate, after approval by SCs or the CGS, the names of candidates eligible for the award of certificates, diplomas and degrees including special awards in conformity with University rules and regulations;
- 73.4.6. Submit to the VPAA timely progress reports on student admission, placement, registration, academic performance and attrition, and make any recommendations thereon;
- 73.4.7. Submit to the VPAA 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;
- 73.4.8. Prepare the Academic Calendar of the University each year in consultation with the VPAA and submit the same to the Senate for approval;
- 73.4.9. Ensure the pertinent laws, the University Legislation, directives of the Senate and its committees and guidelines on students (admission, registration, graduation,) and curricula (courses, credit requirements, etc.) are equitably observed;
- 73.4.10. Maintain up-to-date records on programs of study of the University;
- 73.4.11. 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;
- 73.4.12. Create and maintain up-to-date and accurate information on student admission, placement, registration, academic performance, retention, attrition, and graduation based on types of programs and modes of delivery;
- 73.4.13. Ensure that optimum use is made of classrooms, lecture halls and laboratories and maintain accurate records of such utilizations;
- 73.4.14. Prepare and issue the Academic Calendar, University Catalogue(s), and admission prospectus and student handbooks of the University on a regular basis;
- 73.4.15. Issue transcripts, degrees, diplomas and certificates;
- 73.4.16. Be responsible for the custody of the Common Seal of the University;
- 73.4.17. Support, coordinate and oversee the registrar units of the University;
- 73.4.18. Without prejudice to the relevant provisions of the Proclamation, and upon approval of the President and Vice Presidents, consult with the Ministry of Education on intake capacity, admission, and set University-wide general criteria for admission and placement;
- 73.4.19. Oversee the college school intake;





- 73.4.20. Prepare the list of candidates recommended by the academic unit eligible for the award of degrees, and certificates;
- 73.4.21. Ensure that all admissions of students from foreign schools are conducted as per the rules and regulations of the University; and
- 73.4.22. Perform such other duties as may be assigned by the VPAA.

73.5. The term office of the University Registrar Director is three years.

Article 74 : Assistant Registrar

- 74.1.** The assistant registrar is accountable to the Registrar Director.
- 74.2.** The offices carry on the duties and responsibilities to be set forth by the registrar directorate in matters related with college/school registrar.
- 74.3.** The term office of the assistant registrar is two years.

Article 75 : Library and Information Service Director

- 75.1.** The Library and Information Service Directorate consists of a central library and other constituent libraries.
- 75.2.** The Library and Information Service Director is accountable to the Academic Affairs Vice President.
- 75.3.** Colleges may have their own constituent libraries.
- 75.4.** 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 materials 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 the loan. Excess copies of books acquired by way of gift may, however, be donated to other libraries as a resource-sharing exercise.
- 75.5.** Creation and Dissolution of Constituent Libraries
 - 75.5.1. 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.
 - 75.5.2. Constituent libraries may be authorized by the VPAA in consultation with the University Librarian and the deans and directors concerned. Any constituent library may be merged or dissolved by agreement between the University Librarian and the deans or directors of the involved colleges and subject to the rules set forth below.
- 75.6.** Creation of Smaller Collections
 - 75.6.1. 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 a department 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 University Librarian may stipulate;
 - 75.6.2. Any acquisition of books or other reference materials by such units shall be duly registered and cataloged by the University Library System.





75.7. Functions of the University Library and Information Service Directorate:

- 75.7.1. The primary function of the Library and Information Service Directorate is to build and maintain balanced collection and access points to information sources that support the teaching, learning and research activities of the University.
- 75.7.2. The collection should include a wide range of basic monographs, a selection of core journals in different formats, standard reference tools, selected databases, online information sources and documents pertaining to different subject areas.
- 75.7.3. It shall also collect information sources that support the curriculum and research programs of the University as selected by the teaching, researchers and students in cooperation with the library and information professionals.
- 75.7.4. It shall identify and build a database of suppliers of books, periodicals and other sources of information.
- 75.7.5. It shall develop criteria for the selection of suppliers of books, periodicals and other sources of information and submit the same to the Library Committee of the Senate.

75.8. Weeding of Library Materials

- 75.8.1. 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 condition.
- 75.8.2. Decisions on the weeding of materials shall be made by using an item-by-item procedure and require collaboration between the library professionals charged with the weeding process and appropriate members to evaluate the material and to determine if it is up for weeding. The involvement of members most directly concerned with possible future use of the materials is essential in the weeding process to ensure that materials of interest are not inadvertently discarded.
- 75.8.3. The University Library and Information Service Director shall formulate an appropriate weeding policy in which procedures and an appropriate criterion for carrying out the weeding activity are set. Items weeded out from the Library may, at the discretion of the University Librarian, be donated to other institutions, sold as used books, kept in store for use whenever the need arises, or disposed of by other means.

75.9. Budget Appropriations for the Library and Information Service Directorate

- 75.9.1. The Library and Information Service Director shall ensure that colleges, in submitting college budget requests to the University, include budgetary requests for equipping, staffing, maintenance and development of the library;
- 75.9.2. The University Library and Information Service Director, 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 VPAA, and to all relevant deans in order to obtain improved planning and clarification of budgetary allocation policies and maintain a balanced Library System.

75.10. Library Staff





75.10.1. The Libraries shall have professional librarians and other support staff.

75.10.2. The terms of employment, promotion and termination of employment of professional librarians shall be governed by the rules and regulations applicable to academic staff.

75.10.3. Professional librarians shall be expected to teach or assist in teaching courses in their areas of specialization.

75.11. The University Librarian

75.11.1. The University Librarian/Director is accountable to the VPAA.

75.11.2. The University Librarian shall have the powers and duties to:

- i. Administer the Library and supervise its personnel, planning, budget, and development as a resource for teaching and research and the promulgation of all rules governing the use of the Library by students, College/School and external readers;
- ii. Protect the University's interest in its property and ensure the efficient use of library resources;
- iii. Ensure the availability of trained library staff in adequate numbers and meet prescribed standards, through employment, transfer and/or appropriate training;
- iv. Require adherence to procedures regarding the acquisition, accession and cataloging of all information resources;
- v. 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 to the constituent library;
- vi. Request annual report, including statistical information from each constituent library and dean of the where it is situated as may be necessary to inform the Librarian of its expenditures and operations;
- vii. Inspect all libraries within the system and take all other steps necessary and proper to secure the above objectives; and
- viii. Other libraries in the University but outside the University Library System shall conduct their activities in line with memoranda of understanding to be signed by the Library and Information Service Director.

75.12. The term office of the Library and Information Service Director is three years.

Article 76 : Field and Laboratory Director

76.1. The Field and Laboratory Director is accountable to VPAA and shall have the responsibilities to:

76.1.1. Coach the activities of academic laboratory heads;

76.1.2. Facilitate and submit reports about the establishment of new laboratories whenever the need arises from colleges and following the status;

76.1.3. Manage the workload of the laboratory technicians across colleges/schools;

76.1.4. Coach the overall activities of laboratories operating in the University;

76.1.5. Formulate laboratory-related strategic plans, policies, manuals and procedures and follow up on their implementation in the University;

76.1.6. Supervise and/or oversee good laboratory practices in the University laboratories;





- 76.1.7. Organize reports related to the laboratory operation in all colleges or across the University;
- 76.1.8. Plan for short-term training for laboratory technical staff and users and submit it to the academic Vice President;
- 76.1.9. Establish operational linkages with other laboratories within and outside of the University;
- 76.1.10. Work to increase internal revenue through laboratory operations by serving external clients such as researchers and students from other institutions;
- 76.1.11. Set benchmarks for other laboratories and continuously improve the standard of the laboratories;
- 76.1.12. Verify that laboratory equipment is properly cared of, duly maintained, and efficiently utilized;
- 76.1.13. Produce standard performance criteria to assess the competence of lab technicians to perform assigned tasks in the University;
- 76.1.14. Evaluate the performance of laboratory technicians periodically;
- 76.1.15. Develop a strategy to improve weakness in consultation with his subordinates;
- 76.1.16. Develop and/or revise fees to be charged for laboratory services in consultation with the Academic Vice President;
- 76.1.17. Prepare performance and achievement reports and make them accessible to any concerned body;
- 76.1.18. Facilitate and follow the purchase of laboratory materials at the University;
- 76.1.19. Organize and follow the technique committee for the supply and purchase of laboratory materials; and
- 76.1.20. Undertake any other activity related to the laboratory in the University as assigned by VPAA.

Article 77 : Field and Practical Education Officer

- 77.1.** The Fields and Practical Education Officer is accountable to the Field and Laboratory Director and shall have the responsibilities to:
- 77.1.1. Initiate, guide and organize fields and practical education plans of the concerned colleges and departments together with Field and Laboratory Director;
 - 77.1.2. Manage and improve practical education fields together with the Field and Laboratory Director;
 - 77.1.3. Facilitate the fulfillment of required inputs for practical education fields;
 - 77.1.4. Manage student field trips and apprenticeships/internships/;
 - 77.1.5. Manage properties in the practical education fields together with the Field and Laboratory Director;
 - 77.1.6. Assess the effectiveness of practical education in the field trips;
 - 77.1.7. Report the performance of the Office to the Field and Laboratory Director periodically; and
 - 77.1.8. Perform any additional tasks given by the Field and Laboratory Director.
- 77.2.** The terms of Laboratory and Workshop Officer shall be two years, renewable once if re-assigned on merit and contested based on the concerned guideline.

Article 78 : Laboratory and Workshop Officer

- 78.1.** The Laboratory and Workshop Officer is accountable to the Field and Laboratory Director and shall have the responsibilities to:





- 78.1.1. Initiate, guide and organize laboratory or workshop-related plans together with CLFD;
- 78.1.2. Manage and improve laboratories and workshops together with the Field and Laboratory Director;
- 78.1.3. Facilitate the fulfillment of required inputs for laboratories and workshops;
- 78.1.4. Monitor technical assistants assigned to manage laboratories and workshops;
- 78.1.5. Manage properties in the laboratories and workshops together with the Field and Laboratory Director;
- 78.1.6. Report the performance of the Office to the Field and Laboratory Director periodically; and
- 78.1.7. Perform any additional tasks given by the Field and Laboratory Director.

78.2. The terms of Laboratory and Workshop Officer shall be two years, renewable once if re-assigned on merit and contested based on the concerned guideline.

Article 79 : Information Communication Technology Executive Officer

79.1. The Information Communication Technology Executive Officer is accountable to the President and shall have the following responsibilities:

- 79.1.1. Developing and executing a comprehensive ICT strategy aligned with organizational objectives;
- 79.1.2. Identifying emerging technology trends and evaluating their potential impact on the organization;
- 79.1.3. Setting ICT budget and resource allocation plans;
- 79.1.4. Overseeing the design, implementation, and maintenance of network infrastructure (LAN, WAN, wireless);
- 79.1.5. Managing server infrastructure, including data storage, backup systems, and disaster recovery plans;
- 79.1.6. Monitoring network performance and addressing technical issues;
- 79.1.7. Selecting, implementing, and managing enterprise software applications;
- 79.1.8. Managing software licenses and updates;
- 79.1.9. Coordinating with vendors on software maintenance and support;
- 79.1.10. Implementing robust cyber security measures to protect data and systems from threats;
- 79.1.11. Managing access controls, user authentication, and data encryption;
- 79.1.12. Monitoring for potential security breaches and responding to incidents;
- 79.1.13. Providing technical support to end-users on hardware, software, and network issues;
- 79.1.14. Developing and delivering user training programs;
- 79.1.15. Managing helpdesk operations;
- 79.1.16. Leading and managing the ICT team, including hiring, performance evaluation, and development;
- 79.1.17. Fostering a collaborative and innovative work environment within the ICT team;
- 79.1.18. Communicating ICT initiatives and updates to senior management and key stakeholders; and
- 79.1.19. Collaborating with other departments to identify and address their technology needs.

79.2. The office term of Information Communication Technology Executive Officer is three years.





Article 80 : Public and International Relation Executive Officer

- 80.1.** The Public and International Relations Executive Officer is accountable to the President.
- 80.2.** The Public and International Relation Executive Officer shall have the duties and responsibilities to:
- 80.2.1. Develop and implement comprehensive public relations strategies and campaigns to promote the University's brand, graduates (products), and community services;
 - 80.2.2. Coordinate, facilitate, delegate and assign tasks and projects to the public and international relation team, overseeing the daily operations of the team and monitoring their progress;
 - 80.2.3. Cooperate with all vice presidents, deans, directors, officers, coordinators and department heads to plan and execute publicity (advertisement) campaigns in promoting the University;
 - 80.2.4. Speaking on behalf of the University, conduct interviews and press conferences to communicate key messages and announcements to the media and the public;
 - 80.2.5. Arrange interviews, press releases and press conferences to promote the University and its teaching and learning, research and community service activities;
 - 80.2.6. Monitor media coverage and prepare reports to evaluate the effectiveness of public and international relations campaigns and identify areas for improvement;
 - 80.2.7. Develop relationships with media organizations and important influencers to track and influence media coverage;
 - 80.2.8. Cooperate with institutions, business organizations, and the media to ensure the success of the current and future international projects of the University;
 - 80.2.9. Create and maintain strong relationships with media outlets, journalists, and influencers to generate positive media coverage and secure interviews and feature stories;
 - 80.2.10. Maximize brand presence on various channels in web pages, telegram, television, radio, magazine, newsletters and social media;
 - 80.2.11. Monitor and manage the University's online reputation by responding to inquiries and comments on social media and other digital platforms;
 - 80.2.12. Closely work with national and international governmental and non-governmental organizations and Universities on developing key initiatives for the improvement of our University's global presence and image;
 - 80.2.13. Develop and maintain structured cooperation frameworks with the bilateral international partners in the selected areas;
 - 80.2.14. Ensure brand consistency in all advertising efforts;
 - 80.2.15. Create, edit and update promotional material such as magazines, brochures, flyers etc.;
 - 80.2.16. Organize free talks and develop discussion points for management and employees, as required;
 - 80.2.17. Cultivate and maintain relationships with government and private media and influential professionals in building and maintaining relationships with a wide array of media personnel;
 - 80.2.18. Plan, organize and execute public events, such as product launches and community initiatives to increase awareness of the community, enhance the University's visibility and engage with key stakeholders;
 - 80.2.19. Promote staff and students' engagements in different activities through different mechanisms such as social media, factbooks, webpages, magazines, leaflets, bulletins and mass media;





- 80.2.20. Organize public lectures, workshops and seminars on current national and international issues and community concerns;
- 80.2.21. Seek opportunities for sponsorship and advertising;
- 80.2.22. Display the University's daily activity by using a digital screen;
- 80.2.23. Report on public relations overall activities and results;
- 80.2.24. Closely work with student union public relations teams and support them as required
- 80.2.25. Perform any other duties as may be required by the President's Office for public and international relation activities; and
- 80.2.26. Shall undertake other activities assigned by the President's Office.

80.3. The office term of the Public and International Relations Executive Officer is three years.

Article 81 : Research Publication Ethics and Dissemination Director (DRPED)

81.1. The Research Publication Ethics and Dissemination Director (DRPED) is accountable to the Vice President for Research and Technology Transfer Affairs and shall have the powers and duties to:

- 81.1.1. Plan, organize, lead, manage and control the activities of all research programs;
- 81.1.2. Develop, recommend and implement policies and administrative procedures for research programs;
- 81.1.3. Follow up the proper implementation of policies, rules and regulations for research programs;
- 81.1.4. Make recommendations for fostering the development of research programs;
- 81.1.5. Facilitate the development of interdisciplinary research programs in consultation with the concerned academic units;
- 81.1.6. Coordinate internal and external assistance for research programs and allocate resources in consultation with the concerned bodies;
- 81.1.7. Develop a work program (strategic plan) for efficient management of existing and expand research programs, and launch new ones;
- 81.1.8. Develop plans, set priorities for the establishment of core laboratories and research facilities and oversee the implementation of plans;
- 81.1.9. Promote and initiate the development of appropriate incentive schemes in the University for researchers;
- 81.1.10. Evaluate existing research capacity and identify gaps and priority areas;
- 81.1.11. Follow up implementation of plans for research capacity building including establishment of core laboratories and other research facilities;
- 81.1.12. Undertake periodic identification of research thematic areas;
- 81.1.13. Coordinate and facilitate research activities;
- 81.1.14. Coordinate and facilitate collaborative research programs with donors and funding agencies;
- 81.1.15. Coordinate, register, monitor and follow up on research and related activities;
- 81.1.16. Check regular progress reports on the research programs;
- 81.1.17. Evaluate periodic reports of all colleges/schools on research activities.;
- 81.1.18. Prepare and disseminate research outputs;
- 81.1.19. Prepare and submit periodic performance reports to the appropriate authority of the University;





- 81.1.20. Link PhD and Masters research with thematic areas, sponsored research projects, grants and external funding;
 - 81.1.21. Charter duties and responsibilities to Vice Dean for Research and Community Service, Technology Transfer and Industry Linkage units under all colleges/schools; and
 - 81.1.22. Perform any other duties as may be required by the Vice President for Research and Technology Transfer Affairs (VPRTTA).
- 81.2.** The Research Publication Ethics and Dissemination Director has three years of office term.

Article 82 : Research Centers Coordination Officer

- 82.1.** The Research Centers Coordination Officer is accountable to the Research Publication Ethics and Dissemination Director (DRPED) and shall have the duties and responsibilities to:
- 82.1.1. Plan and coordinate activities at research sites;
 - 82.1.2. Monitor the affairs of research centers, and maintain important information;
 - 82.1.3. Evaluate and report on the staff in the research areas and their work performance;
 - 82.1.4. Submit purchase requests for the research areas and monitor their performance;
 - 82.1.5. Supervise the activities in the research areas;
 - 82.1.6. Compile the plan performance report in a timely manner and submit it to the relevant parties; and
 - 82.1.7. Perform other similar tasks related to the work assigned by the immediate supervisor.
- 82.2.** The term of office of the Research Centers Coordination Officer is two years.

Article 83 : Research Findings and Journal Publication Officer

- 83.1.** The Research Findings and Journal Publication Officer is accountable to the Research Publication Ethics and Dissemination Director (DRPED) and shall have the duties and responsibilities to:
- 83.1.1. Organize research that has been developed and validated;
 - 83.1.2. Prepare and publish Book of Abstracts for research works and distribute them to relevant parties;
 - 83.1.3. Prepare and publish proceedings of research presented at annual research conferences;
 - 83.1.4. Facilitate research for publication and documentation;
 - 83.1.5. Evaluate and publish research findings and deliver to stakeholders; and
 - 83.1.6. Perform other similar tasks related to the work assigned by the immediate supervisor.
- 83.2.** The term of office of Research Findings and Journal Publication Officer is two years.

Article 84 : Language Culture and Indigenous Knowledge Studies Director

- 84.1.** The Language Culture and Indigenous Knowledge Studies Director is accountable to the Research and Technology Transfer Affairs Vice President and shall be responsible to:
- 84.1.1. Identify key areas of indigenous knowledge sources;
 - 84.1.2. Assess, record and document Indigenous knowledge;
 - 84.1.3. Facilitate the process of recording, using and transferring indigenous knowledge;
 - 84.1.4. Pave ways to validate indigenous knowledge;
 - 84.1.5. Make database storage mechanisms;
 - 84.1.6. Promote the study of records of technology transfers of indigenous knowledge;





- 84.1.7. Advocate the use of indigenous knowledge in programs and projects of the World Bank, Culture and Tourism Minister and other stakeholders and its development partners;
- 84.1.8. Promote public coverage of language, culture and indigenous knowledge;
- 84.1.9. Increase and improve the rate and frequency of the available information on indigenous knowledge, culture and language;
- 84.1.10. Promote to prepare national policies in support of indigenous practices;
- 84.1.11. Follow up on cultural initiatives, language affairs and indigenous knowledge practices;
- 84.1.12. Evaluate the performance of the study centers and put a way forward;
- 84.1.13. Be the one who guarantees synergy among co-workers and other stakeholders.
- 84.1.14. Promote, preserve and protect positive expressions of culture;
- 84.1.15. Manage, preserve and promote societal cultures that fit for new approach; and
- 84.1.16. Support media, press releases and visibility actions are kept up regularly and have a positive impact.

84.2. The Language Culture and Indigenous Knowledge Studies Director has three years of office term,

Article 85 : Language Studies Officer

85.1. The Language Studies Officer is accountable to the Language Culture and Indigenous Knowledge Studies Director and shall have the responsibilities and duties to:

- 85.1.1. Raise the awareness of the value and potential of the language and its use;
- 85.1.2. Facilitate to conduct of research, document and set the tone of communication on language-related issues for its development;
- 85.1.3. Cultivate and search information packages on language matters and pass them to politicians and decision-makers and development planners;
- 85.1.4. Establish collaboration practices and communicate research output of language issues to local and national policymakers and development planners to enrich the language;
- 85.1.5. Provide access to research findings and find the way out of the problem encountered;
- 85.1.6. Document research output and make it ready for official use;
- 85.1.7. Provide tools and methods for the use and record of research works of the language;
- 85.1.8. Help government officials use and implement recorded language-related documents and research outputs;
- 85.1.9. Organize workshops and conferences to enrich language use and development;
- 85.1.10. Improve methodology and approach for the study of the language;
- 85.1.11. Prepare language policy and ways to implement it;
- 85.1.12. Plan and carry out events and team-building initiatives to boundary partners; and
- 85.1.13. Provide support toward collaboration with the partners to ensure the smooth implementation of the range of activities: workshops, studies, visibility actions, etc as planned.

85.2. The Language studies officer has two years of office term.

Article 86 : Culture Studies Officer

86.1. The Culture Studies Officer is accountable to the Language Culture and Indigenous Knowledge Studies Director and shall have the responsibilities and duties to:





- 86.1.1. Record and document issues related to culture and culture-related concerns;
- 86.1.2. Work on how to promote and transfer cultural issues across the global community;
- 86.1.3. Maintain and preserve culture and culture-related works on database system;
- 86.1.4. Provide community capacity building and technical assistance to local government institutions and other stakeholders;
- 86.1.5. Create partnerships among local communities with other global communities in line with cultural aspects;
- 86.1.6. Push and prepare cultural aspects to be recognized by national and international organizations;
- 86.1.7. Facilitate the process of identification, recognition and application of traditional medicinal plants;
- 86.1.8. Form a national network for the exchange of cultural knowledge;.
- 86.1.9. Initiate customary law to be well known and have a role in national affairs;
- 86.1.10. Enhance the application of cultural knowledge in development activities; and
- 86.1.11. Develop and provide professional guidance and advice.

86.2. The Culture studies officer has two years of office term.

Article 87 : Indigenous Knowledge Studies Officer

87.1. The Indigenous Knowledge Studies Officer is accountable to the Language Culture and Indigenous Knowledge Studies Director and shall have the duties and responsibilities to:

- 87.1.1. Prepare policies, manuals and guidelines for indigenous knowledge development;
- 87.1.2. Give directions on indigenous knowledge matters and research practices for researchers and academic staff when necessary;
- 87.1.3. Work to create indigenous research;
- 87.1.4. Prioritize indigenous knowledge research and intervention areas and themes;
- 87.1.5. Search fund for collaborative research for indigenous knowledge;
- 87.1.6. Negotiate and sign a memorandum of understanding with stockholders for the establishment and expansion of indigenous knowledge research facilities;
- 87.1.7. Organize and coordinate the indigenous knowledge experts;
- 87.1.8. Identify national agenda and strategy on indigenous knowledge issues;
- 87.1.9. Facilitate and provide consultancy service on indigenous knowledge systems;
- 87.1.10. Provide community engagement support for concerned bodies to safeguard and promote indigenous knowledge for sustainable development efforts;
- 87.1.11. Organize training for the research staff on indigenous knowledge issues;
- 87.1.12. Conduct annual workshop and conference on indigenous knowledge issues;
- 87.1.13. Organize and provide training and consultancy for stakeholders to promote indigenous knowledge system in the University catchment areas;
- 87.1.14. Facilitate inter-indigenous knowledge research groups and communicate on utilization of research facilities;
- 87.1.15. Manage allocation of research facility services to the indigenous knowledge research units;
- 87.1.16. Monitor, evaluate and report the field practice on indigenous knowledge research units and;





- 87.1.17. Promote publications of research findings related to indigenous knowledge;
- 87.1.18. Establish a database system to maintain information and disseminate information in relation to indigenous knowledge in electronic format.; and
- 87.1.19. Keep up with active and regular communication with stakeholders and their representatives, media outlets, vendors etc., with assistance and consultation of the director.

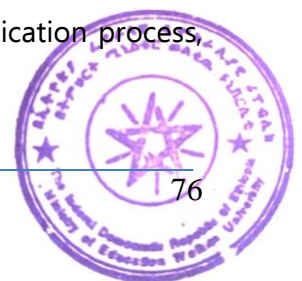
87.2. The term of office of the Indigenous Knowledge Studies Officer is two years.

Article 88 : Editor-in-Chief of the University Journal

88.1. The Editor-in-Chief of the University Journal is accountable to the Research and Technology Transfer Affairs Vice President and shall be responsible to:

- 88.1.1. Prepare general editorial guidelines, policies, and others; monitor and maintain agreed policies;
- 88.1.2. Appoint (should be merit-based), discontinue the appointment and supervise other editors, including associate editors, assistant editors, guest editors and editorial assistants, as may be required to maintain the prompt, orderly administration of editorial operations and to maintain the high quality of scientific content of the journal. Such appointments should be consistent and applicable to institutional policies for employment of Wolkite University;
- 88.1.3. Serve as the chair of the journal’s editorial board, which shall include all associate and assistant editors, as well as other appointees;
- 88.1.4. Manage the day-to-day operations of the journals, with the Editorial Manager on the peer-review process;
- 88.1.5. Work with the University’s research editorial board to monitor and improve standard operating procedures, as well as ensure the journal editorial policies are being enforced;
- 88.1.6. Work with other journal editors to identify articles of public interest for publication in the journal;
- 88.1.7. Address problems promptly, including but not limited to allegations of misconduct as outlined in the ‘Jefore Ethiopia Journal of Applied Science’ Ethics policy;
- 88.1.8. Conduct the editorial operations of the journal within the overall budget outlined in the contractual agreement between him and the University;
- 88.1.9. Prepare and report at least twice annually regarding journal editorial operations and shall make additional reports to the concerned body when there is a formal request;
- 88.1.10. Ensure that the journal’s processes are transparent to stakeholders;
- 88.1.11. Take final responsibility for the editorial content of the journal;
- 88.1.12. Maintain editorial independence;
- 88.1.13. Manage and organize the editorial office and ensure good working practices;
- 88.1.14. Attract authors to submit quality manuscripts to the journal;
- 88.1.15. Represent the journal in national and international forums;
- 88.1.16. Be vigilant in avoiding the possibility of editors and/or referees delaying a manuscript for suspect reasons;
- 88.1.17. Establish and define policies on conflicts of interest for all involved in the publication process, including editors, staff (e.g., editorial and sales), authors, and reviewers;

88.2. The term of office of the Editor-in-Chief is four years.





Article 89 : Managing Editor of the Journal

89.1. The Managing Editor is accountable to the Editor-in-Chief and shall be responsible to:

- 89.1.1. Manage the office of publication;
- 89.1.2. Work closely with the Editor-in-Chief;
- 89.1.3. Call for manuscript contribution periodically;
- 89.1.4. Collect manuscripts from contributors, acknowledge the receipt of them, and code any manuscript for evaluation and edition.
- 89.1.5. Make preliminary screening of manuscripts and present suggestions for editor-in-Chief;
- 89.1.6. Collaborate with the Editor-in-Chief to determine issues' content and topics;
- 89.1.7. Distribute manuscripts selected for review to designated reviewers;
- 89.1.8. Remind manuscript reviewers to return the evaluated manuscripts within the allocated time;
- 89.1.9. Collect reviewed manuscripts from reviewers in electronic copies;
- 89.1.10. Disseminate comments received from evaluators back to manuscript contributors and collect final improved versions of manuscripts from contributors with explanation notes on how the issues raised by assessors have been treated by the author(s);
- 89.1.11. Resolve issues that arise during the review process especially when contributors resist accepting comments given from reviewers.
- 89.1.12. Make communication tactfully with contributors and reviewers.
- 89.1.13. Communicate regularly with a progress report and ask questions or clarifications if necessary;
- 89.1.14. Send again the improved manuscripts to the reviewers so that they check whether their comments have been incorporated especially when the manuscript is suggested for major revision;
- 89.1.15. Present the selected manuscripts for publication to the editorial board members;
- 89.1.16. Send the selected manuscripts for publication to the copy editor;
- 89.1.17. Send finally selected manuscripts for technical editing, check that those manuscripts are properly typeset, and submit them to the selected online and print publisher;
- 89.1.18. Disseminate the Journal and make sure that the copy of the Journal has been disseminated in hard copy to the concerned stakeholders;
- 89.1.19. Disseminate the Journal and make sure that the copy of the Journal has been disseminated in soft copy (PDF) to the contributors.
- 89.1.20. Ensure the manuscripts are always available online;
- 89.1.21. Prepare agenda for the meetings of the Editorial Board in consultation with the Editor-in-Chief;
- 89.1.22. Record minutes of the Editorial Board.
- 89.1.23. Keep confidential information related to manuscripts submitted to the Journal.

