

INJIBARA UNIVERSITY



Senate Legislation

March, 2018

Injibara

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PREAMBLE

WHEREAS, it has become necessary to lay down a legislation to enable the University discharge its mission vested in it by the Higher Education proclamation so as to serve as dynamic center of capacity building consistent with the aspirations of the peoples of the country in the context of globalization;

WHEREAS, it has become necessary to create an appropriate legal framework to guide the university focus on critical issues of relevance and quality of education, problem solving research and to provide intellectual service to the community thereby contribute with the efficacy to the Ethiopian peoples' aspirations of peace, democracy and development; Cognizance of that it is indispensable to instill good governance, democratic leadership, transparency, and accountability and to set up the academic autonomy in order to exercise academic freedom in accordance with the Higher Education Proclamation and international good practice, it is essential to issue principles and rules through which the academic staff of the university shall be governed.

WHEREAS, it is necessary to create a democratic university with a student-centered educational environment where the role of students is transformed from that of passive consumers of readymade facts and information to that of active stakeholders in the collective pursuit and production of authentic knowledge and the creation of productive and dispassionate citizens through developing habits of free inquiry, critical thinking and problem-solving capacity as well as for inculcating the attitude and values of respect for the wide diversity of views all of which are essential for the achievement of excellence in higher education;

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

NOW, THEREFORE, in accordance with the powers vested in it under Art. 49(3) of the Higher Education Proclamation No. 650/2009, here by issues this legislation.

PART ONE: GENERAL PROVISIONS

Article 1: Short Title

This Legislation may be cited as “**Senate Legislation of Injibara University No.1 / 2018.**”

Article 2: Definitions and Gender Reference

In this Academic Policy, unless the context requires otherwise:

1. “**University**” shall mean Injibara University established as per the Higher Education Proclamation 650/2009 and the Federal Universities Council of Ministers Regulations No.210/2011
2. “**Proclamation**” shall mean the Higher Education Proclamation No. 650/2009.
3. “**Senate**” shall mean the Senate of the University established under the provision of Article 49 of the Proclamation No. 650/2009.
4. “**Board**” shall mean the University Board established in accordance with Articles 43 and 48 of the Proclamation.
5. “**Academic Unit**” shall mean College or Department of the University which may coordinate academic program(s) sharing similar resources and resolve inter program issues.
6. “**Module**” shall mean a set of courses with in a program. A set of modules would enable one to finish a program of study and graduate thereof.
7. “**Program**” shall mean a set of modules in the undergraduate and graduate study disciplines.
8. “**Department council**” shall mean the Department level decision making body.
9. “**University community**” shall mean all students and staff of the university
10. “**Staff**” shall mean the academic and support staff of the University.
11. “**Academic staff**” shall mean all teaching and research staff of the university and shall include Professors, Associate Professors, Assistant Professors, Lecturers, Assistant Lecturers and under unique circumstances or conditions of transition Graduate Assistants employed for teaching and research, and other employees considered as Academic Staff by the decision of the Senate.

12. “**Administrative supportive staff**” shall mean personnel of the university employed to provide administrative and other support services.
13. “**Technical Support Staff**” shall mean non-administrative personnel employed to support the teaching-learning and research processes, non-academic health professionals employed in teaching hospital and university library.
14. “**President**” shall mean the chief executive officers of the University appointed in accordance with Articles 52 and 53 of the Proclamation.
15. “**Vice president**” shall mean the executive officer of the university appointed in accordance with Articles 52 and 54 of the Proclamation.
16. “**Director**” Shall mean the executive manager of an institute or University offices.
17. “**Dean**” Shall mean an executive manager of a college/ or school
18. “**Head**” Shall mean an executive manager of a department/ or school
19. “**Fiscal year**” shall mean the Ethiopian fiscal year [Hamle 1(July 8) –Sene 30 (July 7)].
20. “**Student**” shall mean any person admitted and registered at the University in the regular, CEP or any other program.
21. “**School**” shall mean an academic unit of equivalent status to department.
22. “**Center**” shall mean a unit that is directly attached to the University for defined purpose.
23. “**Research & Development**” shall mean and include research extension, publication, consultancy and industry, Community -University linkage
24. “**Registrar**” Shall mean an executive manager responsible for operating to student admission, placement, registration and academic records.
25. **Gender Reference:** Unless the context requires otherwise, the provisions of this policy set out in the masculine gender shall also apply to the feminine gender

Article 3: Issuing Authority

This Legislation is issued by the Senate of the Injibara University pursuant to the powers vested in it by Articles 49(3) of the Higher Education Proclamation No 650/2009 and Article 6 of the Federal Universities Council of Ministers Regulations No.210/2011.

PART TWO: GENERAL PROVISIONS OF THE UNIVERSITY SENATE

Article 4: Governance

The University shall be governed by the administrative board and have a president and vice presidents as stipulated under the Higher Education Proclamation No. 650/2009 and the Federal Universities Council of Ministers Regulations No.210/2011.

Article 5: Accountability

The University shall have a Senate, which shall be accountable to the President as provided under the Proclamation.

Article 6: Scope of Application

Unless otherwise provided in this Legislation and other laws of the country, all provisions of this Legislation shall apply to both the academic and administrative affairs of the Injibara University.