89.2. The term of office of the Managing Editor is three years.

Article 90 : Research and Extension Officer

90.1. The Research and Extension Officer is accountable to the Research Publication Ethics and Dissemination Director (DRPED) and shall have the duties and responsibilities to:

- 90.1.1. Compile the details of the studies carried out from time to time;
- 90.1.2. Compile data from completed and validated research;





- 90.1.3. Facilitate the access of the technologies to the users by identifying the technologies obtained through research and cooperating with the relevant parties and stakeholders;
 - 90.1.4. Evaluates the effectiveness of technologies together with the concerned parties; and
 - 90.1.5. Perform other similar tasks related to the work assigned by the immediate supervisor.
- 90.2.** The term of office of the Research and Extension Officer is two years.

Article 91 : Technology Incubation Center Officer

- 91.1.** The Technology Incubation Center Officer is accountable to the Research Publication Ethics and Dissemination Director (DRPED) and shall have the duties and responsibilities to:
- 91.1.1. Identify and evaluate potential startup ideas that are aligned with the University's goals and objectives;
 - 91.1.2. Establish relationships with other incubators, institutes, and industries to promote collaboration and knowledge sharing;
 - 91.1.3. Guide incubated startups and ensure that they develop products that align with the University's guidelines;
 - 91.1.4. Monitor the progress of incubated startups and provide support as needed;
 - 91.1.5. Organize events and workshops to promote the incubated startups;
 - 91.1.6. Maintain a repository of all the applicants with all necessary documents and files of the startups; and
 - 91.1.7. Ensure that all newly incubated startups are compliant with all the University regulations.
- 91.2.** The term of office of the Technology Incubation Center Officer is two years.

Article 92 : Community Service Director

- 92.1.** The Director for Community Services is accountable to the Vice President for Research and Technology Transfer Affairs and shall have the powers and duties to:
- 92.1.1. Coordinate, facilitate and guide training and consultancy services;
 - 92.1.2. Deliver training and consultancy services to various stakeholders in the areas of their needs and requests.
 - 92.1.3. Promote training and consultancy services in various professional and technical areas, and provide the services competitively with the best quality;
 - 92.1.4. Facilitate that the participating departments/schools/center/unit, colleges and involved external partners benefit from financial rewards, recognition, experience sharing and feedback and lessons;
 - 92.1.5. Ensure that the University benefits financially from the training and consultancy services provided to various organizations;
 - 92.1.6. Promote, support and facilitate staff' and students' engagements in community development activities through different mechanisms such as practicum, community development-centered curriculum designing for training, leaflets, bulletins and mass media;
 - 92.1.7. Guide and facilitate organization and documentation of knowledge and innovations generated and developed by each department/program for dissemination and application by target communities;





- 92.1.8. Guide and support departments in their effort to facilitate the delivery of outreach and community engagement services in the areas of excellence of the department;
- 92.1.9. Organize public lectures and seminars on current issues and community concerns;
- 92.1.10. Direct the implementation of agreements and projects related to its stakeholders; and
- 92.1.11. Perform any other duties as may be required by the Vice President for Research and Technology Transfer Affairs.

92.2. The Director for Community Services has three years of office term.

Article 93 : Free Legal Aid Service Department Coordination Officer

93.1. The Free Legal Aid Service Officer is accountable to the Community Service Director and shall have the duties and responsibilities to:

- 93.1.1. Initiate, direct and control the running & implementation of Free Legal Aid Service activities;
- 93.1.2. Facilitate the participation of schools/colleges in Free Legal Aid Service activities;
- 93.1.3. Follow up and plan the implementation of approved Free Legal Aid Service projects and training;
- 93.1.4. Support the office in matters related to planning and report of Free Legal Aid Service activities;
- 93.1.5. Support the office in recording and documenting Free Legal Aid Service activities;
- 93.1.6. Support in the preparation of plan and report of Free Legal Aid Service tasks;
- 93.1.7. Perform other duties assigned by the director for Community Service;
- 93.1.8. Facilitate the creation of legal awareness in the community, and
- 93.1.9. Facilitate a condition for collaboration with stakeholders such as courts, justice offices and police, donors so on in providing free legal aid services.

93.2. The Free Legal Aid Service Officer has two years of office term.

Article 94 : Social Affairs and Green Development Officer

94.1. The Social Affairs and Green Development Officer is accountable to the Community Service Director and shall have the duties and responsibilities to:

- 94.1.1. Initiate, direct and control the running and implementation of Social Affairs and Green Development activities;
- 94.1.2. Facilitate the participation of schools/colleges in Social Affairs and Green Development activities;
- 94.1.3. Assess and identify environmental problems and seek protection mechanisms;
- 94.1.4. Follow up and plan the implementation of approved Social Affairs and Green Development projects and training;
- 94.1.5. Support the office in matters related to planning and reporting of Social Affairs and Green Development activities;
- 94.1.6. Support the Office in recording and documenting Social Affairs and Green Development activities;
- 94.1.7. Support in the preparation of plans and reports of Social Affairs and Green Development tasks; and
- 94.1.8. Perform other duties assigned by the Director for Community Service.





94.2. The term of office of the Social Affairs and Green Development Officer is two years.

Article 95 : Industry Linkage and Technology Transfer Director

95.1. The Industry Linkage and Technology Transfer Director is accountable to the Vice President for Research and Technology Transfer Affairs and shall have the powers and duties to:

- 95.1.1. Coordinate monitor and evaluate the implementation of the University-Industry Linkage and Technology Transfer activities;
- 95.1.2. Prepare and document strategic and action plans, reports, program budgets and working guidelines;
- 95.1.3. Facilitate capacity-building training related to University-Industry Linkage and Technology Transfer issues for the University community;
- 95.1.4. Facilitate and strengthen the student internship program/industrial attachment and externship program;
- 95.1.5. Facilitate and strengthen the establishment of a science and technology support center, technology transfer center, business and technology incubation center and technology village/parks;
- 95.1.6. Facilitate intellectual property right-related issues in collaboration with the Ethiopian Intellectual Property Office and World Intellectual Property Office;
- 95.1.7. Facilitate the utilization and commercialization of economically valuable novel intellectual property rights connected with technology /Research results in trade and industry working on technology transfer-related consultancy;
- 95.1.8. Identify potential partners/industries that will work with the University and create collaboration for the accomplishment of its responsibilities;
- 95.1.9. Develop its own strategic plan and report its accomplishments on a quarterly basis to VPRTTA;
- 95.1.10. Initiate, coordinate and monitor joint research and technology transfer projects with relevant industries;
- 95.1.11. Facilitate and organize technology and innovation exhibitions, workshops and discussion forums including demonstration of agricultural, health and other related technologies;
- 95.1.12. Prepare and maintain a variety of records and reports related to assigned technology projects, including summaries of financial reports of funds; and
- 95.1.13. Perform other duties assigned by the Vice President for Research and Technology Transfer Affairs.

95.2. The Industry Linkage and Technology Transfer Director has three years of office term.

Article 96 : Technology Innovation Incubation and Transfer Officer

96.1. The Technology Innovation Incubation and Transfer Officer is accountable to the Industry Linkage and Technology Transfer Director and shall have the powers and duties to:

- 96.1.1. Prepare TT and TISC strategic and action plans, program budget and working guidelines;
- 96.1.2. Prepare the working plans of different partnerships related to TT and TISC;
- 96.1.3. Identify industries which have strategic benefits to the University;





- 96.1.4. Identify and facilitate the preparation of common TT proposals and projects with TVET, Enterprise, industries and research institutes;
- 96.1.5. Coordinate and facilitate the development of new technologies,
- 96.1.6. Effectively facilitate the transfer of knowledge and technologies that are invented, copied, modified, and developed by staff and students;
- 96.1.7. Facilitate and support intellectual property issues (patent, utility model, copyright, industrial design, patent of introduction, trade mark and branding) and licensing issues;
- 96.1.8. Improve guidelines and standards related to UIL, Technology Transfer and Business incubation as necessary;
- 96.1.9. Keep records about technology transfer activities of the University;
- 96.1.10. Work along with the Technology Business Incubation Center and UIL coordinators;
- 96.1.11. Initiate and coordinate technology transfer projects between the University and Industry and search for funds;
- 96.1.12. Assist in incubating, commercializing and transferring appropriate knowledge and technology;
- 96.1.13. Create a conducive environment for the University community to participate in technology transfer activities;
- 96.1.14. Prepare call for TT proposal and on-time notification of Acceptance/Rejection of submitted proposals and prepare agreement form for accepted proposals;
- 96.1.15. Facilitate the creation of a technology transfer database and keep records of finished and ongoing TT projects;
- 96.1.16. Trace national and international calls for TT projects and announce them to academic staff and students;
- 96.1.17. Facilitate preparation of project proposals for national and international grants;
- 96.1.18. Organize and conduct impact assessment of transferred technologies in industries and communities;
- 96.1.19. Monitor, follow up, support and report the status and performance of the TT project;
- 96.1.20. Facilitate and organize technology and innovation exhibitions, workshops and discussion forums including demonstration of agricultural, health and other related technologies;
- 96.1.21. Facilitate recognition of best internship experiences and assist in the continuation of the project to technology transfer and technology business incubation;
- 96.1.22. Identify technology transfer thematic areas and agendas;
- 96.1.23. Document and disseminate relevant technology information (patent information);
- 96.1.24. Motivate students for involvement in TT projects and consider them during the call for proposals;
- 96.1.25. Create a conducive environment for motivating staff and students (organize training for transfer of new knowledge within a given setting, invite motivational speakers and senior personnel having the best experience in TT);
- 96.1.26. Facilitate the preparation of technical/ machine drawings along with detailed technical specifications and costs;



- 96.1.27. Facilitate and follow intellectual property protection and related issues
 - 96.1.28. Search for patent-related information that is released for developing countries and disseminate the document to academic staff, students, industries, TVET and other institutions;
 - 96.1.29. Collect and facilitate granting of patents, utility models, industrial designs, and patent of introduction with the Ethiopian Intellectual Property Office;
 - 96.1.30. Give training and consult on the search for patent information to students and academic staff;
 - 96.1.31. Facilitate online learning for short and long-term training and capacity-building programs given by WIPO and assist students and academic staff to be engaged in the programs and make them certified;
 - 96.1.32. Prepare training programs and workshops on intellectual property protection;
 - 96.1.33. Write quarterly and annual reports; and
 - 96.1.34. Perform other duties assigned by the Industry Linkage and Technology Transfer Director.
- 96.2.** The term of office of the Technology Innovation Incubation and Transfer Officer is two years.

Article 97 : Industry Linkage Officer

- 97.1.** The Industry Linkage Officer is accountable to the Industry Linkage and Technology Transfer Director and shall have the powers and duties to:
- 97.1.1. Prepare UIL annual/ strategic plan and report;
 - 97.1.2. Identify potential partners/ industries that are willing to work with the University;
 - 97.1.3. Prepare MoU and Create a mutual partnership between the University and industries;
 - 97.1.4. Enhance and lead the linkage created between University and industries;
 - 97.1.5. Instigate joint research and technology transfer projects with industries and other stakeholders;
 - 97.1.6. Facilitate adequate internship places and qualified internship programs;
 - 97.1.7. Facilitate staff externship;
 - 97.1.8. Establish and enhance the Technology Incubation Center;
 - 97.1.9. Amend guidelines and standards related to UIL and related activities;
 - 97.1.10. Facilitate internship orientation for interns who are about to be engaged in the internship program;
 - 97.1.11. Create a conducive environment for students having the best internship experience to be employed in host organizations and other related industries;
 - 97.1.12. Organize awareness creation workshops and seminars concerning major activities of the UIL;
 - 97.1.13. Closely monitor and follow up on the internship program along with the internship coordinator;
 - 97.1.14. Facilitate the provision of best internship and externship program outcomes to industries;
 - 97.1.15. Maintain and ensure the quality of the internship program;
 - 97.1.16. Facilitate the capacity building training, consultancy and technology transfer activities that can able to solve the existing industrial problems services given to industries;
 - 97.1.17. Prepare a common plan with TVET, Trade and Industry Office, research institutes and industry to support the industry extension program;
 - 97.1.18. Facilitate the budget required for internship, externship program and other inherent activities;
 - 97.1.19. Ensure the implementation of signed MOUs with stakeholders;



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- 97.1.20. Search for potential national and international grants to support joint research and TT activities;
 - 97.1.21. Facilitate the provision of access to industrial reports, journals, news and research outputs to academic staff and students;
 - 97.1.22. Write quarterly and annual reports; and
 - 97.1.23. Perform other duties assigned by the Industry Linkage and Technology Transfer Director.
- 97.2.** The term of office of the Industry Linkage Officer is two years.





PART THREE: THE UNIVERSITY STAFF

CHAPTER SEVEN: GENERAL PROVISIONS ON THE UNIVERSITY STAFF

Article 98 : Policy Premises on the University Staff

- 98.1.** The satisfactory fulfillment of the vision of the University and the effective realization of its mission and objectives set out in the preamble of this Legislation is premised on the professional competence and quality as well as intellectual and moral discipline of its staff.
- 98.2.** It is through the instrumentality of its staff that the University can best accomplish its core activities and strive to serve society in the production of skilled and knowledgeable human resources and in the creation of knowledge relevant to meet the needs of the country in all spheres of life and to develop itself as a community of scholars devoted to teaching, research and community and national services in the best traditions developed by Universities throughout the world.
- 98.3.** The 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.
- 98.4.** On its part, the University shall strive to create a conducive environment that nurtures excellence and assists the staff in the endeavor to develop itself and discharge its responsibility with efficacy.
- 98.5.** The University shall also clearly define what is required of its academic staff in the areas of teaching, research and community services.
- 98.6.** The University shall develop policies with respect to academic ranks and promotion and attach the associated salary scales which enable members of the academic staff to enjoy a standard of living compatible with the responsibility, dignity and competence which the University might demand from them.
- 98.7.** The University is also duty-bound to work out rules and regulations governing the academic rights, freedoms and responsibilities of its staff.
- 98.8.** Such rules and regulations shall have the purpose of regulating opportunities for regular, research or sabbatical leaves to enable members to complete research projects, pursue courses of study at other Universities or engage in activities related to their University duties and areas of specialization, which will advance their capacities as teachers and scholars.

Article 99 : Status of this Legislation in the University Contracts

This Legislation shall form an integral part of the employment contracts for full-time University staff unless it or a part thereof is expressly waived by the parties.

Article 100 : Category of Staff

The University shall have:

- 100.1.** Academic staff,
- 100.2.** Technical Academic supporting staff,
- 100.3.** Administrative support staff, and





100.4. Professionals in the Teaching Hospital.

Article 101 : Academic Staff

The University may have the following academic staff:

- 101.1.** Professors, associate professors, assistant professors, lecturers, assistant lecturer, and under unique circumstances or conditions of transition, graduate assistants employed for teaching and/or research;
- 101.2.** Other employees of the University are considered academic staff by the decision of the Senate following national and international good practices and the provisions of the University's internal regulations.

Article 102 : Academic Freedom

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

Article 103 : Rights of Academic Staff

Every academic staff shall have the right to:

- 103.1.** Exercise academic freedom consistent with the University's vision, mission and goal;
- 103.2.** Conduct research and render consultancy services, take sabbatical and research leaves to conduct research and studies beneficial to the University and the country, in accordance with internal regulations of the University;
- 103.3.** Disseminate his research findings within or outside the University through any media. He/she shall also have the right to demand the establishment of media for the dissemination of his findings, where such appropriate media do not exist, subject to the 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;
- 103.4.** Be entitled to further education and training for professional development, subject to internal rules and regulations of the University;





- 103.5. Be promoted and assume new academic rank on the basis of merit in accordance with the University's rules and regulations and in accordance with national norms and standards the Ministry may issue as necessary;
- 103.6. 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;
- 103.7. Participate, as feasible, in formulations of University direction, plans, regulations, and in curricula development and make comments on the quality and appropriateness of the teaching-learning process;
- 103.8. Be informed of his performance results and of any records kept in his personal file without his prior knowledge as well as enjoy confidential maintenance of information in his personal file except for the official business of the University or the provisions of pertinent laws require otherwise;
- 103.9. Enjoy campus security for himself and for his personal property while rendering the proper services;
- 103.10. Be informed on the plan, development, direction, condition and performance of the University;
- 103.11. Elect and be elected where election of academic and /or by academic staff shall be necessary or is the norm;
- 103.12. Receive due process in disciplinary matters and demand and receive redress in cases of inappropriate/injurious decisions;
- 103.13. Receive equal and fair treatment as a person with human dignity and as an academic staff member equally in the service of the University and through it in the service of people and the country;
- 103.14. Compete for academic offices and leadership positions on the basis of the applicable University criteria and be treated in the selection process on the basis of merit and without any discrimination in a transparent manner; and
- 103.15. The University shall formulate rules and procedures on all matters of rights of its academic staff and adopt and implement the same after having them duly debated through participatory processes.

Article 104 : Responsibilities of Academic Staff

Every academic staff of the University shall have the responsibilities to:

- 104.1. Be a scholar with full devotion to the advancement of the frontiers of knowledge in accordance with the best traditions developed by scholarly circles throughout the world and carry out functions in the best interest of the University and the nation having due regard to professional etiquette;
- 104.2. Design, develop and implement course handout material based on the course outline (syllabus) in an area of specialization following established University procedures in such a way that the course material may be delivered over the entire semester in a balanced way;
- 104.3. Uphold the objective of higher education and the guiding principles applicable to the institution;





- 104.4.** Prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
- 104.5.** Treat and interact with students and other members of the institution's community giving due respect to their human dignity, emotions, effort and the particular circumstances they may find themselves and rid-off themselves from injuries bias and prejudice, iniquitous and discriminatory practices;
- 104.6.** Participate and play a due role in curriculum development, review, enhancement and/or enrichment;
- 104.7.** Respect the constitution, proclamation, legislations of the University and other pertinent laws of the country;
- 104.8.** Refrain from the promotion of ethnocentrism, discrimination against any individual or group on the basis of race, ethnicity, sex or creed, political partisanship, preaching of religion, impositions of one's belief and views on students in the University and/or outside the University during students' academic activities;
- 104.9.** Refrain from imposing his political views and religious beliefs on his students within the University premises in any form;
- 104.10.** Avoid acts and situations that are intimidating to students;
- 104.11.** Develop a relationship of mutual respect with the University Community;
- 104.12.** Comprehend the code of ethics relevant to his profession;
- 104.13.** Contribute to the best of one ability and as a member of the institution's community to the prevalence of orderly conduct and peaceable operations of the institution and to peaceful resolutions of intra-institutional conflicts;
- 104.14.** Give course lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the University;
- 104.15.** Educate, examine, and evaluate students;
- 104.16.** Conduct problem-solving research that contributes to the advancement of knowledge or has a direct impact on community development;
- 104.17.** Participate in University affairs as required;
- 104.18.** Participate in organizing, directing and developing the activities of the respective Academic Unit as required by the University;
- 104.19.** Render services to the University as a full-time employee;
- 104.20.** Consult and advise students;
- 104.21.** Accept teaching assignments in Continuing and Distance Education Programs. However, instructors should be paid appropriate remunerations;
- 104.22.** Accept additional teaching assignments when compelling circumstances arise in any Academic Unit of the University;
- 104.23.** Submit examination for evaluation before its administration;





- 104.24. Submit marked examination papers with answer keys, assessment results, course grades after their administration as per the University's annual calendar to the concerned department and offices;
- 104.25. Use and properly handle all University properties;
- 104.26. Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment contract within the University;
- 104.27. Maintain a democratic and civil outlook by demonstrating a willingness to work with others and respecting the ideas of fellow Academic Staff members and students;
- 104.28. Must submit students' course class attendance reports being formally signed by students and class representatives to the respective home department of the course on a daily basis;
- 104.29. Submit periodic reports to the respective academic department unit on assigned courses, current research and/or study leave progress;
- 104.30. Be empathic to the solidarity of the University community;
- 104.31. Carry out required tasks in an efficient and effective manner as assigned by the academic unit head or any other senior University body;
- 104.32. Within the resources available, endeavor to stay abreast of the latest thinking in the area of specialization and shall periodically update pedagogical skills and teaching material;
- 104.33. Inform the respective immediate supervisor well in advance if and when he/she cannot report to duty due to involvement in fieldwork, seminars, workshops, or any similar events; and
- 104.34. Not hand over pre-assigned courses to any other individual for any length of time without the approval of the academic unit head.

Article 105 : Teachers' Association

- 105.1. The academic staff of the University has the right to form an independent and autonomous Teachers' Association to enhance the implementation of their rights and responsibilities and to render democratic participation in the affairs of the University that concern the academic staff.
- 105.2. Teachers' Association shall be established in accordance with the relevant laws of the country.
- 105.3. The University may assist the Teachers' Association to the extent its resources permit.

Article 106 : University Ranks

The University uses the following hierarchy of rank for academic, research, technical assistant and professional librarians in an ascending order:

- 106.1. Academic/Teaching staff
 - 106.1.1. Graduate Assistant I
 - 106.1.2. Graduate Assistant II
 - 106.1.3. Assistant Lecturer
 - 106.1.4. Lecturer
 - 106.1.5. Assistant Professor
 - 106.1.6. Associate Professor
 - 106.1.7. Professor

- 106.2. The rank of Research staff





- 106.2.1. Assistant Researcher-I
- 106.2.2. Assistant Researcher-II
- 106.2.3. Associate Researcher-I
- 106.2.4. Researcher
- 106.2.5. Assistant Research Professor
- 106.2.6. Associate Research Professor
- 106.2.7. Professor (Research)

- 106.3.** A person joining the University, as a full-time academic staff shall be assigned an academic rank, in accordance with the general criteria and with other procedures established for that academic unit by the University. Each person assigned to a rank shall be eligible for promotion in accordance with the rules and procedures set by the Senate.
- 106.4.** A research staff may change his status to his teaching staff or vice versa were requested by the academic unit and approved by the Academic Vice President of the University with the consent of the staff.
- 106.5.** Adjunct/honorary academic ranks may be assigned to qualified professionals on the basis of staff joint appointment, part-time, or other arrangements in accordance with the general University policy.
- 106.6.** Adjunct staff/ honorary staff may be considered as academic staff.
- 106.7.** Unless specific contractual arrangements are made to the contrary, an instructor joining the University for the first time shall be subjected to a probationary period of six months with the University;

Article 107 : Staff Development

- 107.1.** The University shall undertake different activities that strengthen its staff’s performance capacity based on the national human resource development strategy and the University’s staff development plan in the required study programs.
- 107.2.** The University shall provide scholarship opportunities for staff on second Degree Postgraduate and Third-Degree Post Graduate Study Program (PhD and Post-Doctoral) programs.
- 107.3.** Post-doctoral study leave shall be entertained by the staff development leave.
- 107.4.** The screening for staff for scholarship opportunities shall be implemented in accordance with pertinent laws which may accordingly consider the criteria CGPA, service year, performance evaluation result, academic rank, relevance of study field (institutional need), participation in different University activities (assignments, standing committees, ad hoc committees), community service, research and module preparation, training participation, and gender and/or disability.

Article 108 : Payment for Extra-Teaching Assignment

- 108.1.** The University shall make payments to the Academic Staff for services rendered in teaching/research/community service beyond the full load expected of them.
- 108.2.** The guideline for rate of payment shall be issued by the Senate. In case of a gap, payment shall follow the rates proposed by the Ministry of Education.





Article 109 : Teaching, Research and Community Service Load

109.1. Measurement Unit for Teaching Load

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

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

109.1.3. A course that has lecture and tutorial hours in ECTS equals to conventional credit hours system; adding two-third (2/3) of each hour specified in tutorial hours of ECTS to lecture hours in ECTS. Therefore, for such courses: Instructor Load in Credit hours (Cr. Hr) in conventional system = [a + (b*2/3)], Where a= lecture hours in ECTS, b= tutorial hours in ECTS.

109.1.4. A course that has lecture, tutorial and laboratory/practice hours in ECTS equals to conventional credit hours system; adding two-third (2/3) of each hour specified in tutorial and laboratory/practice hours of ECTS to lecture hours of ECTS. Therefore for such courses: Instructor Load in Credit hours (Cr. Hr) in conventional system = a+[(b*2/3)+(c*2/3)]; where c= laboratory/practical hours in ECTS

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

- 109.2.1. One undergraduate course credit = 1.0 LEH
- 109.2.2. One graduate (master) course credit = 1.5 LEH
- 109.2.3. One graduate (PhD) course credit = 2.5 LEH
- 109.2.4. One hour Lab/Practical /Tutorial..... = 0.67 LEH
- 109.2.5. One hour Lab/Practical/ Tutorial (masters)..... = 1 LEH
- 109.2.6. One undergraduate student senior Project/essay advising= 0.40 LEH
- 109.2.7. Undergraduate senior Project/essay group advising..... = 0.75 LEH
- 109.2.8. Advising one medicine or veterinary student.....=0.5 LEH
- 109.2.9. Medicine or veterinary senior Project/essay group advising=1 LEH
- 109.2.10. One Master’s Thesis advising..... = 1.5 LEH
- 109.2.11. Co-advisory for one Master’s Thesis = 1.0 LEH
- 109.2.12. One PhD student Dissertation advising = 2.0 LEH
- 109.2.13. One PhD student Dissertation Co-advising = 1.5 LEH
- 109.2.14. One undergraduate practical attachment advising = 0.2 LEH
- 109.2.15. Group academic advising as an academic advisor..... = 1.0 LEH
- 109.2.16. One hour Female Tutorial = 1.0 LEH





109.3. Unless otherwise provided in the respective curriculum of the department and/or the nature the project requires, in which case the above load will be shared amongst, only one advisor shall be assigned for one undergraduate group or individual student senior Project/essay advising.

109.4. Class Sizes per Section

The maximum number of students in a class to consider while computing for:

- 109.4.1. The lecture type in the undergraduate program except for language courses is 50 students;
- 109.4.2. Lecture in undergraduate program language courses is 40 students;
- 109.4.3. Skill laboratory/field session in undergraduate program courses is 25 students;
- 109.4.4. Tutorial or seminar classes in undergraduate program courses is 30 students;
- 109.4.5. Clinical attachment in undergraduate program courses is 15 students;
- 109.4.6. Community-based education in undergraduate program courses is 20 students;
- 109.4.7. Lecture in graduate program (Masters) courses is 20 students;
- 109.4.8. Lecture in Doctoral program (PhD) courses is 10 students.

109.5. Note: Considering that an Academic Staff is expected to work for 39 hours per week, the full academic load of a full-time Academic Staff is 12 LEHs. Based on the assumption given in sub-article 1 of this Article, 12 LEHs are equivalent to 36 hours of work per week. Every Academic Staff is required to advise/consult students for up to 3 hours a week.

109.6. The teaching academic staff members of the University are expected to engage in research and community service activities. However, not to take a big share of the teaching time, teaching staff shall not engage in research work for more than 25% of their load and in community service for more than 15% of the load.

109.7. A full load in the regular program for the different categories of Academic Staff shall be as follows:

- 109.7.1. Full-time Academic Staff 12 LEH
- 109.7.2. Department Vice Heads at Academic unit level/or equivalent.....7 LEH
- 109.7.3. University Affiliated External Granted Project Coordinator6 LEH
- 109.7.4. Department Heads/Officers at Academic unit level/or equivalent.....6 LEH
- 109.7.5. Vice deans, University level Officers/Coordinators, Deputy Directors/or equivalent 5.5 LEH
- 109.7.6. Deans, Directors /or equivalent.....5 LEH
- 109.7.7. Campus managing director /equivalent.....4 LEH
- 109.7.8. Research staff3 LEH
- 109.7.9. The Vice Presidents, and Directors with the rank of Vice President3 LEH
- 109.7.10. President.....0 LEH

109.8. Without prejudice to sub-article 6 of this provision, the staff may be compelled to assume duties beyond the specified maximum load with appropriate remuneration.

109.9. The workload of academic staff in regular academic units shall constitute teaching, research and publishing, and community engagement for 60%, 25%, and 15 %, respectively.

109.10. The workload of research staff shall constitute research and publishing for 75% and teaching for 25%. There may also be a contractual arrangement whereby an academic staff of a research





institute shall fully engage in activities of research and publishing and his career development may be worked out accordingly.

109.11. Except in extraordinary situations, an academic staff is not expected to handle more than two different courses. In case a course is offered to more than one section, each extra section will have the same load as the first section.

109.12. Maximum Teaching Load

109.12.1. In order not to overload an Academic Staff to the detriment of the quality of instruction, the total full academic load in the University shall not be more than 18 LEHs; the total credit hours per week in a semester.

109.12.2. In cases where academic units have a serious shortage of staff and it can be demonstrated that there are no other alternatives, an additional 3 more LEHs for each category of staff may be approved by the dean and the VPAA or designate, respectively.

109.12.3. There shall be a distinct contract for overload teaching assignments.

109.13. Overload Payment in Teaching Assignments

An academic Staff member who, due to a serious shortage of staff, is assigned to take teaching duties in excess of the full load specified in sub-article 3 of this Article for the regular program shall be remunerated at the prevailing rate for part-time employment in the regular program.

109.14. Reporting Teaching Load

109.14.1. Teaching loads for all staff members engaged in teaching (full or part-time) shall be reported each semester by academic unit heads through their respective channels to the VPAA on forms prepared for this purpose before the end of the fourth week after the start of classes.

109.14.2. Justifications have to be provided in writing in instances where the teaching load of an Academic Staff is below the average above the normal load.

109.15. Research and Community Service Load

109.15.1. Since an Academic Staff is expected to spend about 25% of the time in research and 15 % in community engagement, an Academic Staff with approved research and community service is required to have a full teaching load of only 7.2 LEHs (60% of the 12 LEH).

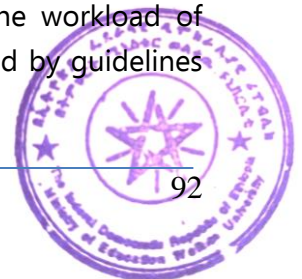
109.15.2. In cases where more than one academic staff members are involved in research, and community service projects, the 3 LEHs and 1.8 LEHs shall be considered for each researcher and staff involved in the community service project, respectively.

109.15.3. The duration of every research or community service project shall be referred from the respective and formally approved research or community service project proposal for the purpose of computing staff load in each semester.

109.16. Clinical services

109.16.1. Based on professions in the field, all the Academic staff shall have the mandatory duty to provide clinical services.

109.16.2. Clinical services apart from the teaching load shall be treated as part of the workload of academic staff as well as extra-load payment associated with shall be governed by guidelines to be issued by the concerned body.



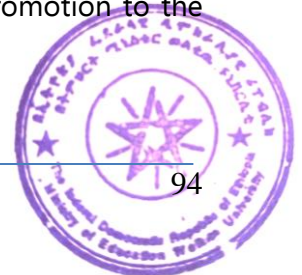




CHAPTER EIGHT: APPOINTMENT, PROMOTION AND OTHER BENEFITS OF ACADEMIC STAFF

Article 110 : Appointment

- 110.1.** Unless otherwise provided in other pertinent laws, the appointment of academic staff shall be implemented based on the requirements indicated below for each academic rank.
- 110.2.** However, during the appointment process, unless otherwise stipulated in another pertinent law, female academic staff and individuals with a disability shall get an additional three percent (3%) and four percent (4%) of their total score, respectively, as affirmative action when they have tie points with male candidates.
- 110.2.1. While competing for appointment, 4% of the total points earned by disabled people will be added and priority is given to them if they finally get at least equal points.
- 110.2.2. When female persons compete, they will be given priority if they get at least equal results after the additional 3% benefits of special support allowed by law are added to the total points obtained.
- 110.2.3. If the contestants get equal points in a competition for a job position, the employees with a small number of ethnic origin in the institution will be given priority in the competition by adding up to 3% of the points obtained.
- 110.2.4. Candidates who are given the same or different amount of affirmative support, if they have equal results in the competition, their work performance, then their educational level and work experience respectively are considered to be selected and promoted first. If the candidates are not selected by these criteria yet, they will be selected by the screening committee's vote.
- 110.2.5. If an employee qualifies for benefits from more than one affirmative support (for example, being a woman and a person with a disability), only one affirmative benefit having a greater point will be assigned/added to him..
- 110.3.** The maximum age limit for the appointment of academic staff shall be as determined by the pertinent Pension Proclamation. However, the maximum age limit can be waived under special circumstances justified by an academic unit and approved by the VPAA.
- 110.4.** Appointment of Graduate Assistant
- 110.4.1. A candidate with the qualification of a Bachelor's Degree in a three-year program for GAI, and four four-year program for GAII and with at least the level of a Cumulative Grade Point Average (CGPA) of 3.50 for male candidates, Cumulative Grade Point Average (CGPA) of 3.25 for female candidates, Cumulative Grade Point Average (CGPA) of 3:00 for those with a disability, Cumulative Grade Point Average (CGPA) of 2.90 for appointees from developing and pastoralist regions, and Cumulative Grade Point Average (CGPA) of 2.75 for appointees with multiple affirmative actions;
- 110.4.2. Graduate Assistants are persons employed for one year in order that the University may assess their ability and develop their suitability for future permanent contract employment as regular Academic Staff members after post-graduate studies and/or after attaining promotion to the next rank.





- 110.4.3. Graduate Assistants shall be given every opportunity to gain insight into as many aspects as possible of the work of the department to which they are assigned as well as some opportunity to prepare themselves for the necessary advanced specialized study.
- 110.4.4. A Graduate Assistant shall normally assume tutorial responsibilities; but under exceptional circumstances, may be given teaching responsibilities at the level of lower division courses and under the supervision of a senior.
- 110.4.5. A Graduate Assistant may be given the following duties:
- i. Assist in the instruction of special types of classes as well as large classes under the supervision of a regular academic staff;
 - ii. Give tutorial classes, provided that these classes are part of a regular course in the curriculum and giving of final grades in the course is the responsibility of the regular academic staff to whom the course is assigned;
 - iii. Act as demonstrators in scientific and technical laboratory classes provided that the planning and supervision of such classes remains with a regular academic staff;
 - iv. Take over classes with the approval of the dean in emergencies, such as sickness or other unavoidable absence, provided that such arrangement shall not continue beyond four weeks and provided further that in the above instance, a graduate assistant shall not be given the responsibility for more than half of the course time and
 - v. Assist in research activities under the supervision of senior staff members.

110.5. Assistant Lecturer

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

110.6. Lecturer

110.6.1. Normally a candidate with the qualification of a Master's degree with a 3.75 CGPA and Bachelor degree with 3.00 CGPA for male; and 3.5 CGPA and 2.75 CGPA respectively for that of female; 3.25 CGPA Master's degree and 2.5 CGPA Bachelor degree for disability; 3.25 CGPA Master's degree and 2.5 CGPA Bachelor degree for underdeveloped and pastoralist regions; Cumulative Grade Point Average (CGPA) of 3.2 CGPA Master's degree and 2.5 CGPA Bachelor degree 2.75 for appointees with multiple affirmative action's.

110.6.2. For employment as lecturer, except for MD and DVM who are employed as lecturers with first degree, appointees shall attend at least a 2 two years graduate program and must score at least B+, very good or equivalent grades in their Master's thesis.

110.6.3. Or a Medical Doctor (MD) with no specialization or a Doctor of Veterinary Medicine (DVM) with no specialization.

110.7. Assistant Professor

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

110.8. Associate Professor

A candidate with the qualification of the degree of Doctor of Philosophy (PhD) or equivalent and promoted to the associate professorship rank;





110.9. Professor

A candidate with the qualification of the degree of Doctor of Philosophy (PhD) or equivalent and promoted to the professorship rank;

110.10. The academic status of previously promoted academic staff at any level of qualification shall not be affected by the proceeding provisions.

110.11. Joint Appointment

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

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

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

110.11.4. The provisions of this Article shall include entitling an academic staff of a public institution or a government employee to be jointly appointed in a recognized private institution or vice versa.

110.12. Adjunct/Honorary Academic Staff Appointment

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

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

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





- 110.12.4. The University shall, from time to time, appoint retiring academic staff, professionals from national and international institutions and also recognized industry experts to honorary research and teaching positions in the following categories and titles:
- i. Honorary Lecturer
 - ii. Honorary Assistant professor
 - iii. Honorary Associate Professor
 - iv. Honorary Professor
 - v. Professor Emeritus
- 110.12.5. The candidate to be appointed with honorary rank should at least fulfill the requirements of the respective academic ranks as per this article of this legislation. Appointments and reappointments of honorary staff at lecturer, assistant professor and above are recommended by the department/college/school with written support that accompanies the nomination and is scrutinized by ASAC. Then Vice President for Academic Affairs will subsequently approve the appointment and report to the Senate any such appointments of Professor and Professor Emeritus is approved by the University Senate.
- 110.12.6. Nomination and appointment of honorary staff request of the department or school must contain the following specific information that should be addressed to the approving organ:
- i. The duties and responsibilities of the proposed appointee;
 - ii. How the appointment will advance the University's contribution to research, teaching, community or professional service or the University's links with industry or government;
 - iii. The benefits that will flow through to the department from the appointment; and
 - iv. In case of reappointment, how the University has realized the expected benefits from the previous appointment.
- 110.12.7. After the honorary appointment has been approved, VPAA will arrange for an offer to be sent to the nominee. All appointments and promotions are bound by the University staff appointment and promotion regulation.
- 110.12.8. Honorary appointments will be for a maximum of three years in the first instance. The appointment will lapse unless a case for reappointment is made and approved.
- 110.12.9. The proposal for renewing the appointment must follow the same process as for the initial appointment but also include a reflection on the benefits realized from the previous appointment. No numerical limitation is placed upon the number of appointments, although in considering each nomination, the ASAC should bear in mind that appointment to honorary staff position should be of rare occurrence.
- 110.12.10. The University shall determine and issue the necessary conditions with respect to the rights and obligations of honorary academic staff.
- 110.12.11. Honorary academic staff may request promotion and be promoted to the requested level during the period of appointment if they fulfill the requirements set by this legislation.



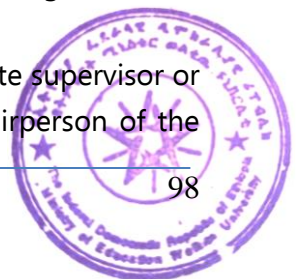


110.12.12. Honorary members of staff must follow the procedure laid down by the University, in the event of a potential patent registration or where an invention or discovery may be commercially exploitable.

Article 111 : Promotion of Academic Staff

111.1. Procedures for Promotions

- 111.1.1. Promotion of an existing academic staff shall be initiated by the applicant or by his lawful agent or, the department head or, college dean; or school head may initiate application or nomination for promotion of an academic staff. It shall then be reviewed at different stages by the department council, College/School academic commission, Academic Affairs Standing Committee, and to be decided at the Senate and/or Board levels.
- 111.1.2. The academic unit concerned shall assess the application and, upon denial, inform the applicant of the same and, upon acceptance, recommend it to the CAC thereof within one month of the receipt of the application. If the deadline cannot be adhered to due to force, the relevant academic unit shall make sure that the applicant is informed of the reasons for the delay.
- 111.1.3. Upon receipt of the recommended application from the pertinent academic unit, the CAC shall process the same within a period of one month, forward a report for those promotions to be handled at the College/School or below, and forward the documents of promotion to be handled at the center to the office of the VPAA or forward the application back to the academic unit concerned if the application for promotion is denied.
- 111.1.4. Promotion requests to the rank of assistant professor or above are forwarded by the Office of the VPAA to the ASAC and RPTTC (for checking the reputability of the journals against the guideline), which in turn processes the promotion request within one month, and upon acceptance, recommends the same to the Senate, or returns the document to the College/School if the request is denied.
- 111.1.5. Promotions to the rank of lecturer and below are communicated by the VPAA to the candidate and relevant University bodies within one week from the date of approval or returned to the academic unit concerned if denied.
- 111.1.6. Promotion to the rank of assistant and associate professorship shall be approved by the Senate.
- 111.1.7. Promotion requests for the rank of professorship that are endorsed by the Senate shall be presented to the Board, for its final approval, by the President at its next meeting.
- 111.1.8. Upon approval by the Senate or by the Board, as appropriate, the President communicates the promotion to the candidates and relevant University bodies within a period of one week from the date of approval.
- 111.1.9. Rejected promotion requests may be reinitiated fresh and processed following the same procedure.
- 111.1.10. When a Head of the academic unit is a candidate for promotion, the immediate supervisor or VPAA shall designate a senior member of the unit/committee to act as Chairperson of the





respective academic council/committee for the specific purpose of processing the promotion. The person so designated shall be responsible for: convening and chairing all department/College/School meetings for the purpose; Being in the custody of all relevant forms, documents and confidential correspondence relating to the case; selecting, in a confidential consultation with appropriate senior members of the department/College/School, relevant evaluators for the publications submitted; handling all confidential correspondence on the case; and submitting the final recommendations of the department/College/School on the promotion to the dean and VPAA, respectively.

111.1.11. When a committee, council, Senate member head of the department, dean, or Vice President or President is a candidate for promotion, he cannot act as a member or a chairperson for that specific promotion processing request.

111.2. Effective Dates of Promotion

111.2.1. 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 Senate of the University.

111.2.2. Promotion to the ranks of assistant and associate professor that are duly approved by the Senate shall be deemed to have become retroactively effective as of the date of final approval by CAC.

111.2.3. Promotion to the rank of a lecturer becomes effective as of the date of final approval by the Senate of the University where the candidate attended the respective program.

111.2.4. The direct promotion of a PhD holder or a DVM/MD with a specialization/second degree to the rank of Assistant Professor becomes effective as of the date of final approval by the Senate of the University where the candidate attended the respective program.

111.2.5. Promotion to the rank of below a lecturer becomes effective as of the date of final approval by the academic unit concerned.

111.2.6. An application for a promotion should be processed within a maximum of three months, except for a full professorship.

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

111.2.8. There should be pre-specified dates in the academic year for DAC, CAC, and Senate meetings to see promotion cases in account of the Senate meeting date within a given academic year.

111.2.9. Promotion of an academic staff should be carefully processed by the Department, School or College ASAC and approved by the Academic Commission; by the Senate Standing Committee for Promotion and Honorary Staff Appointment and be endorsed by the University Senate or University Board depending on the rank to which the academic staff is promoted.

111.3. Principles Governing Promotions

111.3.1. The criteria for promotion of an existing staff shall be based on the fulfillment of effective teaching, publication and patent, community service and engagement, and participation in





University affairs; whereas the determination of an academic rank for a transfer, or newly recruited academic staff shall be based on review and equivalence of the credentials too.

- 111.3.2. With respect to academic rank determination, an academic staff with a second degree (MSc or MA . . .), DVM or MD is equivalent to a lecturer position/rank.
- 111.3.3. A PhD holder or a DVM/MD with a specialization/second degree is equivalent to an Assistant Professor. The ASAC and RPTCC may provide detailed guidelines or rules of procedures/manuals regarding the components of the requirements for promotions.
- 111.3.4. There shall be a minimum number of years an academic staff has to serve with a given rank for promotion to the next higher rank.
- 111.3.5. For an academic staff who has served in other accredited institutions of higher education before being appointed in a given department, his years of service outside shall be considered for the fulfillment of this criterion. However, such an academic staff must serve for at least one year at Wolkite University before submitting the application for promotion.
- 111.3.6. The provision of the preceding shall not apply where the length of service in other institutions of higher education has been considered and used to determine the rank of an academic staff at the time of appointment.
- 111.3.7. Academic staff who join Wolkite University after a given period of service in other non-higher academic institutions or organizations, their service years in such organizations may be used to determine their academic rank and salary at the time of employment only.
- 111.3.8. The duration of service of academic staff who are on study leave and working for Wolkite University on half load basis shall be counted towards the year of service in that proportion.
- 111.3.9.** An academic staff shall be promoted to the next academic rank within a maximum of 8 years starting from the effective date of this legislation except for those with a rank of a professor.

111.4. Requirement for academic promotion

- 111.4.1. The requirement for academic promotion is based on fulfilling four mandatory criteria. The requirement for academic staff promotion is based on fulfilling four compulsory criteria and the minimum point requirement and percent value shall be as to the Harmonized Standard for Academic Staff Promotion in Public Universities issued by the Ministry of Education.
- 111.4.2. Effective teaching for an academic staff shall be determined by evaluations of students, peers and department head/ or the dean/director at the end of each semester or academic year as the case may be.
- 111.4.3. In exceptional cases where an academic staff is not handling courses due to other assignments given by the University, the weighted evaluation of students may be waived and the rest criteria evaluation can be taken out of 100%.
- 111.4.4. Publication of a book or an article or articles in reputable journals, preparation of teaching material, or production of realized pieces of work or projects demonstrating professional and creative talent is a mandatory requirement for promotion to the rank of associate professor or professor.





- 111.4.5. Articles published in reputable journals must be presented for promotion requests and letters of acceptance shall not be entertained.
- 111.4.6. Publications that appear in reputable journals under titles such as technical notes, short communications, discussions, reviews, case reports, etc. may be counted towards the fulfillment of the criteria for promotion.
- 111.4.7. Textbooks or reference books published for specific fields and courses as well as books published on the basis of original research shall be considered for promotion.
- 111.4.8. Publications arising out of Theses or Dissertations may be used for promotion provided that the author did not use the Thesis or Dissertations for rank adjustment.
- 111.4.9. The criteria on which the reputability of a journal is determined shall constitute the professional reputation and competence of the editor(s), the advisory Board and editorial staff; Sound editorial policy regarding the selection and evaluation of articles submitted for publication; Seriousness of the journal as judged by such factors as its regularity and continuity, and its maintenance of standard; and the backing and respect given on the journal by relevant professionals and/or their association(s); reputability of journals published by a University shall be approved by the Senate of the respective University.
- 111.4.10. Peer-reviewed publications that are not published by national journals are acceptable for promotion if the reputability is determined by considering factors such as peer review, originality, scientific quality, technical editing quality, editorial quality and regularity for the journals, and indexed databases as determined by the concerned authority.
- 111.4.11. The reputability of foreign/international journals shall be best determined by RPTTC in accordance with the MOE promotion guideline.
- 111.4.12. Predatory journals shall be monitored strictly during the evaluation of publications submitted for promotion. The RPTCC shall prepare a list of predatory journals; it shall update the list periodically and submit it to the Senate for approval.
- 111.4.13. National academic publications shall be considered for promotion if the publication is accredited or to be accredited by the MOE.
- 111.4.14. The publication point for a solo author and co-authors/joint authorship in publications is based on their weighing criteria and its equivalence to be determined as specified in the Harmonized Promotion Guideline of MoE.
- 111.4.15. Points required of publications to request any promotion to the rank of lecturer and above shall be determined accordingly.
- 111.4.16. The requirement, participation in the Affairs of the University, for the promotion using University affairs shall be fulfilled by holding a post of academic administration at the department, school, college, University level and/or HEI levels, and participating in standing or ad-hoc committees, and taking assignments when called upon by the department, school, college, University or the respective HEI administration with its respective weight.
- 111.4.17. Community service and engagement shall also be considered for promotion requests.

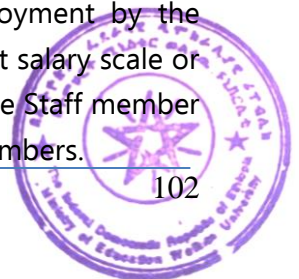




- 111.5.** Keeping all criteria and procedures in the regular promotion, an academic staff member who demonstrates extraordinary accomplishments in his area of specialization since the last promotion may qualify for accelerated promotion by fulfilling the conditions stipulated in the MoE Promotion guideline.
- 111.6.** Posthumous promotion: An academic rank may be granted posthumously when 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 112 : Tenured Staff and Designation of Emeritus/Emeriti

- 112.1.** An academic staff may have tenured employment, which shall constitute a privilege and an incentive for professional excellence; and an academic staff shall attain tenured employment through service and scholarly contribution in teaching and/or research or institutional leadership.
- 112.2.** A tenured academic staff shall have job security, and may not be dismissed from his position unless he has committed a serious breach of discipline as stipulated by this Legislation.
- 112.3.** Professors or associate professors who meet the requirements of sub-article (1) of this Article may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus.
- 112.4.** The retirement age of an academic staff of the University may be extended by the Ministry, for two consecutive sets of terms of three years each, where:
- 112.4.1. The staff holds a Master's degree or above, remains in good health and has meritorious continuous service;
- 112.4.2. The institution reasonably justified, on the basis of actual and projected demand, the need to extend the retirement age;
- 112.4.3. The staff has freely consented to the extension of the retirement age.
- 112.5.** Criteria for awarding tenure
- 112.5.1. Tenure may be awarded to a full-time University Academic Staff member who:
- i. Holds the rank of Associate Professor or above and serves the University for a total of ten years or assistant professor with 10 years' service after holding such status; and
 - ii. Demonstrates a desire to continue to serve the University as an academic staff member for an indefinite period; AND
 - iii. Has demonstrated throughout their professional career scholarly ability through teaching, research, publications or other contributions to the advancement of the respective academic field; and
 - iv. Service of merit to the University, through contributions to University committees or its constituents or in connection with other tasks which may have been assigned.
- 112.5.2. The University may offer tenure appointments on request of the applicant, upon endorsement of DAC, CAC, and the Approval of the Senate.
- 112.5.3. An Academic Staff member awarded tenure is guaranteed continued employment by the University at their present rank or any rank to be promoted, and at their present salary scale or any other salary scale to which the Staff member may be elevated, so long as the Staff member does not violate any of the conditions justifying discharge of Academic Staff members.





112.6. Designation of Emeritus/Emeriti

- 112.6.1. A natural corollary of the lifetime commitment of a member 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 should be consistent with this expectation. It is appropriate to assume that a person who is a creative scholar or scientist will continue his creativity afterward. 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;
- 112.6.2. 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 member who has maintained a distinguished record of scholarly service to the University.
- 112.6.3. 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 by any other unit of the University;
- 112.6.4. The proposal, along with the recommendation of the department and the candidate's curriculum vitae, shall be submitted to the relevant CAC. The recommendation of the /College/School shall be submitted to the Office of the VPAA who shall submit for eventual consideration by the Senate;
- 112.6.5. An academic staff that fulfills the following criteria is eligible for the title of Emeritus/Emeriti:
- i. Served the University for a minimum of ten years till his retirement;
 - ii. Is retired at the time of application from the University;
 - iii. Has a rank of associate professor or professor; and
 - iv. Is a distinguished scholar with notable publications or a significant body of work.
- 112.6.6. An academic staff who is awarded the title of Emeritus/Emeriti shall have the following Privileges:
- i. To hold a University identification card which allows him to make full use of libraries, sports 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;
 - ii. To attend campus events that are open to other staff;
 - iii. To participate in public ceremonies, commencements, processions and convocations;
 - iv. To participate in campus seminars, colloquia, lectures, ad-hoc committees and other scholarly pursuits as and where appropriate;
 - v. To be listed in the University catalog and appropriate publications with other academic staff;





- vi. To be invited to serve as a member of a Senate Committee or other bodies of the University;
- vii. There are no formal duties and remuneration associated with the title of Emeritus/Emeriti.

Article 113 : Housing, tuition, and medical Other Benefits

- 113.1.** The University may provide housing or considerable housing allowance for its Academic staff.
- 113.2.** The University may also work towards enabling staff to own houses by creating alliances with banks and appropriate government agencies. Detailed procedures shall be worked out pertaining to the housing policy of the University.
- 113.3.** University tuition fees may be waived wholly or partly for spouses and dependent children of the Academic staff. The family (spouses and children) of the retired or deceased academic staff may also enjoy this privilege. Detail guidelines to administer it shall be worked out by the Academic Staff Affairs Committee.
- 113.4.** Medical fees will be waived for the academic staff and his spouse and children for medical treatment at the University-run hospitals. Waiving of the medical fees shall be implemented by detailed guideline developed by the concerned office and approved by the board when the budget is not a limiting factor.

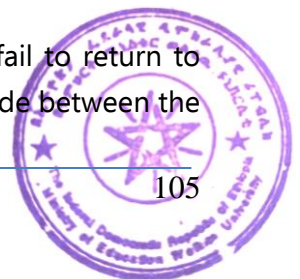




CHAPTER NINE: LEAVES AND OTHER ADMINISTRATIVE MATTERS

Article 114 : Study, Research, Sabbatical and other Kinds of Leaves

- 114.1.** The sabbatical leave, research leave, and leave without salary requests shall be decided within a total of one and half a month; 15 days each in the department, in the college, and at the Academic Vice President Office level.
- 114.2.** Study Leave
- 114.2.1. Any Academic Staff who is awarded a fellowship through the University or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a reputable University leading to a higher degree in a particular field of specialization may be granted a study leave provided that it is in line with the staff development plan worked out by the respective Academic Unit and approved at the University level.
- 114.2.2. For all Academic Staff, the leave provided in this Article may be taken only after an academic staff member has served for a minimum period of time specified in the pertinent scholarship administration guideline. However, under special circumstances, Academic Staff can be granted a study leave in a shorter time frame as specified in the pertinent scholarship administration guideline provided that:
- i. The Academic Unit has a great shortage of qualified Academic Staff, and such has been decided a priori that the Academic Staff would be granted a study leave in a shorter time frame.
 - ii. Condition in: Study, Research, Sabbatical and other Kinds of Leaves *Article 114* (1)(a) above is in line with the staff development plan of the University and determined by DAC and then approved CAC/SAC.
- 114.2.3. Payment of salaries to staff members on study leave shall be governed by the applicable Government policy during the tenure of the leave. An academic staff member who is on a study leave shall keep the University informed via semester and annual reports for in the country and abroad, respectively, starting from the end of the first semester/year of leave with a registration slip. Failure to submit such reports or registration slips may result in the discontinuation of payment of salary that may be due or other appropriate actions.
- 114.2.4. An academic staff, who for justifiable and acceptable reasons, cannot complete the required studies within the originally granted period of leave, has to formally request the University for an extension of leave. Such an extension shall be limited to a maximum period of one year for those pursuing M.A. /M.Sc/LL.M. degrees and a maximum of two years for those studying for PhD degree. However, the salary payment during the study leave shall be based on the rules and regulations of the Government. While extension due to enrollment into a higher degree is not normally desired; the extension may be granted upon the recommendation by the concerned University body where the student is enrolled and the final recommendation of the DAC and CAC/SAC and by the approval of VPAA.
- 114.2.5. The University reserves the right to claim damages from staff members who fail to return to their respective duties within the periods of time specified in the agreement made between the Academic Staff and the University.





- 114.2.6. An academic staff member who fails to return to the University to resume required duties within the periods of time specified in this Article or fails to complete required studies in the maximum time frame stated due to incompetence or for unjustified reasons shall possibly lose job security and/or standing with the University.
- 114.2.7. Without prejudice to the articles stipulated in this legislation, a separate and detailed guideline shall be issued by the Senate for administrating this matter.

114.3. Research Leave

- 114.3.1. A full-time Academic Staff member who has served in the University for a Minimum of three consecutive/uninterrupted years is entitled to a research leave for a maximum period of six months with pay provided the applicant has not taken any other academic leave during the 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 research leave.
- 114.3.2. An academic staff member requesting research leave under this Article shall present a specialized program of study or research to improve the scholarly capabilities of the respective Academic Unit. In certain cases, such a leave could be a study leading to a certificate, diploma, or higher degree.
- 114.3.3. Application for research leave shall be submitted by the staff member to the appropriate Head of Academic Unit three months in advance of the start of the leave. The Head shall convene the CAC/SAC/DA and decide on the application of the Academic Staff. The decision of the CAC/SAC/DA shall be sent to the VPAA. The VPAA, in consultation with the ASAC, shall grant the leave unless it is determined that the teaching need of the academic unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.
- 114.3.4. Research leaves provided in this Article shall be granted with full pay and benefits.
- 114.3.5. Research leave may be extended without pay for a period not exceeding six months on the condition that:
- i. The academic Unit confirms that such an extension will not seriously impede its academic or research programs;
 - ii. The staff member concerned produces satisfactory evidence that the leave is necessary to complete the ongoing piece of research, the output of which is expected to enhance knowledge and also improve the teaching and research skills of the individual staff member.

114.4. Sabbatical Leave

- 114.4.1. A full-time Academic staff member holding academic rank who has served the University continuously for a minimum of six uninterrupted years is entitled to sabbatical leave, as of right and with full pay, for a period of a year in accordance with the following conditions:
- 114.4.2. An academic staff member requesting for sabbatical leave under this Article shall present to the respective Academic Unit a program of study or research related to a particular area of specialization for scholarly development.





- 114.4.3. In certain cases, such leave could be for social and personal matters, education and/or training leading to a certificate, diploma or higher degree, consultancy, research, project, employment, community development work, etc.
- 114.4.4. A request for a sabbatical leave cannot be entertained if the person forwarding the request has already past the retirement age as determined by law.
- 114.4.5. An academic staff member who has served as a President/Vice President for at least two years is entitled to a sabbatical leave at the end of four years of uninterrupted service to the University.
- 114.4.6. An academic staff member who has served as Director/Dean/Department Head /Associate dean/coordinator for at least two years is entitled to a sabbatical leave at the end of five years of uninterrupted service to the University.
- 114.4.7. Application for sabbatical leave shall be submitted by the staff member to their respective Academic Unit Head six months in advance of the start of the leave. But such an intention should not necessarily be considered a final application for leave, which should be submitted at least two months before the intended departure.
- 114.4.8. The Head shall convene the CAC/SAC/DA and decide on the application for the Academic Staff. The department shall ensure that the normal function of teaching and research will not be adversely affected by the departure of the staff member in question.
- 114.4.9. The decision of the CAC/SAC/DA shall be sent to the ASAC for final approval unless it is determined that the teaching needs of the academic unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.
- 114.4.10. Academic Staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to their sabbatical leave if they can demonstrate to the satisfaction of their academic unit and the University that returning to full-time duty would seriously prejudice the completion of work on which they had spent the full length of their sabbatical.
- 114.4.11. This additional leave of absence can be granted only if the academic unit determines that teaching activities in the unit would not be compromised and the right of another staff member for leave would not be jeopardized by the granting of the leave. Such a determination should be endorsed by the CAC/SAC/DC. The VPAA, in consultation with ASAC, shall approve the decision of the CAC/SAC/DC before the extension is granted.
- 114.4.12. A beneficiary of a sabbatical leave shall upon completion of the leave, submit a report detailing experiences and/or accomplishments to the respective academic unit. Such a report should be in line with the original proposal for the leave. Failure to do this will be considered a serious breach of duty.
- 114.4.13. Any academic staff having an opportunity for a scholarship would not be prohibited from processing and accessing it.

114.5. Other Leaves

- 114.5.1. An Academic Staff member who has served the University for more than one year shall be granted sick leave with full pay for six months and an additional two months of leave with half





pay in the event of protracted illness within a given year. However, such sick leave should not exceed 16 months in four years. In either case, the leave shall be granted only where the staff member produces proof from a recognized medical institution that such leave is medically required.

- 114.5.2. A University-employed spouse of an Academic Staff member who is on a study leave may be granted leave of absence without pay for a maximum period of one year to be in the company of the latter provided that the study leave is at least two years long and that the University unit for which the spouse works confirms that the granting of such a leave would not cause a serious disruption of its normal functioning. However, such leaves should not contravene with agreements entered with the University.
- 114.5.3. Occasional leaves including those to attend seminars, workshops, symposia, short courses, etc. may be granted with full pay for a period not exceeding a total of 30 calendar days continuously in one semester. If such leaves are required for longer than one month in a semester the following conditions must be met:
- i. The teaching assignment of the Academic Staff can be covered by another staff;
 - ii. The training is relevant to the professional development of the Academic Staff and the capacity building of the University;
 - iii. The Academic Staff is willing to compensate for such leave by taking assignments during the long vacation period;
 - iv. The maximum duration of such leave should not be more than 6 months in one academic year and may not be granted in consecutive years unless the nature of the training program warrants continuity in subsequent years.
 - v. Such leave of absence must be approved and endorsed by CAC/SAC/DAC, and any leave longer than one month at a time should be approved by the VPAA.
- 114.5.4. A full-time Academic Staff may be granted leave without pay for a maximum period of two years without extension provided that the following conditions are fulfilled:
- i. The staff member applying for the unpaid leave of absence had not benefited from a study leave or a sabbatical leave during the three years prior to applying for such a leave.
 - ii. The granting of the leave will not seriously disrupt the normal functioning of academic activities in the academic unit.
 - iii. The period of time for which the Academic Staff member would be on such leave shall not be counted as a period of service to the University.
 - iv. An academic staff member eligible for such leave must have effectively served the University for a minimum of five years altogether.

114.6. Maternity leave

Maternity leaves shall be as per the Ethiopian Civil Servants Proclamation No. 1064/2017.

114.7. Accumulating Leaves

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

114.8. Leave for personal matters





Staff members are entitled to leave for personal matters such as mourning, wedding, examinations and the like for a maximum of seven days within a budget year.

Article 115 : Arrest or Conviction

- 115.1. An Academic Staff member who is arrested, charged with, or convicted of, any criminal offense, save for petty offenses like violation of traffic regulations, etc., shall take all reasonable measures to inform anyone of the respective superiors.
- 115.2. His issues of employment are governed by civil service proclamation and relevant directives.

Article 116 : Working for Other Institutions or Private Interest

- 116.1. An academic staff member shall give full energy and attention, to the best of his ability, to the required duties in the University unless with the endorsement of the head of the academic unit and approval of VPAA, assigns duties for other institutions.
- 116.2. No academic staff member shall undertake any outside activity which may tend to impair his usefulness to the University or conflict with their duties.
- 116.3. No academic staff member shall take up or accept any activities outside prearranged University duties for remuneration which may impede upon University time and without written prior permission of the head of the academic units.
- 116.4. The provisions of this Article, however, shall not be deemed to constitute a bar on an academic staff member from participating in social organizations, civil societies, and professional associations without affecting the University's working time.





CHAPTER TEN: BREACHES OF DUTY AND DISCIPLINARY PROVISIONS

Article 117 : Minor Disciplinary breaches

Breaches of duty and/or violations of disciplinary regulations not specified in Article 114 shall, for the purpose of this Legislation, be deemed non-serious breaches or violations.

Article 118 : Acts Constituting Serious Breach of Duty and/or Violation of Disciplinary Regulations

- 118.1.** The following acts and/or forbearances shall constitute a serious breach of duty and/or violation of disciplinary regulations by an academic staff.
- 118.2.** Despite warning from the dean or the director and/or the department head specifying the conduct disapproved of;
- 118.2.1. Repeated and willful failure, despite warning from heads of academic unit, specifying the conduct disapproved of, to perform any one or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties of an academic staff specified under the provisions of this Legislation;
- 118.2.2. Repeated and willful refusal to perform assigned teaching and/or research function, University or academic unit committee assignments;
- 118.2.3. Continuation of a willful course of conduct, that demonstrates open disloyalty to and disrespect of the University or causes unjustified embarrassment to the University and harm to its programs;
- 118.2.4. Continuation of a willful course of conduct, that demonstrates neglect of duties, breach of professional code of conduct, habitual drunkenness, or similar breaches of social decorum which produce serious embarrassment to the University;
- 118.3.** Negligence by the academic staff during course offerings such as repeated class absenteeism, completing a course in an improper way in much reduced time and missing course portion coverage against the respective curriculum;
- 118.4.** 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 a court of law;
- 118.5.** 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;
- 118.6.** 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;
- 118.7.** Nepotism or vengeance in the administration of examinations, correction of examinations and assignments, and in the determination of grades;
- 118.8.** Use of resources or facilities of the University for personal, political, commercial or religious gain or benefit;
- 118.9.** Harassment, physical or verbal abuse or maliciously defaming or arbitrarily detention of any member of the University; and engaging in academic dishonesty which includes or the





combination of cheating, fabrication, plagiarism, academic negligence, facilitating academic dishonesty, etc.

Article 119 : Types and Classifications of Disciplinary Measures

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

119.1. Measures to be taken for minor disciplinary breaches:

- 119.1.1. Oral warning
- 119.1.2. Written warning
- 119.1.3. Fine up to 15 (fifteen days) salary

119.2. Measures to be taken for serious disciplinary breaches

- 119.2.1. Fine up to three-month salary
- 119.2.2. Withholding the next academic rank or salary increment up to the period of two years
- 119.2.3. Dismissal

Article 120 : Disciplinary Action by a Respective Heads of the Academic Unit

- 120.1.** Notwithstanding any provision to the contrary, the department head, College/School dean or VPAA, on his own or upon the recommendation of ad hoc disciplinary committee, may take measures specified under Article 114.1(a), 114.1 (b) and 114.1(c) respectively of this legislation.
- 120.2.** Any sanctions beyond these shall be referred to the Academic Staff Disciplinary Committee (ASDC).
- 120.3.** An academic staff dissatisfied with the action taken under sub-article 1 of this provision can appeal to the next superior head.
- 120.4.** Appeal against VPAA's decision always shall be submitted to the President, within two weeks of time. 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.

Article 121 : The Ad Hoc Discipline Committee

- 121.1.** The head of the relevant academic unit, depending on the gravity of the alleged disciplinary matter, shall set up an ad hoc discipline committee of three members drawn from the Staff affairs concerned accountable to the respective head of the academic unit for minor disciplinary offenses.
- 121.2.** The ad hoc discipline committee shall be responsible for the hearing and investigation of any minor breach of duty or violation of disciplinary regulations by an academic staff submitted to it.
- 121.3.** Proceedings before the ad hoc discipline committee may be initiated by the department head, an aggrieved academic staff, colleagues, students and/or any other officer of the University who has sufficient and substantiated reasons to believe that an academic staff is responsible for violation of disciplinary regulations.
- 121.4.** Subject to the principles of procedural due process and the relevant provisions of this legislation, the ad hoc committee shall follow the guidelines on rules of procedure of the University.





- 121.5.** A complaint for the initiation of disciplinary proceedings shall be made in writing and shall contain all the allegations that are said to constitute the conduct.
- 121.6.** 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 department head.

Article 122 : Inter-Department/College Disciplinary Proceedings

- 122.1.** Breaches of minor duty or violations of disciplinary regulations that are inter-department 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 dean/director.
- 122.2.** 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 VPAA.
- 122.3.** When there are cross-cutting disciplinary issues that cannot be seen by the College/School ad hoc committee, or in events that the VPAA finds it necessary to scrutinize the findings of the department ad hoc committee or inter-department/college ad hoc committee, the VPAA shall set up an ad-hoc disciplinary committee.
- 122.4.** The provisions of Article 116 above 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.
- 122.5.** On the basis of the recommendation to be made by the inter-department/college ad-hoc committee, the dean/VPAA may take any one of the sanctions specified under the provisions of Articles 114 (1) (a-b) and the VPAA to 114 (2) (a-b) on an academic staff responsible for breaches of duty or violations of disciplinary regulations.
- 122.6.** If the findings of the committee entail the dismissal of the guilty academic staff, the VPAA shall recommend the same to ASDC for further inquiries, which the latter shall send its findings to the President as per the following provisions.

Article 123 : Academic Staff Disciplinary Committee (ASDC)

- 123.1.** At the University level, there shall be established Academic Staff Disciplinary Committee accountable to the VPAA for serious disciplinary offenses. Where it deems necessary, the President of the University may establish ASDC at the college/campus level and delegate its power to VPAA or other lower levels.
- 123.2.** The President of the University appoints 3 members of the ASDC including the chairperson which is a senior Academic Staff. Two other members are to be elected by the general staff meeting of the University from among the full-time staff members for a period of two years. Thus, the ASDC shall have a total of 5(five) voting members and an Academic Program Director as secretary.
- 123.3.** The ASDC shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations by an academic staff submitted to it in accordance with the provisions of sub-article 6 hereof.
- 123.4.** The University shall establish rules of procedures for ASDC in line with the law of the land, this legislation and accepted norms of fairness and equity.





- 123.5.** Initiation of disciplinary proceedings shall be made in writing including the name of the accused, particulars of the offense, the time and place of the offense, list of the evidence and contravened provisions of the law.
- 123.6.** Proceedings before the ASDC may be initiated by:
- 123.6.1. The head of the academic unit where an academic staff is said to have committed a serious breach of duty or violation of disciplinary regulations;
 - 123.6.2. Colleagues, students and/or any other officer of the University who has sufficient and substantiated reasons to believe that an academic staff member is responsible for violation of disciplinary regulations, serious or otherwise.
- 123.7.** The findings of the ASDC and the recommendations of the sanctions to be applied thereon shall be submitted to the VPAA.
- 123.8.** The VPAA upon the recommendation of the ASDC, shall take the sanctions under Article 114(2) above (a-c).

Article 124 : Grievance Handling Procedures

- 124.1.** An academic staff member dissatisfied with the findings and recommendations of the ASDC and action taken by the VPAA may appeal to the President for reconsideration within two weeks of time. 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.
- 124.2.** A complaint of academic staff that could not be resolved through a discussion conducted with the immediate supervisor or with the concerned officer should be addressed through a formal review procedure.
- 124.3.** The objective of the grievance handling procedure is to provide an expeditious remedy for grievances, to rectify mistakes and weaknesses that cause for grievance, to provide equitable and fair treatment to academic staff and thereby promote a smooth academic atmosphere and work relationship.
- 124.4.** The President shall establish a grievance handling committee that conducts grievance inquiries and submits recommendations to the President of the University. The decision of the President shall be final.
- 124.5.** The Grievance Handling Committee shall have the duty to investigate complaints lodged by the academic staff and submit recommendations relating to:
- 124.5.1. Interpretation and implementation of laws and directives;
 - 124.5.2. Protection of rights and duties;
 - 124.5.3. Occupational safety and health;
 - 124.5.4. Placement and promotion;
 - 124.5.5. Performance appraisal;
 - 124.5.6. Undue influence exerted by the superior;
 - 124.5.7. Oral and written disciplinary measures taken under article 93(1a and b) of this legislation; and
 - 124.5.8. Other issues related to conditions of work.





PART FOUR: ACADEMIC RULES AND REGULATIONS

CHAPTER ELEVEN: GENERAL PROVISIONS

Article 125 : Policy Premises

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

Article 126 : Procedures for Program Development and Review

- 126.1.** A needs assessment should be conducted with rigor and strong professional integrity. The needs assessment report should clearly demonstrate that all potential stakeholders have been consulted, market needs and employment demand over a period of time, presence of similar institution/s or organizations producing graduates needed for the market, the graduate profile needed, the skill gaps and competencies filled by launching the new program. The composition of the team designing the curriculum should be determined to include curricular experts besides subject specialists.
- 126.2.** Needs assessment shall be carried out at two levels:
 - 126.2.1. University/high-level need assessments are conducted centrally to understand the general needs and expectations of the stakeholders/society from the University. Information obtained at this level can be used as input for launching, revising and/or closing down of existing programs in the University.
 - 126.2.2. The program level need assessment refers to the investigation of the felt and anticipated needs of the society for the specific program. At this stage, the economic feasibility of the program is checked by preparing a detailed business plan. Depending on the results of program level need assessment and/or business plan the need for initiating a program can be acceptable or unacceptable; in the latter case it can either be modified or dropped.
- 126.3.** Drafting the curriculum involves the following detailed activities:-
 - 126.3.1. Identifying desired learning outcomes expressed as graduate and professional profiles (detailed job and task analyses);
 - 126.3.2. Developing acceptable evidence to assure the desired results are achieved (outcome is obtained);
 - 126.3.3. Developing course list, course distribution over the study period (course profile) and descriptions for each course including learning and assessment strategies;
 - 126.3.4. Maintaining the applied nature of programs in the development of the curriculum by adequately considering the theory practice composition of courses in the program- as directed by the pertinent laws and policies;





- 126.3.5. Working out inputs required (facilities, human resources, etc.); and
- 126.3.6. Determining admission and certification/graduation requirements.

126.4. Review workshop

It is a forum where a completed draft curriculum is presented to internal and external stakeholders for further feedback and enrichment. After the review workshop, the comments shall be incorporated and the final document shall be presented for final approval. The approved program/curriculum shall be sent for accreditation. However, the program can be launched without being delayed by the accreditation process.

- 126.4.1. The needs assessment result and gaps identified have to be presented at the review workshop. The gap has to reflect the graduate profiles or competencies expected from the program.
- 126.4.2. Programs should identify minimum learning competencies against which graduates are assessed at the final/ comprehensive exam.
- 126.4.3. Academic units of the programs may also introduce meantime holistic or comprehensive examinations into the curriculum in which the students must not score less than 50% to continue the program.

126.5. Program Approval

126.6. The program shall be approved by the Senate following the appropriate channel.

126.7. Quality Assurance

126.8. The quality of the program shall be audited by the Educational Quality Enhancement Directorate in accordance with the guidelines set by ETA.

126.9. The closure, merger, and/or splitting of academic programs shall be administered by relevant guidelines issued by the Senate.

Article 127 : Academic Calendar

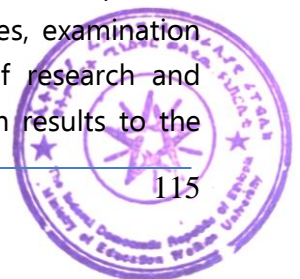
127.1. The minimum standard of an academic year in its regular programs in WKU shall be at least 10 months, divided equally into a two-semester calendar of eighteen weeks (sixteen weeks of classes and/or practical and two weeks of exams) each.

127.2. Continuing and Distance Education Programs (CDEP) shall have two semesters, eighteen weeks each the same as the regular program, and a Kiremt (summer) term of 8-12 weeks. The programs of Medicine and Health Sciences may employ a system of year-based rather than semester-based course offerings as described in the respective curriculum.

127.3. Summer semesters normally begin in the first week of July and end in the second week of September.

127.4. The duration of semesters for special in-service programs shall be determined according to the needs of every such program.

127.5. The Calendar for each year shall be prepared by the University Registrar in consultation with the VPAA and approved by the Senate. The University Calendar, among other things, shall provide admission, readmission and registration; adding and dropping of courses/modules, examination periods, beginning and end of semesters, inter-semester breaks, application of research and teaching material proposals, annual research review, last date for reporting exam results to the





registrar, date of submission of annual research progress reports to the office of the research and development director, instructor evaluation weeks, the regular meetings of the Senate, final thesis submissions and open defense dates, graduation ceremony approval dates, etc.

127.6. The calendar may only be amended by the Senate when the need arises.





CHAPTER TWELVE: ADMISSION AND TRANSFER OF UNDERGRADUATE PROGRAM STUDENTS

Article 128 : General Provisions on Admissions

- 128.1.** Admissions to undergraduate programs of any institution from secondary education shall be based on completion of the same and obtaining the necessary pass marks in the Ethiopian Secondary School Leaving Certificate Examination (ESSLCE). Admissions may also be granted to students completing their secondary education in foreign countries on the basis of equivalent academic achievements that shall be determined by the Ministry.
- 128.2.** Admissions and enrollments to all programs shall be processed through the Academic units, in consultation with the University Registrar, according to policies set for such admissions.
- 128.3.** The minimum number of students to be admitted to programs every year shall be determined by the SEC and shall be communicated to Admission and Placement Committee (APC) for consideration.
- 128.4.** The University in certain circumstances may admit students jointly with other affiliated Universities or institutes. Such admission may be processed at any time of the academic calendar as deemed appropriate. Students may also be admitted to more than one program at the same time. However, criteria for such special admissions to individual programs shall be developed and recommended by CAC/DAC and endorsed by the APC.
- 128.5.** Without prejudice to other provisions of this Article and this legislation and other applicable laws, every College/School shall:
- 128.5.1. Admit to its undergraduate studies, technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry;
- 128.5.2. Admit to its second degree-level graduate studies, candidates who have completed their undergraduate studies with the academic results required by the institution; or, for Doctoral programs, candidates who have second-level degrees and the academic results required by the institution.

Article 129 : Admission Requirements

129.1. Regular Admission

- 129.1.1. Regular admission is processed as per the criteria set by the Ministry of Education.

129.2. Special Admission to a full-time program

- 129.2.1. Special admissions into some programs may be granted to attract potentially resourceful candidates such as mature students. Details shall be worked out by the APC.
- 129.2.2. A student who has successfully finished a set of particular modules that entitles him to a degree may also peruse other related modules and earn another degree continuously. Details guidelines shall be worked out by Academic Standards and Quality Assurance Committee (ASQAC).
- 129.2.3. Private applicants who fulfill admission requirements as regular students and produce evidence of financial support to cover full tuition fees and other expenses may apply for admission into





the regular program and, such admissions should be checked by the APC and approved by the VPAA.

129.2.4. Applicants with a diploma (10+3, TVET-Level-IV or 12+2) for the undergraduate program should have a CGPA of 2.5 and above from an accredited public or private educational institution in the relevant field of study with COC in the field of study he is applying for.

129.2.5. Under any circumstances, private admissions to a regular program shall not exceed 5% of the total students admitted in such a program.

129.2.6. Other special admissions, such as people from disadvantaged areas, physically challenged people, people needing special training, etc may be granted by the University following the laws, regulations and decisions of the MoE.

129.3. Admission Requirements for CDEP

129.3.1. Admission to all full-time and part-time studies for CDEP is processed by the academic unit, in consultation with the University Registrar's office, as per the rules and regulations proposed by APC and approved by the University Senate.

129.3.2. Admission criteria developed approved and issued by MoE may be employed for special admissions of females, mature students and for upgrading programs.

129.3.3. University employees and their dependents can apply and register in the evening and other special programs as per the rules and regulations set by the MoE. The details of the administration shall be governed by special guideline issued by the University.

129.3.4. The minimum number of students to be admitted in a program shall be determined and approved by the Senate based on a viability study conducted by the concerned office.

Article 130 : Choice of Program of Study

130.1. Students shall be provided with a program guidebook of the corresponding academic unit, in the form of orientation or hard copies, before they choose program of study.

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

130.3. Students will be admitted into the programs of their choice on a competitive basis using their grades, ESSLCE, and program-specific entrance exam results as measures.

130.4. There shall be special admissions procedures for disadvantaged sections of the population such as female students, students with disability and students from developing regions as may be specifically prescribed by special laws and directives set by the MoE.

130.5. Academic Units may submit specific entrance requirements such as passes in certain subjects or additional test results and may state if, and what, kinds of physical disabilities prevent students from pursuing studies in their respective disciplines. These requirements need to be developed by the relevant academic units and approved by the APC in advance.

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





- 130.7.** Regular students sponsored by governmental institutions to fill specific vacancies shall be placed in the program that offers the desired study provided that they meet the minimum entrance requirement for the program and they provide letters from their respective offices justifying the need for admission into the desired program. However, such admission depends on the availability of place in the particular program.
- 130.8.** Physically challenged students shall be placed in accordance with the general regulations governing placement, taking into consideration wherever necessary, their specific needs.
- 130.9.** When there are more applicants with the same grade indicating the same level of preference to a program than places therein, applicants with better grades in the specific entrance requirements shall be given priority.
- 130.10.** The academic unit shall notify the relevant heads/deans/directors about placement results and if departments or students have complaints about the results, these should be attended to within one week following the announcement.
- 130.11.** An applicant who believes that there was an error in the placement may report the case to the academic unit and University Registrar for review.
- 130.12.** The Academic unit, through the University Registrar, shall report to the Senate all admissions and placement made in the University.

Article 131 : Major and Supportive Fields of Study

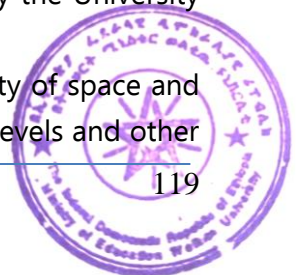
When circumstances require, the University may design major and minor fields of study.

- 131.1.** Bachelor's degree programs may provide students with opportunities for major and/or minor areas of concentration.
- 131.2.** When a program has only a major study, at least 60 % of the courses shall be from the major area.
- 131.3.** Major-minor combinations shall be worked out in ways that enable students to acquire acceptable degrees of specialization in both disciplines.
- 131.4.** When a major-minor combination is designed, major credit shall be a minimum of 60 credit hours and the minor shall be a minimum of 30 credit hours.

Article 132 : Transfer of Students and Course Exemption

132.1. Inter-College and Intra-College Transfer

- 132.1.1. Inter-college and intra-college transfer of students or among students in the university shall not normally be accepted.
- 132.1.2. However, the transfer request of students or among students from one college to another college (inter-college) or from one program to another program within the same college (intra-college) may be accepted and processed if and only if the applicant did select the three preference programs during the placement and is placed in out of his choice as per the placement criteria and satisfying the following conditions:
 - i. Both inter-college and intra-college transfer requests must be processed by the University Registrar within two weeks following the beginning of classes.
 - ii. Both inter-college and intra-college transfers shall depend on the availability of space and facilities in the receiving program and a transfer applicant shall have grade levels and other





minimum requirements that would normally be required of students for enrollment into the program concerned.

- iii. If the transfer is between streams within the same academic unit, the head of the academic unit involved, in consultation with the respective DAC, approves the transfer.
- iv. If the transfer is between academic units within the same college/school, the college/school dean in consultation with the respective academic units approves the transfer.
- v. If the transfer is between academic units of the different colleges/schools, the University Registrar, in consultation with and permission of the heads of the respective academic units, approves the transfer.

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

132.1.4. Academic units may publicize transfer possibilities, if any, within the first week following the day classes are scheduled to begin.

132.2. Inter-University Transfer

132.2.1. Students seeking transfer to the University from other universities shall be done based on the following conditions and principles.

- i. Admission on the basis of inter-university transfer shall be granted in a transparent manner.
- ii. Inter-university transfer applies only between the University and another public higher education institution.
- iii. Transfer applications shall be considered exceptionally and on the basis of availability of space, facilities and provided that the applicant shall not have accumulated more than 50% of the credit hours/ECTS required for program accomplishment in his previous institution at the time of transfer request and must be in good academic standing with a minimum CGPA of 2.00.
- iv. A student can only be transferred to a program that is similar to his enrolment in his previous institution.
- v. The applicant shall have attended at least one semester in his previous institution at the time of transfer request and must be in good academic standing. Students with F, D, or I grades will not be transferred.
- vi. Application for transfer to the University is accepted only if the applicant is free from any disciplinary records in his previous University.
- vii. Transfer may be permitted only when there are convincing reasons such as health problems supported by evidence from hospital boards and legal institutions. That is, students with learning difficulties may be granted a transfer when there is a convincing reason that the student will get a better learning environment as a result of the transfer.
- viii. Application of transfer shall be communicated and directed through VPAA and processed by the University Registrar with the approval and permission of the respective receiving college/school dean and academic head.
- ix. A student dismissed from his previous institution shall not be eligible for transfer.
- x. Exchange of institutions between or among students shall not be allowed.





- xi.** The applicant student shall produce, from the institution of origin, a letter that proves the consent of his institution and one that testifies that the applicant has no academic problem.
- xii.** The applicant has to present a letter of clearance from his previous institution after his transfer is accepted or endorsed.

132.2.2. In case of a decline by the respective office to approve the transfer request, students may appeal to the next higher office in the structure. Detailed guidelines for such transfers shall be set by APC and approved by the Senate.

132.3. Continuing and Distance Education Program

132.3.1. Transfers from one program to another program or from one academic unit to another within CDEP shall be handled as per the provisions made for regular students.

132.3.2. Students in CDEP (evening, weekend, distance and summer) may transfer to regular programs as private students upon approval by the concerned CAC/DAC and endorsed by APC provided they meet the conditions set forth below.

- i.** Transfer to the regular study program is to enable CDEP students to complete studies quicker and will not change their admission classification from CDEP to a regular program and does not entail a waiver of tuition fee.
- ii.** Applicants must have accumulated 75% of the total credits required for graduation while in the CDEP.
- iii.** Outstanding students with a minimum Cumulative Average Number Grade (CANG) of 3.75 and/or students who would complete their studies within one academic year can apply for transfer and selection will be made on a competitive basis. However, such students may not exceed 2% of the total students enrolled in the batch of the program of study.
- iv.** The transfer shall take place within the same programs only.
- v.** Applicants who meet the requirements stated above should fill in forms prepared for this purpose by the Registrar and submit them to the academic unit.
- vi.** Applications shall be submitted before registration in the program, and the transfer should be completed within two weeks after the beginning of classes.
- vii.** Academic unit may accept or reject transfer requests based on the availability of places and facilities on a competitive basis. Such decisions shall be approved by the relevant CAC/DAC and forwarded to the Registrar.
- viii.** The transfer of students in the CDEP program from other public higher education institutions to the University within the same program may be accepted on justifiable reasons (health, change of workplace by the applicant or spouse and other related cases).
- ix.** The transfer of students in the CDEP program from the University to other public higher education institutions within the same program may be allowed at the discretion of the University.
- x.** All transferred students shall pay all fees applicable to CDEP. Under exceptional conditions, such students may be allowed to take courses offered in the evening, weekend, Kiremt





(summer), or regular programs as their situation warrants such an arrangement and when approved by the CAC/DAC.

132.4. Course Exemption

- 132.4.1. Students who have attended equivalent-level accredited higher institution may request for course(s) exemption upon submission of official records to the registrar and a copy to the concerned School/Department.
- 132.4.2. The concerned School/Department carefully examines each previously attended course in terms of its depth, coverage and credit hours before suggesting its corresponding course for exemption.
- 132.4.3. Courses may only be exempted if the student has taken the course in the last five years.
- 132.4.4. A student is expected to attend courses of at least 60% of the total credit requirement of the School/Department in order to earn a Degree from the University.
- 132.4.5. A course attended with one credit hour less may be used as an equivalent substitute for exempting a course (with 1 Cr. Hr. more) as long as the School/Department evaluation of the substitute course is positive.
- 132.4.6. The School/Department submits a list of courses from which the student will be exempted within two months from the date of registration or admission of the student to the Office of the Registrar where endorsement of the exemption list of courses and official notification to the student is made.





CHAPTER THIRTEEN: ACADEMIC ADVISING AND COUNSELING

Article 133 : Academic Advisor

133.1. Objectives of Academic Advising

The objectives of academic advising shall be to:

- 133.1.1. establish one-to-one contact between faculty member and a small group of students by assigning an academic advisor to each student;
- 131.1.1. help understand and recognize individual student's learning needs and goals;
- 131.1.2. promote and facilitate a learning process of a selected group of students; and
- 131.1.3. provide an additional source of help, guidance and support in the academic pursuits of students requiring such support in addition to those provided by the normal channels; and
- 131.1.4. ensure that students are properly progressing in their academic achievements.

133.2. Selection of Advisors

Academic staff shall be assigned the responsibility of academic advising based on the following criteria:

- 133.2.1. Appropriate academic specialization in the respective broad area of study of the students assigned to them.
- 133.2.2. 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.
- 133.2.3. 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 is achieved. Such a number shall in no case exceed 15 students.
- 133.2.4. 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.

133.3. Role of Academic Advisors

Each student shall be assigned to one staff member in his academic unit who serves as his Academic Advisor. The relevant registrar office should provide student records to respective department heads which shall then be given to academic advisors at least two working days before the date of registration. Academic staff assigned as advisors shall assume the following roles and responsibilities:

- 133.3.1. The academic advisor shall start with a group of students, follow their progress and take them all through to their graduation as far as possible.
- 133.3.2. The advisor should examine the status of his students well ahead of time.
- 133.3.3. The advisor shall keep close track of the students assigned to him and is available for consultation and advice on request.
- 133.3.4. An advisor shall identify students with academic problems and recommend tutorial sessions, courses to be repeated, added/dropped, exempted; recommend waiver requests, etc.; and





department/college/school heads should arrange tutorial sessions for courses based on the nature of the courses and previous performance of students.

- 133.3.5. The advisor shall maintain records of each student's performance, and he advises the University's senior administrators if serious problems arise requiring their intervention. All documents relating to a student are maintained in strict confidentiality. Students will also benefit from the guidance and counseling office if their problems are beyond the capacity of their advisors.
- 133.3.6. Whenever there is a change of advisors, there should be a proper handover of students' records.
- 133.3.7. An advisor should interact with their assigned students on a regular basis according to mutually agreed frequency and duration;
- 133.3.8. He should understand the strengths and weaknesses of their group through continuous and regular monitoring of their academic performance;
- 133.3.9. The advisor shall help these students develop personal academic goals or learning plans and facilitate their progress toward their goals;
- 133.3.10. He shall 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;
- 133.3.11. He shall act as a 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;
- 133.3.12. 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;
- 133.3.13. He shall help students wherever they choose minors, electives, and specializations in their areas of study.

133.4. Role of Students

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

- 133.4.1. understand clearly the requirements of the program;
- 133.4.2. contact their academic advisors regularly and take into account the assignments given by their advisors;
- 133.4.3. develop their own personal learning and achievement plans in their course of studies in consultation with their academic advisor;
- 133.4.4. develop mutually satisfactory and productive relationships with developmental plans;
- 133.4.5. keep personal records of targets, plans and specific goals and the outcomes of their meetings with their advisors.

133.5. Roles of Deans and Heads of the Academic Units

- 133.5.1. Heads shall initiate and finalize plans for assigning all the students to appropriate academic members selected as advisors.





- 133.5.2. Heads shall obtain progress reports and action plans from academic advisors 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 an improvement on the earlier process. The decision for improvement shall be recorded.
- 133.5.3. Deans and heads of the academic units shall also organize and plan orientation sessions for students and academic advisors at the beginning of each semester. The objectives of the orientation sessions shall be to:
- i. help create an awareness about the need for academic advising;
 - ii. help clarify the mutual roles and responsibilities of students and staff members; and
 - iii. 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.
- 133.6.** The Senate may issue other relevant guidelines to administer matters in relation to academic advisors.

Article 134 : Guidance and Counseling

- 134.1. A student counseling office shall be established under the Dean of Student Affairs.
- 134.2. The counseling office shall be staffed with counselors including mental health and guidance and counseling professionals employed either on a full-time or on a part-time basis that support needy students and assist the work of the college level counselors' team.
- 134.3. Each college running undergraduate program(s) shall establish an academic councilors team composed of professionals at the college level for students immediately upon their placement in the college.





CHAPTER FOURTEEN: COURSE ADMINISTRATION AND OTHER ACADEMIC RULES

Article 135 : General Provisions on Modular Courses

- 135.1.** Courses may be offered as a modular system.
- 135.2.** While more than one module can be offered in a semester, it is recommended not to stretch a single module more than two semesters. All modules offered by the University shall have leaders/chairs, and be numbered and the system of numbering modules and courses shall be based on national modular curricula harmonization guideline.

Article 136 : Courses in General Module Category

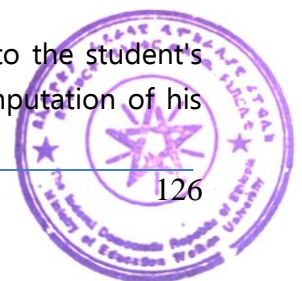
- 136.1.** All students pursuing undergraduate degree programs, diplomas or certificates in the University shall satisfy the general education requirements of this Article.
- 136.2.** General modular category courses consist of courses selected for the purpose of:
- 136.2.1. Enabling students to acquire necessary communication and analytical skills that enhance their capacities to benefit from their specialized training;
 - 136.2.2. Developing sound awareness in students' physical and social environment in which they will live and work.
 - 136.2.3. The number of general modular category courses should depend on the extent of coverage of such courses in the curricula of grade 12 or their foreign equivalents and the minimum requirements approved in the curricula of each program.

Article 137 : Elective Modular Courses

- 137.1.** An Academic unit shall provide its students with opportunities to take a certain number of elective courses/modules.
- 137.2.** The proportion of electives to be taken in the upper and lower divisions should be recommended by the CAC/DAC and approved by ASQAC.

Article 138 : Phased-out Modular Courses

- 138.1.** Students who have taken and passed phased-out modular courses in the University system are not required to take the equivalent new courses upon readmission into the program.
- 138.2.** Students who have scored 'F's in phased-out courses deemed essential for a program of study shall be required to remove their 'F's by taking equivalent courses as decided by the academic council of the department in which they are enrolled.
- 138.3.** If no equivalent courses are found for those phased-out courses, the courses and the results shall be discarded.
- 138.4.** Providing the equivalent course in time shall be the responsibility of the academic units and/or course chairs.
- 138.5.** When a course replaces two other courses with varying credits and an "F" grade is earned in each of such courses, the grade earned in the substitute course shall replace the "F" in both the previous courses; or
- 138.6.** When an "F" grade is earned in only one of the two courses, both grades go into the student's transcript but only the grade earned for the substitute course goes into the computation of his CANG.





138.7. For those phased-out courses that the student has taken and registered pass marks and for which equivalent courses are found the results of those phased-out courses shall be taken into consideration while calculating the students' CANG.

Article 139 : Students Semester Load

139.1. Unless and otherwise student load is stated as year-base in the curriculum and approved by the Senate, the normal student load is assumed semester.

139.2. The normal semester load for regular undergraduate students is 17-19 credit hours or 29-31 ECTS.

139.3. A minimum ECTS or credit hours for full-time regular students shall be 25 ECTS or 15 Cr. Hr. per semester, respectively. The maximum load shall not exceed 35 ECTS or 22 credit hours unless otherwise stated in the course catalog/curriculum.

139.4. A full-time regular student may be allowed to take up to 39 ECTS or 25 credit hours when:

139.4.1. The student is at graduation year after passing all courses taken up to date.

139.4.2. The student secures a CANG or CGPA of 2.5 and above upon completion of an equivalent coursework corresponding to one academic year.

139.4.3. The student wishing to deviate from the requirement, however, should obtain special permission from the head of the department in which he is doing his major work and be approved by the DC.

139.5. The maximum load for part-time students is 16 ECTS or 9 credit hours.

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

139.7. A student in evening and weekend programs may be allowed to take up to 22 ECTS or 15 credit hours when:

139.7.1. The student secures a CANG or CGPA of 2.5 and above upon completion of an equivalent course work corresponding to one academic year;

139.7.2. The student is at graduation year after passing all courses taken up to date.

139.7.3. The student wishing to deviate from the requirement, however, should obtain special permission from the head of the department in which he is doing his major work and be approved by the DC.

139.8. The normal load for evening and weekend students in a Kiremt (summer) program shall be 12 to 14 ECTS or 6 to 8 credit hours per semester.

139.9. The normal load for Kiremt (summer) students in distance with module shall be 12 to 14 ECTS or 6 to 8 credit hours.

139.10. The normal semester load in the continuing Education for Kiremt (summer) students shall be 20 to 25 ECTS or 13 to 15 credit hours.

139.11. For the purpose of determining the academic status of Kiremt (summer) students, one Kiremt (summer) session is counted as a Kiremt (summer) Semester, but three Kiremt (summer) semesters are counted as one regular academic year.





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

Article 140 : Duration of Study and Validity of Modular Courses

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

- 140.1.** The duration of study for undergraduate degrees in regular programs shall be from four to seven years.
- 140.2.** The duration of study for undergraduate degrees in continuing education programs may be five to eight depending on the program.
- 140.3.** The maximum length of time students may stay in such programs may not exceed twice the normal duration of study depending on the program.
- 140.4.** A student who fails to complete any studies within the maximum length of time permitted (sub-articles 1 to 3 of this Article) shall be canceled from that program. However, the student will be certified for the modules or courses successfully finished.
- 140.5.** A student who withdraws for valid reasons shall be granted readmission within five years after the date of withdrawal and failure to apply for readmission within this period of time shall entail dismissal for good.

Article 141 : Credit Requirements

- 141.1.** A credit value is defined as 50 minutes in a lecture or two to three hours of laboratory/ practical or tutorial work guided activity.
- 141.2.** The minimum total credit points for four years bachelor program shall be 240 ECTS or 145 credit hours while the maximum shall be based on a specific program which will add 5-10 ECTS to 240 ECTS.
- 141.3.** The minimum total credit points for five years bachelor program shall be 300 ECTS or 182 credit hours while the maximum shall be based on a specific program which will add 5-10 ECTS to 300 ECTS.
- 141.4.** The minimum total credit points for six years bachelor program shall be 360 ECTS or 218 credit hours while the maximum shall be based on the University specific program which will add 5-10 ECTS to 360 ECTS.
- 141.5.** The minimum total credit points for seven years bachelor program shall be 420 ECTS or 253 credit hours while the maximum shall be based on the University specific program which will add 5-10 ECTS to 420 ECTS.
- 141.6.** The proportion of time (lectures, laboratory works tutorials, home study, etc.) allotted for a particular course/module shall be determined by an academic unit offering that course/module and follow the approval of the CAC/DAC.

Article 142 : Undergraduate Grading System

- 142.1** On a module/course with practical and/or tutorial, a student should score at least 50% on each to pass that course. A student who scored 'F' grade should repeat that course.

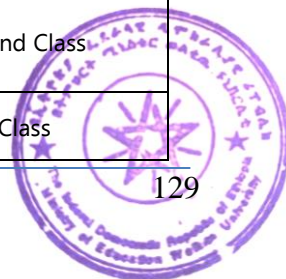




- 142.2** The final grade is obtained based on the sum of continuous assessment and summative assessment (final exam).
- 142.3** Some disciplines such as Medicine can set out their own guidelines for assessment.
- 142.4** Semester Average Number Grade (SANG/SGPA) is determined by dividing grade points earned in semester by the number of credit points in that semester.
- 142.5** The final number grade of a module is obtained based on the sum of the number grades of independent courses with its weight given for each course in that module.
- 142.6** In cases where a student does not have full examination records, the instructor shall record "NG" for No Grade. All "NG"s shall be changed to one of the following.
 - 142.6.1. To an "I" (incomplete) by the CAC/DAC in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/course. When there is no valid reason, the "I" grade will be changed to "F" within two weeks after the beginning of the semester.
OR
 - 142.6.2. To a "W" (withdrawn) by the Registrar for a student who has formally withdrawn from the program within eight weeks (50% of the semester duration) after the beginning of the semester.
OR
 - 142.6.3. To a "DO" (dropout) by the Registrar for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the University and the time limit specified in the provisions of sub-article 6 hereof or has not produced evidence justifying a failure to sit for the exam(s).
- 142.3.** "W", "DO" and "I" shall not play any part in the computation of the semester grade point average.
- 142.4.** A student who obtains a "DO" for a course or courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by the University to the appropriate CAC/DAC within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic "F" grade.
- 142.5.** If a student repeats a course, the initial credit hour and grade shall appear on the transcript, but be ignored in calculating the semester grade point average.

Table 2: Minimum Grading Scale and Letter Grade System

Raw Mark Interval- [100 %]	Corresponding Letter Grade	Corresponding Fixed Number Grade	Status Description	Class Description
[90,100]	A ⁺	4.00	Excellent	First class with Great distinction
[85, 90)	A	4.00		
[80, 85)	A ⁻	3.75		
[75, 80)	B ⁺	3.50	Very Good	First class with Distinction
[70, 75)	B	3.00		
[65, 70)	B ⁻	2.75	Good	Second Class
[60, 65)	C ⁺	2.50		
[50, 60)	C	2.00	Satisfactory	Low Class
[45, 50)	C ⁻	1.75	Unsatisfactory	
[40, 45)	D	1.00	Very Poor	





< 40	F	0.00	Fail	Lowest Class
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142.6. Description of the Grading System

- 142.6.1. (SGPA/SANG) whether or not there is a change in the grade i.e. only, the new grade and credit hour will be considered in determining the status.
- 142.6.2. All required non-credit work shall be recorded with a grade of "P" (Pass) and "F" (Failure), but neither shall be included in the computation of the SGPA/SANG.
- 142.6.3. A double asterisk (**) shall be entered in place of a letter grade in those rare cases where a course is in progress and no work has been completed to give the instructor a basis for giving a grade.
- 142.6.4. A student shall be said to have done a module/course upon completion of such module/course and when he is graded according to the grading scale and letter grade system indicated in the following Table 2.
- 142.6.5. A student who scored 'C-' and/or "D" in a course/s can pass to the next semester if he has pass mark in SGPA/CGPA/CANG.
- 142.6.6. If the 'C-' and/or "D" grade is for a Module or for a course as a module, he must re-sit for another exam with self-study to remove 'C-' and/or "D" when module status determination is required.
- 142.6.7. A student with a good stand can pass to the next semester and even graduate if he scores "D" and or "C-" in any course under the module. Nevertheless, if the student is not in good standing, he should re-sit an exam within two weeks after the beginning of the semester with self-study.
- 142.6.8. A student who scored "F" in a course/module must repeat the course/module for a maximum of two times. After that, if he repeats F grade, the student can request for course change/replacement or waiver as course allergic.
- 142.6.9. The final grade of any repeated course shall be maintained regardless of the initial one.
- 142.6.10. Notwithstanding the grading system indicated in Table 2 under sub-Article 10 of this Article, the School of Medicine may follow its own grading system that shall be approved by the CAC of MHS.

Article 143 : Semester Academic Achievements

- 143.1.** At the end of each semester, the academic unit will examine the status of all students who are registered for the particular semester.
- 143.2.** One semester in the regular program is equivalent to two semesters in the evening and/or weekend program. The academic status of evening and/or weekend students is, therefore, determined every other semester.
- 143.3.** For *Kiremt* (summer) programs, the academic status of the students shall be determined for a minimum of 25 ECTS points/15 credit hours.
- 143.4.** Grade reports should be issued to applicants for semesters to which the status is determined by the CAC/DAC.





143.5. The academic status of part-time students is determined for a minimum of 25 ECTS points/15 credit hours, starting from the first admission date of the students.

Article 144 : Academic Standing of Undergraduate Students

A cut-off SANG/SGPA and/or a CANG/CGPA for status determination of all students shall be as follows:

144.1. Modular Courses

- 144.1.1. A first-year student whose first-semester SANG is ≤ 1.75 can pass to the second semester.
- 144.1.2. A student who earned a 2.00 (C) grade or above in all courses of a semester shall be in good standing.
- 144.1.3. A student cannot register a course for more than three times in any way. In case the student scores F three times, Article 116 sub-article 14 will apply.
- 144.1.4. Any re-admitted student can repeat courses he scored "F", "D" and or "C-"
- 144.1.5. Any consecutive warning leads to Academic Dismissal.

144.2. First Year Students

- 144.2.1. A student who, at the end of the first semester, receives an SGPA/SANG of less than 1.50 shall be dismissed for academic reasons.
- 144.2.2. A student, who, at the end of the first semester, scores a semester grade point average (SGPA/SANG) of 1.50 up to 1.74 both inclusive, shall be warned.
- 144.2.3. A student, who, at the end of the first semester, scores a semester grade point average (SGPA/SANG) of 1.00 up to 1.49 both inclusive, shall be readmitted.
- 144.2.4. If a student, who has been put on warning during the first semester, fails to maintain an SGPA/SANG of 1.75 or a CGPA/CANG of 2.00 during the second semester of the first academic year, he is subject to dismissal unless otherwise put on probation at the discretion of the academic commission.
- 144.2.5. A student, who, at the end of the second semester, receives either an SGPA/SANG of less than 1.75 or a CGPA/CANG of less than 2.00 shall be warned.
- 144.2.6. If the student's SGPA/SANG is less than 1.75 and his CGPA/CANG is less than 2.00, the student is subject to dismissal.
- 144.2.7. If a student fails to achieve a SGPA/SANG of 1.00 in any semester, he is subject to dismissal.

144.3. Second and Higher Class Year Students

- 144.3.1. A student, who fails to achieve either SGPA/SANG of at least 1.75 and/or a CGPA/CANG of at least 2.00 at any semester, shall be warned by his dean. However, a student who fails to achieve a SGPA/SANG of 1.00 in any semester is subject to dismissal.
- 144.3.2. A student, who for a second consecutive semester scores either an SGPA of less than 1.75 or fails to maintain a CGPA/CANG of 2.00, is subject to dismissal unless put on probation. A student who is subject to dismissal cannot claim probation as a matter of right.

144.4. Discretionary probation

- 144.4.1. The function of discretionary probation, which can only be granted by the respective academic unit, is to allow students who fall below the required academic standards to continue their studies. The decision to permit a student to continue his studies on



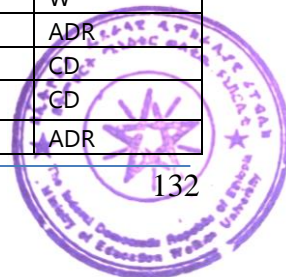


discretionary probation is based on individual consideration of his case and a conclusion that, in view of all the relevant circumstances, there prevails a reason to believe that the student can raise himself academically to the required level of achievement.

- 144.4.2. At the end of the semester, each academic unit, pursuant to procedures fixed by its CAC/DAC, will examine the case of each student who is subject to dismissal due to academic deficiency. The inquiry will attempt to determine why the student failed and whether there is reason to believe that he will meet the required academic standards within the remaining study period of the student. As a result of this inquiry, students may be placed on probation if it is determined by the respective CAC/DAC that:
- i. Valid reasons exist to explain their low academic performance;
 - ii. Those causes for their academic deficiencies can be removed;
 - iii. The students can attain the required academic standard during the same semester in which they have been put on probation.
- 144.4.3. The CAC/DAC of a particular academic unit may attach certain conditions to grant probation, which must be met if the students are to remain enrolled.
- 144.4.4. When students are placed on probation, the head of the academic unit will notify them of their status, what is expected of them in their academic performances, and what will be the consequences of the failure to meet these requirements in the future.
- 144.4.5. Even so, a student shall be dismissed after being placed on warning for one semester and on probation for another consecutive semester if he does not emerge from probation by attaining a CANG/CGPA of 2.00.

144.5. Grading system for Extension undergraduate program students

Year /Batch	Semester	SGPA/SANG	CGPA/CANG	Immediate Previous Status	Is there an previous ADR/PRO	Final Status	
1	I	ANY	ANY	ANY	ANY	ND	
	II	ANY	ANY	ANY	ANY	ND	
	III (Summer)			[2.0,4.00]	-	-	P
				[1.75,2.00]	-	-	W
					ADR	Yes	CD
				[1.5,1.75)	-	-	ADR /PRO
					ADR	YES	CD
		[0.00,1.5)	-	-	CD		
				ADR	Yes	CD	
>=2	I	ANY	ANY	ANY	ANY	ND	
	II	ANY	ANY	ANY	ANY	ND	
	III(Summer)	[1.75,4.00]		[2.00,4.00]	Any	Any	P
				[1.75,2.00]	P	Any	W
					W	NO	ADR
						YES	CD
				ADR /PRO	Any	CD	
				[0.00,1.75)	Any	Any	CD
		[1.00,1.75)		[2.00,4.00]	P	Any	Any
	W					NO	ADR
						YES	CD
				ADR /PRO	Any	CD	
			[1.75,2.00)	P/W	NO	ADR	





				YES	CD
			ADR /PRO	Any	CD
		[0.00,1.75)	Any	Any	CD
		[0.00,1.00)	[0.00,4.00]	Any	Any

144.6. Grading system for *Kiremit* (Summer) undergraduate program students

Year /Batch	Semester	SGPA/SANG	CGPA/CANG	Immediate Previous Status	Is there any previous DR /PRO	Final Status	
1	Summer (Kiremit)	ANY	ANY	ANY	ANY	ND	
	Winter (Bega)		[2.00,4.00]	-	-	P	
			[1.75,2.00)	-	-	W	
				ADR	Yes	CD	
			[1.50,1.75)	-	-	ADR /PRO	
				ADR	YES	CD	
	[0.00,1.50)	-	-	CD			
			ADR	Yes	CD		
>=2	Summer (Kiremit)	ANY	ANY	ANY	ANY	ND	
	Winter (Bega)	[1.75,4.00]	[2.0,4.0]	Any	Any	P	
			[1.75,2.00)	P	Any	W	
				W	NO	ADR	
				ADR /PRO	YES	CD	
				ADR /PRO	Any	CD	
		[0.00,1.75)	Any	Any	Any	CD	
		[1.00,1.75)	[2.00,4.00]	P	Any	Any	W
				W	NO	ADR	
				ADR /PRO	YES	CD	
				ADR /PRO	Any	CD	
					ADR /PRO	Any	CD
		[1.75,2.00)	P/W	NO	ADR		
				YES	CD		
	ADR /PRO	Any	CD				
[0.00,1.75)	Any	Any	Any	CD			
[0.00,1.00)	[0.00,4.00]	Any	Any	Any	CD		

Article 145 : Class Attendance

145.1. A student is required to attend all lectures, seminars, tutorial classes, laboratory and practical sessions as well as fieldworks of courses, except for courses in which earning credits through examination alone is accepted.

145.2. Except for extenuating circumstances, students are required to maintain a minimum of 80% attendance to earn credit in the given course. However:

145.2.1. Some programs may demand 100% attendance where such full attendance is academically indispensable; and





145.2.2. Academic units may not allow the 20% non-attendance provision for certain portions of a course, such as laboratory or field experiences judged academically indispensable for the student.

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

145.3.1. If a student's IA is proven to have been for valid reasons, course registration will be canceled and the student shall be permitted to retake the course.

145.3.2. If a student's IA was due to reasons that were not valid, the IA grade shall be changed to an "F" at the end of the sixth week of the next enrolment in the program.

145.4. The course instructor shall arrange make-up classes, in consultation with and approval of the head of the department unit and students for all classes missed due to his involvement in fieldwork, seminar, workshop or any other justified reasons. However, such make-up classes should not exceed 20% of the course unless approved by the college dean and/or VPAA.

Article 146 : Registration, Adding and Dropping of Courses

146.1. Students shall register for courses using formal procedures of the Registrar Office during registration days.

146.2. A student can also add and/or drop course during the add and drop period of the Academic Calendar in consultation with the department head or academic advisor.

146.3. Students can only claim course grade records for courses they register officially through the Registrar Office as per provisions of sub-articles 1.





CHAPTER FIFTEEN: ASSESSMENT AND EVALUATION

Article 147 : General Provision of Examination

- 147.1.** Without prejudice to the provisions of special assessment policy legislations issued by the Senate, continuous assessment in the form of quizzes, tests, mid-exams, reports, assignments, presentations, etc. shall count for not less than 50% of the total module/course mark. The remaining 50% shall be allotted for a final exam at the end of the module/course. However, when the nature of some disciplines such as in the case of the field of Medicine, the concerned academic unit can set out its own general guidelines of assessment.
- 147.2.** Examinations may be written, practical, oral, etc. depending on the nature of the course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be kept by the instructor(s).
- 147.3.** The number, type and schedule of exams or tests in a course are determined by the modular/course team but shall be stated on the course outline/syllabus to be issued to students at the beginning of the course.
- 147.4.** A course outline/syllabus shall include information on the distribution of points/marks among various types of exams and other works in percentage terms. Besides, assessment plans indicating methods, weight, type and time of assessment should be prepared for every course/module so that students are informed of the nature of the assessment. A copy of the course outline and assessment plan shall be submitted to the academic units at the beginning of each module/course.
- 147.5.** Copies of all exams, tests and quizzes, along with their answer keys and marking schemes, which go into the determination of a student's final grade in a course, shall be kept with the respective academic unit within three days following the administration of the exams.
- 147.6.** All corrected exams, tests and quiz papers, along with their answer keys shall be kept with the academic unit at least for a year. However, corrected assessment papers shall be deposited with the respective academic unit within three days following the submission of the final grade.
- 147.7.** In those cases where a course is taught by the same instructor to more than one section of students in the same program, examinations shall be of the same form and content. The same scheme of grading shall also be employed.
- 147.8.** A common examination paper shall be prepared in cases where more than one instructor teaches a course with the same title and ECTS/credit hour to one or more sections.
- 147.9.** Where common examination(s) have to be given for a course(s) taught by more than one module/course instructor, the academic unit that offers the course(s) shall ensure that all instructors involved in the teaching of the course have reached an agreement on the content of the exam(s). The academic unit that offers such courses shall work out procedures by which reviews of exam questions for such courses will be carried out by a full panel of instructors involved in the teaching of the courses. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such courses.
- 147.10.** Where common exams are given or, where more than one instructor teaches a course, a panel of instructors shall work out a marking scheme and a copy shall be submitted to the academic unit before the completion of marking.

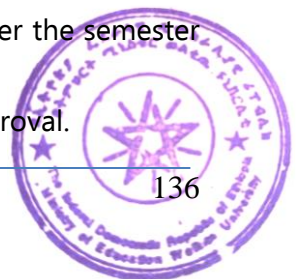




- 147.11. Examination papers prepared by the instructor or a panel of instructors shall be submitted to the ASQAC of the concerned department for review and endorsement.
- 147.12. Final grades shall be submitted by the instructor to the Registrar and with a copy to the head of the academic unit on a duly signed official grade report form and through the student information management system or any other platform which is officially accepted by the University. Grade submissions should be done within the deadline set in the annual calendar.
- 147.13. A copy of grade report sheets for all courses shall be kept in the academic unit.
- 147.14. An official grade report form shall be filled out only by the instructor(s) who had taught the course, set or participated in the setting of the exam questions and marked the exam papers.
- 147.15. When, for reasons beyond control, the provisions of sub-article 13 cannot be met, the setting of examinations and the marking of exam papers shall be carried out by a qualified member of staff designated by the academic unit head.
- 147.16. In those cases where the head of the academic unit had to designate someone other than the instructor who had taught the course to either set or mark the examination, the Head shall forthwith present the case to the CAC/DAC for endorsement.
- 147.17. The course instructor shall allow students to see their corrected exam papers before the submission of the final grade to the registrar and the academic unit.
- 147.18. The course instructor shall give feedback after each assessment to students accordingly.
- 147.19. Official grade report forms shall be prepared by the registrar and shall carry all the names and ID numbers of students who have been on the official class list for the course.
- 147.20. Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
- 147.21. Grades shall officially be announced to students by the registrar by means of an officially sealed semester grade report.
- 147.22. The academic unit must make sure that instructors on leave have submitted the grades of students in their hands before departure.

Article 148 : Periodic and Exit Examination

- 148.1. Without prejudice to the requirement of continuous assessment, students shall sit for periodic/holistic and/or exit exams to be administered by the respective academic units of the University.
- 148.2. Students shall be registered for exit exams upon successful completion of all the modules/courses that may be required by the program.
- 148.3. Students shall sit for a final exam to be administered for each module/course.
- 148.4. Students shall be registered for exit exams upon successful completion of all the modules/courses that may be required by the program.
- 148.5. Exit exams, if any, shall be identified with module/course title and code.
- 148.6. The grade point of an exit exam should not be included in the computation of either the semester or cumulative status of a student.
- 148.7. Having a passing mark in the exit exam shall be the requirement for graduation approval.





- 148.8.** 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. However, the pass mark for exit exams administered nationally shall be determined by MoE and/or concerned bodies to qualify for graduation.
- 148.9.** An exit exam administered by the University level, if any, shall be given at most twice a year for graduating students, and the period shall be indicated in the academic calendar.
- 148.10.** A detailed guideline including the registration fee regarding exit exam administration shall be set by ASQAC.

Article 149 : Administration of Examinations

- 149.1.** The number of candidates sitting for an examination in every exam hall shall be prepared in advance of the examination by the module/course team leader or delegate and shall be handed over to the invigilators for purposes of checking attendance in the exam.
- 149.2.** No student may be admitted into an exam hall 15 minutes after the beginning of the examination. However, all examinations must start on time and no corrections and other announcements made for students at the beginning of the exam shall be repeated.
- 149.3.** No student may be allowed to leave an exam hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.
- 149.4.** In the event that a student is forced to leave an exam hall for health reasons, and in so far as the student is in a conscious and sound state of mind, the invigilator in attendance shall inform the student of the fact that certification from any legally established public medical institutions has to be obtained expeditiously to substantiate the claim of sickness or illness.
- 149.5.** 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 head of the department/school that offers the module/course.

Article 150 : Violations of Examination Regulations

- 150.1.** Any one of the following shall be interpreted as an act of cheating in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and for the determination of academic status of students.
- 150.1.1. Found in possession and/or copying from pieces of paper, devices or any other source of information brought into an exam hall where such material is not specifically permitted.
- 150.1.2. Working on or being found in possession of exam papers other than one's own.
- 150.1.3. Exchanging information in the exam hall through oral, symbolic, written, and electronic or (holding electronic devices) any other means where these are not specifically permitted.
- 150.1.4. 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.
- 150.1.5. Sitting on an examination in a course for which one has not been registered.
- 150.1.6. Taking an examination by proxy, i.e. through a secondary party.





- 150.1.7. Submitting a work or works for which it can clearly be established that the work or part of it is not produced by the student claiming authorship or production.
 - 150.1.8. Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.
 - 150.1.9. Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
 - 150.1.10. Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- 150.2.** Any one of the following shall be interpreted as an intention to cheat in an exam or in any other graded exercise and shall have direct consequences on the marking and grading of all kinds of examination papers, term papers, projects or senior essays and for the determination of the academic status of students.
- 150.2.1. Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted.
 - 150.2.2. Evading the signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.
- 150.3.** An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his behavior will be reported. The invigilator shall also make as detailed and complete notes of the incident(s) as possible in preparation for this reporting. The invigilator shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors, etc.). In case a student is found in possession of a prohibited valuable device, the invigilator shall return it back to the student upon the completion of the exam and after taking necessary evidence(s).
- 150.4.** Where the act or intent of cheating has been committed in an exam hall, the instructor or the invigilator shall sign on the exam paper (shall take his/her own other records for online exam) and allow the student to continue to work on the exam and report the case to the concerned academic unit unless the act of the student is such as to disrupt the taking of the exam by the rest examinees.
- 150.5.** Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the exam but shall be told that the behavior will be reported. The invigilator shall collect all pieces of evidence on intent to cheat in preparation for reporting.
- 150.6.** All pieces of evidence on cheating or attempted cheating and reports in justification of decisions made by the invigilators on the spot shall forthwith be submitted to the academic unit head in which the student is enrolled.





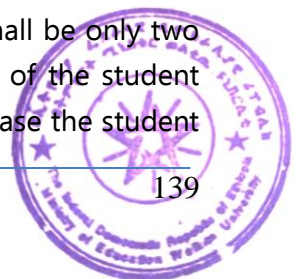
- 150.7.** The Head of the academic unit shall present the case to the DAC which shall determine if there had indeed been a clear case of cheating or of intended cheating. The DAC has the authority to seek additional evidence to reach a decision, including one requiring the candidate involved in the act of violation to testify.
- 150.8.** In the event that the DAC finds a clear case of cheating, it shall decide and inform the instructor of the course that the student obtains an "F" grade for the course/module.
- 150.9.** Where the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the academic unit head shall warn the student in writing and publicize the case within the campus. For other disciplinary measures, the case shall be forwarded to the Students' Discipline Committee.
- 150.10.** Notwithstanding the provisions of disciplinary provisions contained in disciplinary directives issued by the Ministry of Education, a student who has been reported for cheating for the second time shall be suspended for at least one academic year by the CAC/DAC on the recommendation of the discipline committee. Any student who commits such an offense for the third time while enrolled in a program shall be dismissed indefinitely. Dismissal shall be recommended by the discipline committee and approved by the CAC and the VPAA.
- 150.11.** Where a cheating incident or intent to cheat involves more than one student, the following procedure shall be followed:
- 150.11.1. If all students happen to be enrolled in the course in which the incident has occurred, they shall all be penalized in the same way and equally;
- 150.11.2. If any one of the students happens not to be enrolled in the course but happens to be a student of another year in the same academic unit or any other unit of the University system, that student's case shall be referred directly to the head of the academic unit or VPAA and the foregoing provisions shall apply.

Article 151 : Remarkings of Examinations and its Procedures

151.1. General Provisions for Remarkings

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

- 151.1.1. The petition shall be formally submitted to the head of the academic unit within the time frame set in the Academic Calendar which in no case is less than five working days. However, where the student's complaint is not about the way the exam paper was marked and the grade given, but a simple arithmetic error or mistake occurred during the feeding of the grade into the system, the student before applying to the head of the academic unit may discuss with the course instructor so that the mistake can be corrected. If the course instructor confirms that there is a mistake, he shall request the head of the academic unit to remark the grade by signing the grade change form and submitting all relevant evidence.
- 151.1.2. The maximum number of courses that the student can apply for remarking shall be only two at any one time. However, if the remarking result proved that the complaint of the student was correct, the remarking shall not be counted against the student in which case the student





may apply for additional remarking as the case may be even after the time frame set in the Academic Calendar.

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

151.2. Re-marking Procedure

151.2.1. Each academic unit shall be in possession of the standard application form to be filled out by students who petition for re-marking. Such forms shall require the student to specify the reasons for disputing the earned grade.

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

151.2.3. If it is decided that a student's examination shall be re-marked, the Head academic unit shall:

- i. Obtain all relevant exam papers and grade distribution scales employed by the instructor;
- ii. Obtain the answer sheets or papers written by the petitioning and other students in the section to which the student belongs.

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

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

151.2.6. The module/course team leaders submit the final result to the head in three copies. The head then:

- i. Signs and sends the hard and soft copy to the office of the Registrar;
- ii. Signs and sends one copy to the Head of the academic unit concerned; and
- iii. Signs and sends one copy to the course instructor.

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

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

Article 152 : Make-up Examinations

152.1. Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for an examination for justifiable reasons, such as hospitalization





or accident, and therefore has an "I" (incomplete) grade against a course may be allowed to sit for a make-up examination in the course.

- 152.2.** Any such student, or a person representing the student, shall submit in writing valid and documented reasons for not having sat for the examination to the head of the academic unit within two weeks after the start of the subsequent semester.
- 152.3.** If the makeup examination is pertinent to the continuous assessment part of the course, the case of the student can be decided by the instructor of the course and the head before the final examination.
- 152.4.** Where the CAC and DAC find that the student did not have valid reasons for not sitting for the final examination, the "I" grade on the student's record shall be changed automatically to "F", SANG/SGPA shall be calculated and the status of the student shall be determined accordingly.
- 152.5.** An actively enrolled non-graduating student who is allowed to sit for a make-up examination shall normally register for the examination within two weeks at the beginning of the subsequent semester. A non-graduating student who is not actively enrolled but allowed to sit for a make-up examination shall apply and register for the examination at least one month (the dates to be announced by the Registrar) before the final examination of the course is scheduled to be administered.
- 152.6.** A graduating student within the final semester who fails to sit for final examinations in one or more courses for valid reasons shall be allowed to sit for a make-up examination within three weeks of the following regular semester. However, if such a student is in the first semester of the final year, shall be allowed to sit for make-up examinations in a maximum of two courses within three weeks of the following semester.
- 152.7.** 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 studies in subsequent semesters if the student is in good academic standing. For such a student, average points shall be calculated and academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered. Such a student shall also apply and sit for a make-up examination as stipulated in the provisions mentioned above.
- 152.8.** A student who has less than three "I" grades but is not in good academic standing is subject to withdrawal and may apply for readmission and/or be treated as in sub-article 6 of this article.
- 152.9.** Notwithstanding sub-article 8 of this Article, a student who has three or more "I" grades in a semester and is allowed to sit for a make-up examination shall, irrespective of academic status, withdraw from the University for academic reasons and apply for a make-up exam as stipulated in sub-article 6. No SANG/SGPA shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.
- 152.10.** Any "I" grade not removed within a year as per the provisions of this Article shall be converted to "F" grade.





Article 153 : Repeating Courses

- 153.1.** A student who obtains an "F" grade in a course shall, in consultation with his academic advisor, repeat the course whenever it is offered until the "F" grade is removed. However, if the student does not remove an "F" grade after repeating twice and if such a course is not a major course the DAC shall recommend an equivalent course.
- 153.2.** A student who has been allowed to repeat a course based on an original "D" or "C-" grade cannot repeat the course more than twice unless it is required to remove the student's academic deficiency for graduation.
- 153.3.** If a student repeating a course based on an original grade of "F" or "D" grade, scores an "F", the last "F" grade shall be final unless the student is allowed to take the course again. The previous grade of repeated courses should be shown as canceled on the transcript to indicate that the course has been repeated; and the new grade shall be included in the computation of the SANG/SGPA in the new reporting period.
- 153.4.** Students repeating courses must register for the course and carry out all academic activities pertaining to the course.
- 153.5.** No course is repeated for the purpose of raising CGPA.
- 153.6.** A student, who fails to graduate due to CGPA/ CANG less than 2.00 but above the required CGPA of 1.85 for three years and 1.92 for five-year degree students may, with the permission of the concerned Academic Council, be allowed to register and repeat the course(s) in which he/she scored a "D"/"C-"grade. However, such repetition of courses should not be more than once for students, who are previously readmitted and two times for those non-readmitted students. In such a case, the student shall pay all fees for the repeated semester(s).

Article 154 : Re-admissions

154.1. Withdrawal

- 154.1.1. Candidates in good academic standing wishing to discontinue their studies must fill in an official withdrawal form (in three copies).
- 154.1.2. 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.
- 154.1.3. A candidate may be readmitted only when the withdrawal is affected because of one of the following:
- i. If the candidate cannot pursue his study because of medical reasons ascertained by a valid certificate; or
 - ii. If the University is unable to carry out the relevant graduate program and advises the candidate accordingly; or
 - iii. If the candidate is unable to continue due to force majeure other than those outlined above.





- 154.1.4. A candidate in good academic standing who discontinues studies with good reason may apply for readmission through the academic unit into the discontinued semester.
- 154.1.5. A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.

154.2. Readmission

- 154.2.1. Without prejudice to the provisions of sub-articles 2 and 3 hereof, all re-admissions shall be processed in accordance with the procedures laid down by the Senate.
- 154.2.2. Re-admission of students in good academic standing.

- i. A student who, for reasons beyond control, discontinues studies may apply for re-admission into the same program for any number of times provided that the maximum duration of stay in the program, counted from the date of first enrolment, has not expired or will not have expired before completion of the program following re-admission. Such readmission shall be to the same semester that the student discontinued studies. However, a student who has 80% attendance shall be readmitted before two weeks to the final exam.
- ii. Notwithstanding the provisions of sub-article 2(a) of this article, re-admission of students in good academic standing is subject to availability of facilities and necessary budgetary allocations.
- iii. In those cases where there have been curricular changes in a program, the academic unit may require the readmitted student to take new courses that have replaced those courses in the prior curriculum. However, where there is an equivalent course such a course shall be taken by the student.
- iv. Upon re-admission of a student in good standing, the academic unit shall supply a list of courses from which the student will be exempted and of new courses substituting phased-out courses to be taken.

- 154.2.3. Re-admission of academically dismissed students. A student may be readmitted after dismissal provided all of the following are fulfilled:

- i. The dismissal was not due to acts of violation that resulted in his termination from the University;
- ii. The student may apply for re-admission at least after one semester following withdrawal from the University except for CDEP students who may apply for readmission at any time. However, a student may be re-admitted in a semester when there are more courses the student is eligible to register for.
- iii. Space is available in the program and there exists a likelihood that the student will raise their grade point to the required level after removing any deficiencies which should not take more than one year;
- iv. The maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining courses of study.





- 154.2.4. A dismissed regular student, who is re-admitted and allowed to repeat a course or courses in a given semester, may be dismissed indefinitely, for not attaining good academic standing upon determination of status. However, such students may be admitted as new students into the CDEP as per the rules and regulations of CDEP.
- 154.2.5. A cut-off SANG/SGPA and/or a CANG/CGPA for readmission of an academically dismissed student shall be as follows:
 - i. A first-year student, dismissed at the end of the first semester with a SGPA of not less than 1.00 shall be readmitted.
 - ii. A first-year student dismissed at the end of the second semester with a CGPA of not less than 1.75 shall be readmitted.
 - iii. A second-year and above student dismissed at any semester with a CGPA of not less than 1.75 shall be readmitted.
 - iv. Any readmitted student repeats courses in which the student scored "C-", "D" or "F" grades with the approval of the student's Department Head.

Article 155 : Re-examinations

155.1. Re-examinations shall be allowed for

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

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

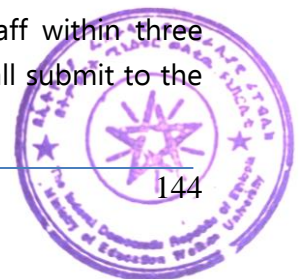
- 155.2.1. The courses are those that the student had taken during the foregoing semesters of the program;
- 155.2.2. The maximum number of courses shall be two for a graduating student and a maximum of four for a student described under sub-article 1(a) above; and
- 155.2.3. The student's CGPA must be such that when an input of a minimum "C" grade on the course is made as a result of the re-examination, the student qualifies for graduation or promotion.
 - i. During the student's tenure at the University, a student can sit for re-examination only twice in the same course and as per 1(a) and 1(b) of this article.
 - ii. Any time during a study program.

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

155.4. The grade obtained for re-exam shall be recorded for the subject.

155.5. Time and Administration

- 155.5.1. Such re-examinations shall be administered at any time within three weeks after the commencement of the subsequent semester.
- 155.5.2. The Academic Unit Head, on behalf of the DAC, shall determine and notify re-examinees, and set and announce dates of re-examinations to students and Academic Staff within three weeks after the beginning of the semester. The course/module instructor shall submit to the Registrar the grades of students within two days of the examination dates.





Article 156 : Small Academic Deficiencies at the Completion of a Study Program

156.1. Conditions:

- 156.1.1. The student has taken all the courses in the designated study program and has completed the program of study unsatisfactorily.
- 156.1.2. The student has exhausted all entitlements (readmission, repeating of courses, re-examination, etc.).
- 156.1.3. The DAC has examined the academic files and proved beyond doubt that if the student is given this last chance and scores a minimum of "C" in each of the courses the student is allowed to repeat, the student can fulfill the requirements for graduation.

156.2. A student who meets the above conditions (1a to 1c) at the end of a study program, and has a CGPA of 1.95 shall be allowed, as a privilege, to raise CGPA to > 2.00 to graduate by repeating a maximum of four courses (an equivalent of 18 ECTS) over two semesters.

Article 157 : Course Waiver

- 157.1.** Where peculiar hardship and unique reasons exist, the student can present a course waiver request to the department. The department head shall direct the issue to the respective ASQAC for scrutiny and interim decision then the waiver of course requirements for a particular student be permitted by the DC.
- 157.2.** The request shall finally be approved by the CAC. The DC, in recommending a waiver of the course requirements for a particular student, shall provide adequate justifications demonstrating the existence of peculiar hardship and unique reasons. Such waiver cannot at all be allowed for major area course(s) and is in jeopardy to the minimum total credit points for the program.

Article 158 : General Requirements for Graduation of Undergraduate Program

The following constitute requirements for graduation:

- 158.1.** All the required courses/modules and the minimum credit hours set by the respective academic unit should be satisfied, except to phase in and phase out programs.
- 158.2.** A Cumulative Grade Point Average (CGPA)/ CANG of 2.00 must be obtained;
- 158.3.** No "F" grade in any course/module taken for the undergraduate program.
- 158.4.** Students, who fail to graduate due to less CGPA than the required or due to "F" grade and have no more chance to upgrade their CGPA or to remove their "F" may be given a certificate of attendance with their transcript stated as "graduate failure".
- 158.5.** Unless otherwise decided by the MoE or appropriate body, having a passing mark in a national exit exam.

Article 159 : Graduation with Distinctions

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

- 159.1.** A student who, upon completion of the requirements for the baccalaureate degree, has a CGPA \geq 3.75 shall graduate with "Very Great Distinction";
- 159.2.** A student with a CGPA of 3.5 to 3.74 shall graduate with "Great Distinction";
- 159.3.** A student who, upon completion of the requirements for the bachelor's degree, has a CGPA of 3.25 to 3.49 shall graduate with "Distinction".





Article 160 : Wolkite University Medal

- 160.1.** Wolkite University Gold Medal is a prize awarded every year at the graduation ceremony to one outstanding regular student from each College/School in undergraduate programs.
- 160.2.** The award is made on the basis of academic excellence, character, gender and participation in extra-curricular activities. The student should score a minimum CGPA of 3.25 to be qualified for the Wolkite University Gold Medal. The CAC of each College/School shall, each year, recommend to the Senate its outstanding student for the latter's approval.
- 160.3.** Unless there is recorded evidence of academic disciplinary problems, the student with the highest CGPA and comes out first shall be awarded.
- 160.4.** Extension or summer students transferred to regular programs must have taken more than 50 % of the courses in the regular program to compete with regular students.
- 160.5.** When there are two students with similar CGPA, the student with the highest number of A+ grades shall be awarded.
- 160.6.** In case when there are students with equal CGPA and equal number of A+, disability, gender, involvement in extracurricular activities and character shall be considered respectively to nominate the winner.
- 160.7.** If it is not possible to select the winner based on the foregoing provisions, a lottery system shall be applied to nominate the winner.
- 160.8.** Similar procedures shall be applied to nominate a winner for university-level prizes.
- 160.9.** The Senate may issue a detailed guideline and criteria for awards, medals and prizes to be given to students.





CHAPTER SIXTEEN: ACADEMIC RULES AND REGULATIONS FOR GRADUATE STUDIES

Article 161 : General Provisions on the Graduate Studies

- 161.1.** Each academic unit may offer programs of study and research leading to the Master of Arts (MA), the Master of Science (MSc), Master of Public Health (MPH), Master of Law (LLM), Specialty and similar other post-graduate degrees. The academic unit may also, as conditions permit, offer such programs of study and research leading to PhD degrees and post-graduate diplomas.
- 161.2.** The provisions of sub-article-1 of this article shall also apply to graduate continuing and distance education programs, except specialty post-graduate degrees.
- 161.3.** The graduate programs in the regular, CDEP shall have equal value in all aspects except in the form of delivery, duration of study and scheduling. Accordingly, graduate CDEP students shall receive quality instruction, advising and administrative services comparable to regular students.
- 161.4.** Full-time academic staff shall accept teaching assignments in CDEP whenever circumstances warrant provided that instructors are paid appropriate remuneration based on the rules and regulations of the Government.
- 161.5.** Similarly, supporting staff, whether full-time 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. The University shall put in place a system of appropriate payment and incentive scheme for work done by support staff beyond their regular hours of work.
- 161.6.** The academic units shall function through Department Graduate Committees (DGC).
- 161.7.** All University-wide policies, rules and regulations shall mutatis mutandis apply to the program.
- 161.8.** Academic units may run joint graduate studies in collaboration with other national and/ or international Universities or industries until they develop the necessary capacity to run programs on their own and/or complement each other for better competency of the graduates. In such cases, special procedures may be set to administer such programs in agreement with the collaborating institution.
- 161.9.** A minimum academic rank of staff offering courses in graduate studies should be Assistant and Associate Professor for a Masters and a Doctorate degree, respectively. However, in case of staff shortage the DGC shall propose staff with merit with Lecturer rank (for a Master's program) and Assistant Professor (for a PhD program) shall offer part of a course or co-advising may be possible with the approval of VPAA.

Article 162 : The Department Graduate Committee

There shall be established a Department Graduate Committee (DGC), here after referred to as the DGC.

162.1. Compositions and Terms of Office.

162.1.1. The DGC shall be composed of the Department Head as Chairperson and at least three staff members but not exceeding seven with the rank of Assistant Professor or above to be elected by the DA.

162.1.2. The terms of service of elected members of the committee shall be three years.

162.1.3. Member shall be eligible for re-election.

162.2. The DGCs shall:





- 162.2.1. Supervise all activities of the programs;
- 162.2.2. Approve the status of the students, and review and endorse grades;
- 162.2.3. Prepare periodic reports on its activities and submit the same to the academic unit
- 162.2.4. Recommend and/or approve a research adviser for each graduate student;
- 162.2.5. Recommend members of the examining Board for thesis, dissertation and other qualifying examinations for approval by the CAC;
- 162.2.6. Review and approve thesis research proposals submitted by graduate students under the supervision of their academic advisors;
- 162.2.7. Oversee settings of entrance examinations and screen candidates and approve for admission;
- 162.2.8. Screen and assign graduate students eligible for teaching assistantship;
- 162.2.9. Attend to all academic problems that concern the academic unit at the graduate studies level;
- 162.2.10. Suggest revision and amendment of policies, rules and regulations governing graduate studies in the academic unit;
- 162.2.11. Approve graduate program course offerings and thesis research proposals of graduate students;
- 162.2.12. Endorse proposals of the DA concerning new graduate programs for subsequent approval by the Senate and periodically assess and evaluate existing ones;
- 162.2.13. Accomplish all other duties assigned by the CAC/DAC and the University
- 162.2.14. Consider any matter entrusted to it by the Senate or the academic unit head;

Article 163 : Admission to the Graduate Program

163.1. General Provisions on Admission

- 163.1.1. A candidate who has a high scholastic standing, whose professional experience has been superior and who has received good recommendations shall be given priority for admission. Moreover, priorities in admission may be granted to government sponsors as per the pressing need of the government.
- 163.1.2. The minimum intake for particular Master's and PHD with course programs shall be five students and one student respectively. However, the optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective CAC/DAC taking into consideration the number of staff, availability of space, and demand for training.
- 163.1.3. The academic unit may, from time to time, include additional admission requirements in conformity with the University rules and regulations. These may be of general application or may pertain to specific programs of graduate studies.

163.2. Admission Requirements for Graduate Studies

163.2.1. Academic Requirements

- i. The applicant must have completed the academic requirements for the Bachelor's Degree in the specific/related field(s) of study at the University or any other recognized institution of higher learning as recommended in the respective curriculum.





- ii. The applicant must meet satisfactorily the selection criteria which may include an entrance examination to be administered by the academic units concerned. Foreign applicants may, instead of sitting for entrance examination, submit results of GRE/TOEFL/IELTS or equivalent, language proficiency examinations, for applicants whose undergraduate medium of instruction is not English.
- iii. An applicant for admission to a PhD program must have a Master's degree or must have a Bachelor's degree as an honor's student from an accredited institution of higher learning.
- iv. Notwithstanding the provisions of sub-Article 1(a), Hereof, senior undergraduate students of accredited Universities or colleges requesting admission to graduate studies immediately upon graduation may be allowed to apply and/or sit for entrance examinations administered by departments provided their CGPA at the end of the first semester of their final year is above 2.75;
- v. Schools may require PhD applicants to present a preliminary PhD research theme.

163.2.2. Non-academic Requirements

- i. Schools/Colleges may, for pedagogic reasons or special requirements of the field of study, set appropriate restrictions such as age limits subject to the approval of the ASQAC.
- ii. Schools/Colleges may also set appropriate work experience requirements after obtaining the Bachelor's degree subject to the approval of the ASQAC.
- iii. The candidate must produce a minimum of two letters of recommendation from undergraduate instructors, employers or professional Associates.

163.2.3. Provisional Admissions

Students admitted to a program from a field of specialization other than the intended area of specialization will be required to take undergraduate courses which will be determined by the DA.

- i. A student given provisional admission has to complete the prescribed courses before being formally accepted as a regular graduate student. The performance of the student in the prescribed undergraduate courses will not be considered for SANG/SGPA and/or CANG/CGPA calculation but will appear on the transcript.
- ii. The duration of the student's stay in the University as a provisionally admitted student shall be determined by the academic units concerned, but shall not exceed one academic year.
- iii. A provisionally admitted student who has satisfactorily completed the prescribed undergraduate courses shall be granted regular graduate student status.
- iv. A provisionally admitted student may, upon permission of the DGC, register for and take graduate-level courses as qualified.
- v. Such a student must obtain a grade of at least "C" in the undergraduate courses taken as prescribed in sub-article 4-C of this Article.

Article 164 : Conditions of Student Scholarship Award

164.1. The University may grant scholarships to graduate students who meet admission requirements.

164.2. Such scholarship scheme shall be based on academic merit and need. Scholarship shall be granted competitively and transparently.





- 164.3.** 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.
- 164.4.** The University concerned body shall propose uniform scholarship fundraising and administration mechanisms and secure the approval and oversee the implementation thereof.

Article 165 : Transfer of graduate Students between Institutions

- 165.1.** Qualified persons may apply for admission through transfer from another institution as determined by the concerned DGC, if applicants:
- 165.1.1. Have successfully completed a minimum of one year of study in a similar graduate program in another institution; and
 - 165.1.2. Meet the special requirements of the program they are applying to.
- 165.2.** Upon admission of such a student, the DGC shall determine the courses from which the student is to be exempted.

Article 166 : Enrolment and Registration in Graduate Studies

- 166.1.** Application for admission into the graduate program is normally processed before the beginning of each semester.
- 166.2.** Every student of the graduate studies must be registered at the beginning of each semester in order to keep enrollment active. A student who fails to maintain continuous registration without officially withdrawing from the graduate program shall be considered to have dropped out.
- 166.3.** If such a student wishes to resume studies, the student must apply in writing for readmission to the University registrar. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.
- 166.4.** The Academic units may provisionally register candidates, but such cases must be presented within six weeks for approval by the DGC followed by official registration if the admission is approved.

Article 167 : Program of Study in Graduate Studies

- 167.1.** Within the general program of the academic units, candidates shall have their programs of study approved by the DGC of the academic unit in which they are enrolled. The Master's programs shall be based on thesis and course-work or course-work alone with comprehensive examination under special conditions. PhD programs may have 'coursework and research' (an arrangement in which coursework is not necessarily directly related to the research topic) or 'research only' (where each course is a setting in which the student accomplishes an aspect of his research that leads to his research topic) options.
- 167.2.** The candidate shall study under a thesis/dissertation advisor who may be assisted by a co-advisor and/ or an advisory committee for the student if and when required. At least one member of the committee should be nominated by the academic unit on its behalf. The supervisor and the student advisory committee shall be approved by the DGC.





- 167.3.** The DGC shall present its program of graduate studies to the CAC which, after careful consideration, shall present it to the ASQAC which in turn shall present it to the Senate for approval before implementation.
- 167.4.** The DGC determines credits for all coursework and thesis, which is to be approved by the ASQAC. One credit of study shall be one lecture hour or two to three hours of laboratory/practical hours per week for a semester. Literature reviews, laboratory reports, term papers, etc. (with/without presentation) shall normally be required for each graduate course.

Article 168 : Multidisciplinary Graduate Programs

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

Article 169 : Credit Requirements and Course Load at the Graduate Studies

- 169.1.** A total of 12 to 15 credit hours (20 to 25 ECTS) per semester shall normally be regarded as the typical full load for a full-time master candidate for programs requiring thesis work, whereas a minimum of 15 credit hours (25 ECTS) is required for non-thesis programs.
- 169.2.** A total of 9 to 12 credit hours (15 ECTS to 20 ECTS) per semester shall normally be regarded as the full load for a full-time PhD candidate.
- 169.3.** A total of 6 credit hours (10 ECTS) shall be allotted to the Master Thesis and 12 credit hours (20 ECTS) to PhD Dissertation.
- 169.4.** Notwithstanding the provisions of sub-articles 1 and 2 of this article, the credit requirements for candidates shall be determined by the CAC/DAC.

Article 170 : Duration of Study at the Graduate Program

- 170.1** The Master's programs shall normally take two academic years for completion in all academic units
- 170.2** No Master candidate may anticipate finishing a program in less than one and a half academic year.
- 170.3** A Master candidate, be it in the regular program or in the evening/weekend and Kiremt (summer) in-service program, may be allowed by the department to continue for up to a maximum of four years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC. Such extension of time shall be recommended by the DGC and approved by VPAA following the decision by the department head and CAC every semester.
- 170.4** The Registrar Office shall not register students after the normal program duration unless the extension is officially allowed following the procedures in this article.
- 170.5** A Master candidate taking more than the normal two-year duration for completion of a program shall fulfill the special conditions set forth by the CAC/DAC.
- 170.6** The PhD and specialty programs shall normally take three to four academic years for completion in all academic units.





- 170.7** No PhD candidate may anticipate finishing a program in less than two academic years.
- 170.8** A PhD candidate or specialty program may be allowed to continue for up to a maximum of six and five years respectively if it can be shown that the extension is required by force majeure and if it is recommended by the DGC. Such extension of time shall be recommended by the DGC and approved by VPAA following the decision by the department head and CAC every semester.
- 170.9** Residency requirements for specialty graduate programs may be set by guidelines to be issued by DGC.

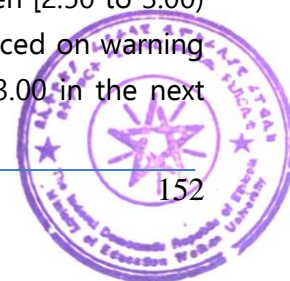
Article 171 : Grading System at the Graduate Program

Raw Mark	Letter Grade	Grade Points
[95, 100)	A+	4.00
[90, 95)	A	4.00
[85,90)	A-	3.75
[75, 85)	B+	3.50
[70, 75)	B	3.00
[65, 70)	B-	2.75
[58, 65)	C+	2.50
[50, 58)	C	2.00
< 50	F	0.00

- 171.1.** Examinations are graded on the following letter grading system with corresponding points.
- 171.2.** To complete courses in a program and graduate, a candidate needs to obtain a minimum CGPA of 3.00 and a maximum of one "C" or two C+ grades in all courses for a Master and no "C" grade for a PhD candidate.

Article 172 : Academic Status of Graduate Students

- 172.1.** At the end of each semester, the DGC shall examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the candidate failed, and whether there is reason to believe the candidate will meet the required academic standards in the future. A candidate may be placed on discretionary probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and justify that academic failure can be removed and the candidate can achieve the required academic standards at the time of graduation.
- 172.2.** When a candidate is placed on probation the candidate shall be notified by the academic unit head of their status and what is expected of them by way of academic performance in the future, the restrictions or requirements stipulated by the probation and the consequence of failure to meet these conditions.
- 172.3.** A first-year graduate student is subject to dismissal without first being put on probation if academic performance falls below 2.50 in the first semester results.
- 172.4.** Any first-year graduate student who achieves a first semester GPA (SGPA) between [2.50 to 3.00) shall be placed on warning by the DGC and any such student who had been placed on warning shall be subject to dismissal if the student fails to achieve a semester GPA of 3.00 in the next semester.





172.5. If a graduate student who had been placed on warning for the first time achieves a SGPA of 3.00 or above but still retains a CGPA below 3.00, the DGC may place the student on final probation in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester. A student who had been on probation shall be dismissed for failing to achieve a CGPA of 3.00 in the next semester.

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

Article 173 : Repeating Courses at Graduate Program

173.1. Courses with "C" grades or lower may be repeated when the CGPA of the student is less than 3.00 or if the student has more than one "C" in Master programs. For PhD students, all courses with "C" grades or lower shall be repeated.

173.2. The CC/DA, with the recommendation of the course instructor and the DGC, may allow a student with a grade of "C" or lower to take a re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on an individual basis.

173.3. A student may not repeat or take a re-exam in a course more than twice unless it is required for graduation.

173.4. The final grade for repeated courses or a course in which a re-exam has been taken shall be recorded and used for computation of CGPA.

173.5. A Master student is allowed to graduate with a minimum CGPA of 3.00 and only one "C". However, students having two "C+" shall be allowed to graduate as long as the CGPA is not below 3.00.

173.6. A Master student shall not be allowed to graduate having one "C" and one "C+" irrespective of CGPA.

Article 174 : Withdrawal from and Readmission to the Graduate Program

174.1. Withdrawal

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

174.1.2. Unless there are compelling reasons, official withdrawal forms shall be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement shall not be eligible for readmission.

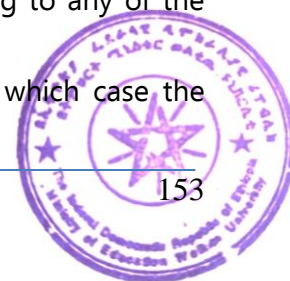
174.2. Readmission

174.2.1. A candidate in good academic standing who discontinues studies with good reason may apply for readmission through the academic unit into the discontinued semester.

174.2.2. A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.

174.2.3. A candidate may be readmitted only where the withdrawal is effected owing to any of the reasons specified hereunder.

- i. If the candidate cannot follow up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.





- ii. If the University is unable to carry out the relevant program and advise the candidate accordingly.
- iii. If the candidate is unable to continue due to force majeure other than those outlined in (a) and (b) above.

- 174.3.** A candidate who wishes to withdraw for reasons mentioned under 3 of this Article shall petition the concerned DGC stating the justification for, and the duration of, the absence sought.
- 174.4.** A candidate who has been dismissed for academic reasons may apply for readmission on the following grounds:
- 174.4.1. If the student, at the end of the first semester, had obtained a SGPA of not less than 2.00.
 - 174.4.2. If the student, at the end of the second and third semesters had obtained a CGPA of not less than 2.5 or 2.75, respectively.
- 174.5.** No student who has been dismissed on academic grounds shall be readmitted more than once regardless of transfer from other Universities.
- 174.6.** A candidate who withdraws from the graduate studies without the approval of the concerned DGC as in 4 of this Article shall not be eligible for readmission.
- 174.7.** Where withdrawal is effected with the approval of the concerned DGC, a copy of the official withdrawal form submitted to the Admission Officer shall be accompanied by the minutes of the meeting of the DGC in which permission for withdrawal is granted.
- 174.8.** Withdrawal made with the approval of the concerned DGC does not imply automatic readmission whenever it is sought. The length of absence and the number of places available shall be taken into consideration. The length of absence between withdrawal and readmission may not exceed three years after the date of withdrawal for all programs.

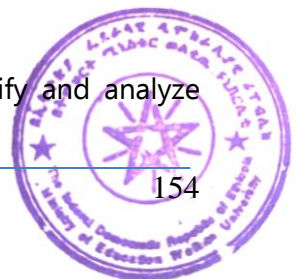
Article 175 : Transfer from one Program to another in the Graduate Program

- 175.1.** A graduate student registered in one graduate program may be allowed to transfer to another program provided that the following requirements are fulfilled.
- 175.1.1. The candidate must have a valid reason(s) for requesting the transfer.
 - 175.1.2. The candidate must present a letter in support of the desired transfer from a sponsor where applicable.
 - 175.1.3. The candidate must have completed not more than 50% of the coursework of the originally joined program.
 - 175.1.4. The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.
 - 175.1.5. Dismissed students shall not be allowed to transfer.
 - 175.1.6. The approval of the concerned DGC and CC/DA must be obtained.
- 175.2.** Transfer of credits shall be determined by the academic units receiving the candidate.

Article 176 : Thesis/Dissertation

176.1. General Requirements

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





- 176.1.2. A thesis shall constitute a partial fulfillment of the requirement for a master's degree except in a program where it is not required.
- 176.1.3. PhD dissertation is a requirement for a PhD degree. 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 the presentation of a dissertation including but not limited to word limits.

176.2. Selection and Approval of Thesis/Dissertation Topic

- 176.2.1. The topic for thesis/dissertation work shall be selected in consultation with, and prior approval of, the thesis/dissertation advisor. The selection of the thesis/dissertation topic shall be on the basis of the broad needs of the country and/or the priority areas of research topics as determined by the concerned academic unit.
- 176.2.2. The thesis/dissertation topic of each candidate shall be recommended by the DGC and approved by the CAC as early as possible, as and not later than the time of the candidate's enrolment in the second half of his program.

176.3. Format of Thesis/Dissertation

The Post Graduate office shall prepare guidelines for the thesis/dissertation format in accordance with the guidelines set by the ASQAC.

176.4. Submission of Thesis/Dissertation

- 176.4.1. No candidate in a master's program may be permitted to submit a thesis in less than one academic year from the date of initial registration except with a special permission of the DGC.
- 176.4.2. No candidate in a PhD program may be permitted to submit a dissertation in less than two academic years from the date of initial registration with a special permission of the DGC.
- 176.4.3. A master's program candidate may submit the thesis at any time after the last semester of coursework and no later than the end of the fourth semester after the initial registration with the exception of candidates allowed for extended residency.

176.5. Procedures for Examination and Submission of Thesis/Dissertation

- 176.5.1. When a candidate, after conferring with the advisor, gives notice of readiness to submit a thesis/dissertation, the DGC shall appoint an Examining Board and select an external examiner.
- 176.5.2. The external examiner should be nominated 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.
- 176.5.3. The Examining Board shall have a minimum of three and a maximum of five members consisting of at least one other member of the University.
- 176.5.4. An external member of the Examining Board shall be the external examiner of the candidate whose decision shall play a major role in determining the fate of the thesis/dissertation defense.





- 176.5.5. Internal members of the Examining Boards shall be drawn from the advisory committee where this is already established.
- 176.5.6. All members of the Examining Board will comment on all aspects of the thesis/dissertation.
- 176.5.7. Examinations may be conducted through electronic media. The external examiner shall be a full member of the Board.
- 176.5.8. In case the external examiner was the former staff of Wolkite University, he/she shall be the one who has legal clearance and is free of any disciplinary breaches.

176.6. Thesis Evaluation and Rating

Based on the results of the open defense and assessment of the thesis/dissertation by each member of the Board of Examiners, the thesis/dissertation that is defended shall be evaluated as follows:

176.6.1. Accepted thesis/ dissertation

- i. Accepted with no change or some minor changes. A thesis/dissertation is accepted if no change or some minor changes are recommended by the Board.
- ii. 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.

176.6.2. Rejected thesis/ dissertation

A thesis/ dissertation shall be rejected if:

- i. The work is found by the Examining Board not to have met the required standards; or
- ii. The work is judged as plagiarized by the Examining Board; or
- iii. The work has been already used to confer a degree from this or another University. However, this shall not preclude the candidate from submitting such work, provided enough extra work has been done to expand the scope and depth of the subject.
- iv. For modalities not mentioned in this sub-article, separate guidelines shall be issued by CGS.

176.7. Effect of Rejection

- 176.7.1. The CGS may approve guidelines providing safe exit points through awarding a postgraduate certificate or postgraduate diploma to a Master's candidate whose thesis has been rejected or MPhil or its equivalent to a PhD candidate whose dissertation has been rejected.
- 176.7.2. The CAC 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.

176.8. Thesis/Dissertation Rating Procedures





- 176.8.1. A Thesis that is defended and accepted may be rated "Excellent", "Very Good", "Good" or "Satisfactory" which may appear on the transcript but will not be used for calculation of the CGPA of the student.
- 176.8.2. A rejected thesis shall be rated "Fail".
- 176.8.3. A minimum thesis rating shall contain the following criteria.

Name of the candidate _____

Thesis components	Points
i. Abstract.....	(5%)
i. Materials and Methods.....	(15%)
ii. Literature Review.....	(10%)
iii. Result and Discussion.....	(40%)
iv. Summary and Conclusion.....	(10%)

Defense (Presentation) Examination

- v. Manner of presentation..... (5%)
- vi. Confidence in the subject matter..... (5%)
- vii. Ability of answering questions..... (10%)
- viii. Total..... (100%)
- ix. **Evaluation result (Excellent (A), Very Good (B⁺), Good (B), and Fail (C))**

Name of Examiner	Signature	Date
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x. **N.B:** The Grading scales of each rank are as follows

Rank	(%)*
Excellent (A)	≥ 85
Very good (B ⁺)	$75 \leq X < 85$
Good (B)	$60 \leq X < 75$
Satisfactory	$50 \leq X < 60$
Fail (C)	< 50

xi. * The final evaluation score weight (%) = 0.5 x External Examiner's + 0.35 x Internal Examiner's + 0.15 x Chairperson

176.9. Final Thesis/Dissertation

176.9.1. The candidate should correct the thesis in accordance with the decision of the Board of Examiners and submit it to the Chairperson of the DGC. The DGC should deliberate on the thesis and submit its recommendations to the DC. Then the academic unit will accept five copies of the typed final thesis, both in electronic and hard copy, from the candidate and it will be verified by the DGC.

176.10. Publications

176.10.1. Normally, a PhD graduate is expected to publish at least two articles in peer-reviewed journals from the result of the thesis work. However, no PhD candidate may graduate without publishing at least one article in peer peer-reviewed journal.





176.11. Report of Examining Board

176.11.1. The examining Board shall submit a report of the examination including the rating and the reasons for the rating.

Article 177 : Advisorship

Selection of Advisor(s)

177.1. The DGC normally recommends the selected thesis/dissertation advisor(s) to the DAC. The thesis/dissertation advisor(s) shall be:

177.1.1. A full-time academic unit member with the academic rank of Assistant Professor and above for Master's program and Associate Professor and above for PhD.

OR

177.1.2. A person(s) outside of the University, provided that there is a visible staff shortage, in the required area of specialization with a PhD degree or MD with specialty who will be able to submit a letter of commitment in advising the student and who will be in the country at least for a year or more. In such cases, it will be mandatory to have a co-advisor(s) from the University. A guideline for the selection of external thesis/dissertation advisors should be set by SGS.

177.2. The advisor(s) will assist the student in planning the research work, monitor it regularly, and advise the student on how to publish and critically evaluate the draft and final manuscripts.

177.3. The advisor shall report the status of advisorship and the progress of his advisee to the academic unit every two months.

177.4. The optimum number of students that an instructor can advise shall be determined by the DGC taking into consideration the workload of the instructor, the number of students in the academic unit, and other prevailing conditions.

Article 178 : The External Examiner

178.1. Purpose and Functions

178.1.1. The purpose of having external examiners is to ensure that degrees awarded in similar subjects at the University are comparable in standard with those awarded by other Universities, though their content does, of course, vary; and secondly, that the assessment system is fair.

178.1.2. The main function of the external examiner is to serve as a member of the Board of Examiners and to play a determining role in examining and deciding the fate of the thesis. The external examiner shall also comment and advise on the contents, balance and structure of the thesis or dissertation.

178.2. Selection and Appointment

178.2.1. Normally, one external examiner is required for each student/ thesis except for PhD and Master Thesis in situations where the nature of the thesis/dissertation work requires more than one external examiner.

178.2.2. The DGC selects external examiners and recommends them to the SC/DA.





- 178.2.3. Appointment is made by the head of the academic unit after the recommendation of the DGC is approved by the CAC/DAC.
- 178.2.4. The program seeking the appointment for an external examiner should submit to the CC/DA the biographical data including academic achievements, publications, and experience as external examiner of the nominee.
- 178.2.5. In approving the nomination of an external examiner, the CC/DA shall ascertain the following:
 - i. Only persons of seniority and experience who are able to command authority are appointed and, in all cases, must have an academic rank of at least Assistant Professor (or equivalent) for a Master's and Associate Professor (or equivalent) for a PhD. Exceptions shall be approved by the CC/DA on a case-by-case basis when presented to it by the concerned DGC.
 - ii. An external examiner in general must be external to the University.
 - iii. Former staff members can be invited to become external examiners unless the termination of service was due to a discipline problem.
- 178.2.6. One external examiner should not be assigned per program for more than three Theses at any one time.
- 178.2.7. External examiners from outside the higher education system, for example from industry, research institutions, etc. may be selected when necessary.

178.3. Participation in Assessment Procedures

- 178.3.1. The views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular unit of assessment.
- 178.3.2. The signatures of the members of the Board of Examiners shall be required as evidence of their decision on the student's thesis work.
- 178.3.3. External examiners are encouraged to comment on the assessment process and the schemes for marking.

178.4. Discussion of Course Structure

Academic units shall use the opportunities created by the visits of external examiners to discuss the structure and content of the course and the graduate program and the assessment procedures. Any comments or suggestions made by the external examiners shall be discussed by the academic unit and decisions shall be made whether or not to accept the comments.

178.5. Reports

- 178.5.1. External examiners may make written confidential reports to the academic unit head at the end of their visits. They are free to make any comments they wish, including observation on teaching and course structure and content.
- 178.5.2. The Head shall instruct the DGC to take action with respect to the comments. The head has the responsibility to see to it that the recommendations are considered and the proper measures are taken.



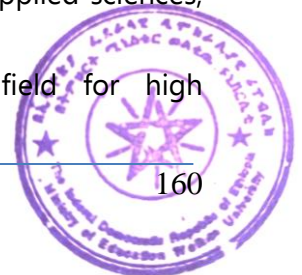


Article 179 : Graduation and Award of Credentials to Graduate Students

A candidate who fulfills the requirements laid down in this Legislation and the respective program curriculum shall be recommended by the Head of the academic unit on behalf of CAC/DAC to the University Senate, through the Office of the Registrar, for the award of the appropriate credential.

Article 180 : Bestowal of Honorary Doctorate

- 180.1.** Unless otherwise prescribed in relevant law, the bestowal of an honorary degree shall be governed by the following provisions.
- 180.2.** The rank of Honorary Doctorate or Doctor Honoris causa (conferred as a token of respect/honor, literally meaning “for the sake of honor”) is an honorific title granted by a special procedure to persons of exceptional achievement.
- 180.3.** 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.
- 180.4.** The University may honor individuals of 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:
 - 180.1.1. Recognizing an outstanding person who contributed notably to his field of expertise;
 - 178.1.1. Exercising the rightful social roles of a University, and improving its public image as an institution that give high regard to outstanding intellectual and creative accomplishments, thereby allowing the University to make a 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.
- 180.5.** 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:
 - 180.5.1. Doctor of Laws, Honoris causa (LL.D) - Awarded for outstanding scholarly achievement in law or exceptional public service;
 - 180.5.2. Doctor of Letters, Honoris causa (DLitt) - Awarded for outstanding achievement in the humanities, social sciences, or the performing arts, of a scholarly or creative nature
 - 180.5.3. 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; and excellence in leadership, philanthropists/humanitarian jobs, public intellectuals, community builders and others.
 - 180.5.4. Doctor of Science, Honoris causa (D.Sc.) - Awarded in recognition of outstanding achievement and a substantial and sustained contribution in the pure and applied sciences, usually of a scholarly nature in scientific knowledge.
 - 180.5.5. Doctor of Pedagogy (pedD) earned degrees within the instructive field for high achievement/extraordinary achievement in pedagogy or teaching.





180.5.6. A degree Honoris causa may be awarded posthumously under exceptional circumstances or in absentia.

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

180.6.1. Accomplishments: Outstanding intellectual/academic work of an exceptional and exemplary nature, distinctive for creativity and contribution to the general welfare of the Ethiopian society;

180.6.2. Service to the public: Outstanding leadership in education, business, public service, or other appropriate sectors of society;

180.6.3. Service to the University: Support for the University of Nature as distinctive and major as to constitute a most significant element in the growth and development of the institution.

180.7. Nomination and Approval of Honorary Degrees

180.7.1. All aspects of the nomination process shall be confidential;

180.7.2. Nominations may be submitted to the office of the President by staff members, Academic Units, Senate and Board members of the University, anonymously if need be;

180.7.3. Each nomination shall include the full name of the nominee, the degree proposed and a biographical sketch of the candidate, a summary of the accomplishments or deeds for which the nominee would be honored along with supporting documents;

180.7.4. A person so nominated shall not be consulted beforehand, or at any time prior to the Senate decision on the proposal, and all deliberations, investigations and recommendations relating to the nomination shall be treated as strictly confidential by all persons concerned therewith;

180.7.5. The SEC 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.

180.8. Award of Degrees

180.9. The Senate, when presented to it by the President, shall decide the occasion for the award of Doctor Honoris causa. Later the degree should be approved by the University Board.

180.10. Title of Address

180.11. A person holding the title of Honorary Doctorate shall be entitled to use the title "Honorary Doctor" with his name and the title shall be abbreviated as Hon. Dr.

180.12. Restrictions

180.12.1. No person who is employed by the University and affiliated with it in some formal way, including through its College/ School and members of the University Board, may be granted an honorary degree until after he/she has relinquished that position.

180.12.2. A degree Honoris causa shall not be awarded posthumously or in absentia.

180.12.3. Notwithstanding the provisions of sub-Articles 154(2) and 154(3) the University Senate shall judge exceptional circumstances.

180.13. Testamur/Testimonial





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

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





PART FIVE: RESEARCH, COMMUNITY SERVICE, TECHNOLOGY TRANSFER AND INDIGENOUS KNOWLEDGE

CHAPTER SEVENTEEN: RESEARCH AND PUBLICATIONS

Article 181 : Policy Premises on Research and Development

- 180.1.** 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 the 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.
- 180.2.** The University shall deploy its academic on the basis of its research agenda and plan, demonstrable merit, and practicality, and stipulations which clarify debated areas.
- 180.3.** 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 seminars, symposia and workshops.
- 180.4.** The University shall establish a system that ensures that research funds are managed and utilized within a system that adheres to transparency, accountability, efficiency and efficacy.
- 180.5.** The University shall see to it that the RPTTC assumes, among others, the responsibility to formulate research policies and guide and monitor their implementation in accordance with the role and duties of the committee mentioned as per this Legislation.
- 180.6.** The University shall establish a research and innovation fund, research and development units in fields deemed pertinent, and a science and technology park and create the environment for innovation and the transfer of technology from the laboratory to the marketplace.
- 180.7.** The University shall 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.
- 180.8.** The University shall ensure that its academic units equip students with basic knowledge and skills that enable them to undertake further and relevant studies and research.
- 180.9.** The University shall allocate seed money for beginner researchers especially those who engage in basic research.
- 180.10.** The University shall adopt and implement comprehensive research incentive mechanisms.
- 180.11.** 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.
- 180.12.** 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.
- 180.13.** Academic units of the University shall carry out assessment research on the quality and relevance of their research outcomes every three years. The findings of such





assessment research shall be periodically consolidated by the office of the VPRTTA and be deployed to enhance future research capabilities of the University.

180.14. Although the primary responsibility of teaching is in the area of training, research is an integral part of their activities since academic staff members in teaching departments are expected to devote 25% of their time to research and 15% of their time to community engagement.

Article 182 : Procedures for Initiating and Conducting Research

182.1. Any research and development proposal initiated by an academic staff for which internal or external funding is sought shall be submitted to the Department's Research and Technology Transfer Committee (DRPTTC) for review. The DRPTTC may seek expert advice in the course of reviewing the proposal (s) in collaboration with the respective College/School RCSTT Vice dean. The proposal reviewed and endorsed by the department's RPTTC needs to be approved by the DAC for further consideration. 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 CAC. Academic staff carrying out research without the need for financial support shall also have their research project endorsed by the respective departments, and College/School RCSTTIL coordinators may give support to the researcher(s).

182.2. Where fund is sought from sources internal to the University, such an issue shall be executed pursuant to the Research and Technology Transfer Policy and guidelines of the University.

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

182.4. Individual researchers can secure research funds directly from potential donors as long as the management of the project is in accordance with the University's regulations.

182.5. 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 Senate RPTTC.

Article 183 : Research Priorities

183.1. Research proposals are normally required to be in line with the needs and priorities of the country, and the missions and objectives of the University.

183.2. Guidelines for prioritizing research proposals may be set by the office of the VPRTTA. The following are general guidelines for setting research priorities:

183.2.1. The initiation and approval of research priorities shall be the responsibility of each academic unit. However, University-wide projects could be initiated and approved by the Research Director.

183.2.2. In determining their research priorities, the academic unit shall take into account: the needs and priorities of the region and country; priority areas outlined in the research strategy of the University; the missions and objectives of the Department, and College the University; the magnitude of the problem (present/future); and its contribution to the development of science and technology.

183.2.3. The decision of a department on its priorities shall be accompanied by the minutes of the DA.

183.2.4. Interdepartmental ad-hoc committees shall be set up to deal with multidisciplinary subjects.





183.2.5. Research priorities shall be revised every 3-5 years at all levels.

Article 184 : Proprietary Rights on Research Findings and Research Property

Proprietary rights on research findings and related rights thereon shall be regulated by pertinent copyrights laws of the country.

Article 185 : Administration of Research

- 185.1. The overall administration of research in the University is vested in the VPRTTA;
- 185.2. The VPRTTA, deans, directors, College/School RCSUIL and department heads shall have the responsibility to implement the guidelines to be issued by the Senate or the Senate RPTTC;
- 185.3. Researchers whose proposals have been approved and funded shall submit regular reports to department heads, deans, directors, College/School RCSUIL in accordance with guidelines set by the Senate RPTTC;
- 185.4. All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the office of the VPRTTA;
- 185.5. The financial administration of research funds shall be governed by the existing financial policy and procedures of the University and such other relevant guidelines as may be issued by the VPRTTA.

Article 186 : Reputability of Journals

- 186.1. The purpose of setting forth these rules for the reputability of journals published and/or sponsored by the University or anyone of its constituent units is to ensure that the journals maintain a high level of professional credibility and meet a minimum set of scholarly standards.
- 186.2. The reputability of journals under the auspices of the University shall be determined by guidelines approved by the Senate upon recommendation by the RPTTC.
- 186.3. Such guidelines shall first be developed by the office of the VPRTTA.
- 186.4. 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 RPTTC.
- 186.5. The RPTTC 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 187 : Commissioning and Approval of Teaching Materials, Textbooks and Books

The office of the VPRTTA 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.

Article 188 : Organization of Research Units

- 188.1. In order for the University to accomplish the tasks that underlie its existence efficiently and to the satisfaction of all its stakeholders, it is imperative to ensure that the activities pertaining to teaching-learning, research, and technology transfer services are coordinated and goal-oriented.
- 188.2. Colleges/School shall have the necessary coordinators and committees to properly carry out the research endeavors of the University.





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- 188.3.** Among other things which have to be determined by laws and regulations, College/School research coordinators and committees shall be responsible for the management of all forms of funds pertaining to research and shall ensure that the funds are utilized as per the approved research proposal and in compliance with the requirements of the granting agency.
- 188.4.** College/School leaders and committees shall see to it that seminars are included in the academic calendar of their respective programs of study and that the academic staff members actively participate in and attend these activities.
- 188.5.** Without prejudice to the need to integrate research and technology transfer with teaching-learning, the University also encourages its teaching staff members to engage in research and/or technology transfer funded by external bodies.





CHAPTER EIGHTEEN: UNIVERSITY CONSULTANCY SERVICE

Article 189 : General Provisions on Consultancy Service

- 189.1. The rendering of consultancy service through appropriate channels for remuneration or otherwise needs to be expanded to open an outreach for professional development of the University staff, enhance the teaching/learning process as well as generation of resources.
- 189.2. 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.
- 189.3. Consultancy services shall be deployed to forge relations with industries for mutual benefits and on the basis of principled and transparent negotiations and agreements. The results of the consultancy services shall be used to deliver informed academic services and to enrich teaching-learning and research.
- 189.4. 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.
- 189.5. The types of consultancy services include research, training, program/project evaluation, production of materials, advisory or any other service of a professional or technical nature.
- 189.6. All the component activities of the consultancy service shall be specified in the contractual agreement.
- 189.7. The undertaking of consultancy services by academic or other staff shall be done within the ambit University's mission, or its legal and ethical standards and foundations.
- 189.8. The University shall have the responsibility to forge relations with industries and other stakeholders for mutual benefits and on the basis of principled and transparent negotiations and agreements.
- 189.9. Without prejudice to provisions of this legislation, the governing office (s), providers, administration of tasks and issues such as determination of payment, contracting and agreement, property ownership and rights of University consultancy services shall be regulated by separate guideline.

Article 190 : Consultancy Service Providers of the University

- 190.1. The University organs responsible for managing University consultancy services shall be the VPRTTA, Research Directorate, Industry Linkage and Technology Transfer Directorate (ILTTD), Community Service Directorate, Colleges, Departments, and Schools.
- 190.2. As per Article 190.1 above, the university organ, with regard to consultancy, shall have the duties and responsibilities to:
 - 190.2.1. Coordinate, facilitate and guide consultancy services to be provided by the academic staff of the various academic units of the University;
 - 190.2.2. Deliver consultancy services to various stakeholders in the areas of their needs and requests;





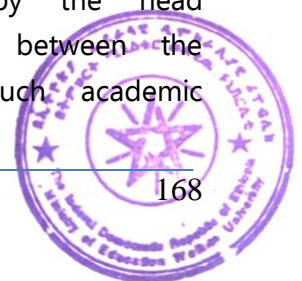
- 190.2.3. Promote consultancy services in various professional and technical areas, and provide the services competitively with the best quality;
 - 190.2.4. Facilitate that the participating departments/schools/centers, colleges and involved external partners benefit from financial rewards, recognition, experience sharing and feedback and lessons;
 - 190.2.5. Ensure that the University benefits financially from the consultancy services provided to the various organizations and communities;
 - 190.2.6. 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;
 - 190.2.7. Receive complaints regarding consultancy services and take the necessary measures in accordance with the rules and regulations of the University;
 - 190.2.8. Keep records of consultancy services rendered; and
 - 190.2.9. Make regular follow-ups and monitor of consultancy activities and require academic units to submit annual reports to it.
- 190.3.** Any request for consultancy service brought to the attention of the VPRTTA is directed to the pertinent college for selection and assignment of appropriate number of meritorious academic staff members for the task.
- 190.4.** The list of selected academic staff shall be notified to the VPRTTA and upon approval; the selected team shall conclude the contractual agreement and enter into the actual work.
- 190.5.** The selected consultancy team shall report and account for the progress and completion of the work to the respective dean and the VPRTTA.
- 190.6.** The client receives progress and terminal reports through the VPRTTA.

Article 191 : Private Consultancy

- 191.1.** In undertaking, private consultancy which is 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, the academic staff shall:
- 191.1.1. ensure that there is no conflict of interest with the University;
 - 191.1.2. make clear to a client that he is not acting on behalf of the University;
 - 191.1.3. not use the University`s name, resource (time, logistics,..), logo, and intellectual property;
- 191.2.** In respect of such private consultancy, the University shall have the right to ensure that such private consultancies are carried out without detriment to the academic staff`s capacity to discharge his core duties.

Article 192 : University Consultancy

- 192.1.** 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.





- 192.2.** During a given academic year, an academic staff is permitted to undertake a maximum of 30 days of 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 assure that the regular duties of the academic unit is not compromised.
- 192.3.** 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.
- 192.4.** 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 193 : Determination of Payment for Consultancy Services

- 193.1.** Consultancy contract terms shall involve the determination of the proper and accurate cost of the consultancy service to be rendered and is normally done by the selected team of consultancy service providers.
- 193.2.** Due regard to the special expertise required in the determination of payment for consultancy services, each College/School, and department shall take full responsibility for the determination of the components that should be given in the determination of payment for consultancy services.
- 193.3.** A guideline on the major cost components, including overhead charges to be considered in the determination of consultancy fees, shall be prepared by the office of the VPRTTA and implemented upon approval by the Senate.
- 193.4.** The University shall utilize the overhead for the promotion of consultancy activities of the concerned College/School or department.
- 193.5.** The Research and Community Service Council shall consider the number of consultants involved and/or services rendered to determine the share of the fee to be allotted to the colleges in cases where staff engaged in the consultancy service belong to different departments.

Article 194 : Sub-contracting Consultancy Service Agreements

- 194.1.** Where the School and/or College cannot implement all the components of the consultancy service agreements, the University may involve as a sub-contractor individuals or organizations outside the University following consultation with the office of the VPRTTA on such terms and conditions as may be agreed upon.
- 194.2.** Whenever necessary, and upon recommendation by the concerned College Proposal Review Group and approval by the VPRTTA, individuals or organizations outside the University may be included for specific tasks in the consultancy service.





Article 195 : 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 196 : Intellectual Property Rights

- 196.1.** The respective rights on the direct and indirect intellectual products obtained as a result of the consultancy service rendered shall be set out in the framework of the contract.
- 196.2.** The consultant or researcher may seek the proprietor's permission to publish the research results and to use the scientific data obtained. However, in any published material the names of both the consultant or researcher and the faculty shall appear with the proper acknowledgment to the proprietor.
- 196.3.** All intellectual rights shall belong to the University unless specified otherwise in the agreement between the two contracting parties in accordance with the country's laws on intellectual property rights.
- 196.4.** Detail Guidelines for consultancy services shall be issued by the appropriate office of the University.





CHAPTER NINETEEN: COMMUNITY ENGAGEMENT

Article 197 : General Provisions and Administration

- 197.1.** Community engagement is one of the three fundamental mandates of the University; it encompasses a range of activities done by academic staff and students to benefit the public and business organizations, community and society at large in terms of contributing to alleviating social, political, economic and environmental problems of the community and the country at large.
- 197.2.** The University organs responsible for managing community engagements are the Office of the Director of Community Service, colleges, departments, schools, and centers.
- 197.3.** The Director of Community Service shall facilitate and coordinate community engagement and services rendered by academic units and staff members by providing leadership and strategic direction;
- 197.4.** Establishing a system of community engagement and service management; coordinating, monitoring and evaluating the performance of the various services units of the University concerning community engagement;
- 197.5.** Developing guidelines and following up on proper implementation;
- 197.6.** Promoting, supporting and facilitating colleges/schools' and students' engagement in community development activities through different mechanisms such as practicum;
- 197.7.** Developing, facilitating and motivating the execution of community projects and services; and
- 197.8.** Ensuring that community engagement is cascaded to the college level and advising the University management in the areas of community engagement and service.
- 197.9.** The administration of community engagement projects such as initiation, proposal reviewing, granting, conducting, monitoring, evaluation, and recognition or certification procedures shall be regulated by separate guideline.





CHAPTER TWENTY: INDIGENEOUS KNOWLEDGE

Article 198 : General Provisions

- 198.1.** The University organs responsible for managing indigenous knowledge are Language Culture and Indigenous Knowledge Studies Director, the Indigenous Knowledge Studies Officer, colleges, departments, schools and centers.
- 198.2.** The Language Culture and Indigenous Knowledge Studies Director shall facilitate and coordinate specific areas of focus and services rendered by academic units and staff members by providing leadership and strategic direction; Plan and conduct studies/research as an institution, as groups of researchers, and as individuals in the areas of national development priority; Initiate, plan and seek grants and donations through competitive grant proposal writing from internal and external sources; Arrange, and organize conferences, seminars, and symposia related to the objectives of the University in consultation with the VPRTTA; Conduct and coordinate various research consultancy works in the areas of mandate; Propose publications of proceedings of the yearly conferences, books, and bulletins etc., related to the field of focus; Collaborate with National, Regional and Zonal Cultural and Tourism Bureaus.

Article 199 : Administration of Indigenous Knowledge

- 199.1.** The relevant provisions in Chapter-17, Chapter-18 and Chapter-19 above of this Legislation shall apply to the administration of Indigenous Knowledge.
- 199.2.** In addition, other details of indigenous knowledge policy and procedures shall be determined by guidelines approved by the Senate upon recommendation by the Indigenous Knowledge Officer office.





PART SIX: STUDENT AFFAIRS

CHAPTER TWENTY-ONE: STUDENT AFFAIRS, DISCIPLINE AND STUDENT ORGANIZATION

Article 200 : The Dean of Student Services

200.1. Accountability and Appointment

200.1.1. The Dean of Student Services shall be appointed by the President and shall be accountable to the VPAD.

200.1.2. The term of office of the Dean of Student Services shall be three years.

200.2. Powers and Responsibilities of the Dean of Student Services

The Dean of Student Services shall have the duties and responsibilities to:

200.2.1. Administer student services;

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

200.2.3. Arrange sports and recreational activities for students;

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

200.2.5. Administer the President’s fund for scholarships to needy students in accordance with the guidelines to be issued by the office of the VPAD;

200.2.6. Ensure the preparation and distribution of student handbooks in ink-print and in Braille;

200.2.7. Conduct orientation sessions every year for all students;

200.2.8. Administer, supervise and guide international students and help them in all ways possible with their personal, financial and other difficulties;

200.2.9. Initiate, organize, and administer special orientation programs for international students;

200.2.10. Prepare, in co-operation with the relevant units, a “Handbook for International Students”;

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

200.2.12. Ensure the chartering and registration of all student ‘organizations in accordance with the provisions of this Legislation and any other relevant law of the country; and

200.2.13. Administer the Office of the Dean of Student Services and the employment of his staff.

200.2.14. The Organization of the Office of the Dean of Student Services

200.2.15. The Dean of Student Services shall determine the structure of the Office of Student Services and its staff requirements;

200.2.16. The dean shall appoint an associate or assistant dean of student services or any other officer as deemed necessary;

200.2.17. The dean shall, in particular, appoint a female assistant dean for female students who shall be responsible for the welfare and the affairs of all female students in the University.

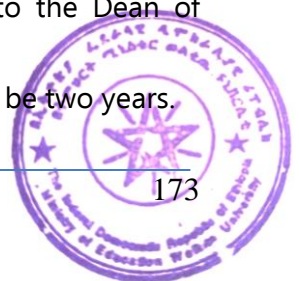
Article 201 : Vice Dean for Students’ Personality Development

201.1. Accountability

201.1.1. The Vice Dean of Students Personality Development shall be accountable to the Dean of Student Services.

201.1.2. The term of office of the Vice Dean of Students Personality Development shall be two years.

201.2. Powers and Responsibilities of the Vice Dean of Students Personality Development





The Vice Dean of Students Personality Development shall have the duties and responsibilities to:

- 201.2.1. Designing workshops, seminars, and extracurricular activities that address various aspects of personal growth, including communication skills, critical thinking, resilience, and ethical decision-making.
- 201.2.2. Working with different departments to integrate personality development elements into existing curriculum and student support services.
- 201.2.3. Providing guidance and support to students on personal development goals, career planning, and navigating challenges.
- 201.2.4. Identifying and nurturing potential student leaders through training programs and leadership opportunities.
- 201.2.5. Conducting surveys and evaluations to understand student needs and tailor personality development programs accordingly.
- 201.2.6. Fostering a supportive and inclusive environment that encourages personal growth and self-reflection.

Article 202 : Rights and Responsibilities of Students

- 202.1.** Without prejudice to other laws of the country, every student in the University has rights listed under the Proclamation.
- 202.2.** Pursuant to the Proclamation, students are duty-bound to observe and respect the country's laws, rules and regulations of the University.
- 202.3.** The University shall adopt a code of conduct governing student behavior and appropriate disciplinary procedures.

Article 203 : Guidance and Counseling

- 203.1.** A student counseling office shall be established under the Dean of Student Affairs.
- 203.2.** The Counseling Office shall be staffed with counselors including mental health and guidance and counseling professionals employed either on a full-time or a part-time basis that support needy students and assist the work of the college level counselors' team.

Article 204 : Students with Disability and Students with Special Talent

- 204.1.** The University shall give due attention to the welfare and the affairs of students with disabilities which shall be carried out in consultation with the relevant University offices.
- 204.2.** Students with disabilities have the right to 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 Legislation on making its facilities and programs amenable to use with relative ease by students with disabilities.
- 204.3.** Based on the special decision of the Ministry of Education regarding the admission of gifted students, the University shall provide additional resources to maintain the speed and need of education.





Article 205 : Students’ Organizations

- 205.1.** Students have the right to form student organizations to enhance self-government and to render democratic participation in the affairs of the University.
- 205.2.** The student organization shall be established in accordance with the rules and regulations of the University based on the relevant laws of the country.
- 205.3.** The Dean of Student Services shall assist students in establishing their organizations at different levels in the University.
- 205.4.** The policy premises on student organizations shall be as follows:
 - 205.4.1. As students constitute a vital component of the University community, they shall be provided with the means and forums for enhancing self-government and democratic participation in the affairs of the University particularly by forming student organizations promoting academic pursuits and their personal development.
 - 205.4.2. By virtue of the powers vested in it by relevant laws of the country as well as by virtue of its title of ownership on-premises and facilities, the University has the responsibility of overseeing all the activities that are being undertaken in its campuses, student organizations being no exception.
- 205.5.** Student organization(s) may be formed to pursue the objectives set forth below:
 - 205.5.1. To participate in the overall governance of the University as provided under this legislation and the proclamation;
 - 205.5.2. To promote academic excellence, research, intellectual culture of tolerance to diverse opinions;
 - 205.5.3. To promote mutual respect, understanding, tolerance and cooperation among University students, other members of the University community between University administrations;
 - 205.5.4. To foster the intellectual, social and cultural lives of students;
 - 205.5.5. To promote the welfare of students; and
 - 205.5.6. To promote the contribution of students to the public.
- 205.6.** A recognized student organization may engage in any one of the activities set forth below:
 - 205.6.1. Arrange gatherings with the express permission of the relevant University offices
 - 205.6.2. Raise funds to finance its objectives;
 - 205.6.3. Present views, common grievances, proposals and recommendations to the University authorities on academic and other matters; and participate in the deliberation of these matters;
 - 205.6.4. Organize intellectual and/or recreational events, trips and programs in consultation with the relevant offices of the University;
 - 205.6.5. 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
 - 205.6.6. Undertake any other relevant non-partisan activity compatible with its objectives.
- 205.7.** Recognition of Student Organizations





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- 205.7.1. Due regard 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.
- 205.7.2. 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.





PART SEVEN: TRANSITORY AND MISCELLANEOUS PROVISIONS

Article 206 : Safety, Health and Risk Management Provisions

206.1. Purpose

- 206.1.1. The purpose of this provision is to manage and alleviate the risk in the life and property of the University Community and the property of the University.
- 206.1.2. Risk could be either to life, health, property, environment or all expressed in the form of accident (natural or artificial), disease (occupational, endemic, epidemic or pandemic), or environmental pollution.
- 206.1.3. In such a case, in line with the proclamation, Civil Servant Proclamation No. 1064/2017, directives of the Ministry of Health and relevant laws of the Country, Ethiopia, the responsible bodies of the University (higher officials and members of the University community including students) shall take the necessary safety, preventive, conservatory, preservatory, or provisional measures and equitable remedies provided by internal rules and guidelines of the University and other national laws of Ethiopia.

206.2. Provisional measures and remedies

- 206.2.1. The University shall take the necessary provisional safety measures and equitable remedies in order to minimize or alleviate the risk defined in the above sub-article 1.
- 206.2.2. The President of the University, in consultation with the Senate, management and University council, and concerned government organs, provides the details of internal rules and guidelines and may also establish a committee to implement them and manage the risk.
- 206.2.3. All the University Community shall comply with internal rules and guidelines on safety or provisional measures and equitable remedies to manage the risk and shall also cooperate with the concerned bodies. Violation of these obligations amounts to serious breaches of duties under this Legislation and discipline directive of the University and shall be referred to the concerned discipline committee.
- 206.2.4. Depending on the gravity of the risk, the rights and obligations of the students, academic and administrative staff, and all the University Community provided under this Legislation may be temporarily suspended partly or in whole. However, such suspension shall not include suspension of contract of employment, salary, and other benefits.
- 206.2.5. For safety reasons, classes may be rearranged or temporarily suspended. And the University staff may be ordered to teach rearranged classes or may temporarily suspend teaching face-to-face classes and giving services.
- 206.2.6. The University, to the extent its resource permits, ensures the health and safety of the University Community provides protective devices and materials and gives them instructions on their utilization.
- 206.2.7. The provisional safety measures and remedies shall be notified and communicated by the concerned department to the University Community.
- 206.2.8. The University Community shall observe directives issued on health and safety measures and risk management issues as a whole. In the case of a shortage of time in the academic year due to man-made or natural calamities, the Senate can decide on teaching modalities and shrink the academic calendar without compromising the core competencies.





Article 207 : Pending Academic Matters

- 207.1. Academic matters initiated prior to the effective date of this Legislation shall be handled in accordance with the 2015 Senate Legislation of the University and the amendments thereto.
- 207.2. 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 2015 Senate Legislation of the University and the amendments thereto.

Article 208 : Reporting Framework

- 208.1. Any academic staff or academic unit shall prepare a report about all teaching-learning, research and community service, governance and other activities and submit to their respective/immediate head on time periodically and as requested.
- 208.2. Reports shall be reviewed, evaluated and discussed regularly at the level of Department, College, and Vice Presidents Offices, respectively, and corrective measures shall be taken accordingly.

Article 209 : Repealed Regulations

The Senate Legislation of the Wolkite University (2015) and all amendments thereto are hereby repealed and replaced by this Legislation.

Article 210 : University Rules and Regulations Inconsistent with this Legislation

All University rules, regulations, directives, guidelines, systems, or practices, in so far as they are inconsistent with the provisions of this legislation, shall have no effect with respect to matters provided for by this Legislation.

Article 211 : Power to Issue Regulations, Directives or Guidelines

The University President, Senate or any organ of the University, as the case may be, shall issue regulations, directives or guidelines for the proper implementation of the provisions of this legislation.

Article 212 : Obligation to Comply

- 212.1. All members of the University community shall have the obligation to comply with the provisions of this legislation.
- 212.2. All units of the University shall have the obligation to implement this legislation.

Article 213 : Effective Date

This Legislation shall come into force as of **Twenty-fifth of October** 2024.

ዶ/ር ፋሪስ ደሊል ሁሉፍ
Faris Dellil Yesuf (PhD)
ፕሬዝዳንት
President