Article 7: Membership of the Senate

7.1. As per Article 50(4) of the proclamation and Article 6(3) of the Federal Universities Council of Ministers Regulations No.210/2011, the senate, which shall be chaired by the president of the university, shall have the following members:

- a) The University Vice Presidents
- b) The Registrar (Secretary)
- c) College Deans
- d) The University Directors
- e) Two representatives of the University Teachers' Association, one of which is female
- f) Two representatives of the University Students' Union, one of which is female
- g) Other members that can be nominated by the President

7.2. Term of office

The term of office of senate members shall be three years. Elected members shall serve for three years. However, those staff members who become members of the Senate by virtue of their position in the University shall serve as long as they are in their positions

Article 8: Organization/Structure of the Senate

- 8.1. The Senate is established according to the Higher Education Proclamation;
- 8.2. The Senate shall have its own secretary from among its members.
- 8.3. The Senate functions through standing and Adhoc committees to be created under it;
- 8.4. The office of the Senate shall be at the head office of the University.

Article 9: Powers and Duties of the Senate

Without prejudice to the principles and policies of the Proclamation, the Charter, and directives of the Board, the senate, being the leading body of the University for Academic Matters, shall have the responsibilities to:

- 9.1. Determine the academic calendar of the university;
- 9.2. Accredite academic program and their curricula and supervise academic units to ensure the relevance and quality of education and research;
- 9.3. Legislate and ensure proper implementation of the university's statutes related to all academic and research matters in accordance with the proclamation;
- 9.4. Determine conditions on which degrees are awarded or revoked;
- 9.5. Determine an institution-wide framework for quality enhancement and student assessment;
- 9.6. Advise the president, upon request, on appointments of academic heads;
- 9.7. Recommend to the Board promotions of academic staff to the rank of professor and promote academic staff to the rank of associate professor;
- 9.8. Approve nominations by academic units for employment of academic staff with the rank of professor;
- 9.9. Decide on the type, number, membership, and responsibilities of its specialized committees;
- 9.10. Award honorary degrees and other academic prizes to persons with outstanding achievements

- meriting recognition by the university, upon request by the president;
- 9.11. Examine and approve recommendations by the president in respect of opening, closure, merger or change of name of college or department under the university.
 - 9.12. Perform other responsibilities which may be given to it in the establishing law of the university or may be referred to it by the president
 - 9.13. Decide on the conferring of degrees (including honorary degrees), diplomas and certificates as well as medals and prizes;
 - 9.14. Approve criteria for admission and enrolment of students;
 - 9.15. Set criteria for the determination of academic standards;
 - 9.16. Oversee quality assurance and excellence of programs;
 - 9.17. Provide governing guidelines for the settlement of disciplinary problems;
 - 9.18. Determine criteria for graduation and its ceremony processions;
 - 9.19. Formulate guidelines for determining student assessment methods and standards;
 - 9.20. Recommend tuition fees to be charged by the University;
 - 9.21. Issue guidelines on conditions and procedures of competitions for grants, fellowships, and scholarships;
 - 9.22. Formulate policies and guidelines for planning and utilization of resources;
 - 9.23. Formulate, modify and revise the organizations of colleges and departments of the University, and decide on the establishment of new units, subject to the approval of the Board;
 - 9.24. Establish committees, which may include persons who are not members of the Senate, to carry out any of the functions or exercise any of the powers of the Senate;
 - 9.25. Formulate and develop policies to promote principles of tolerance and accommodate issues of diversity in the various activities and programs of the University;
 - 9.26. Propose policies regarding employment, salaries, allowances and other benefits of the academic and administrative staff;
 - 9.27. Review grades and determine academic status of students every semester;
 - 9.28. Formulate policy and devise mechanisms for staff recruitment, retention and promotion;
 - 9.29. Determine its own rules and procedures; and
 - 9.30. Perform such other duties as may be given to it by the President or Administration Board.

Article 10: Procedure of Senate Meetings

- 10.1. The President is the chairperson of the Senate and shall preside over Senate meetings;

10.2. In the absence of the President, the Vice President of Academic and Research, or the Vice President of Administration and Business Development shall in that order preside over the meetings of the Executive Committee.

10.3. The senate shall determine four regular meetings and extraordinary sessions in its own rules of procedure and internal regulations, which shall also include disciplinary rules of its members. Notwithstanding the provisions under sub-article (1) of this Article, the senate may hold continuous sessions upon request by the president.

10.4. The senate may hold extraordinary sessions upon the request of the president, the Board or one-third of its members.

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

10.6. The senate shall have a quorum when 50 +1 of its members attend and shall make decisions by simple majority votes, and in case of a tie, the chairperson shall have a casting vote.

10.7. The senate, consistent with its mandate, shall devote some of its sessions to evaluations of the academic performance of the academic units, of its committees, and its own performance; and the results of the evaluations shall be duly communicated by the president to the Board.

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

Article 11: Reconsideration of Senate Decisions

Senate decision may be reconsidered for discussion if supported by more than one-third of the Senate members.

Article 12: Communication of Senate Deliberations and Decisions

Members of the Senate shall communicate in writing to their respective and pertinent academic or administrative staff the issues on which the Senate deliberated and decided. Such communication shall be conducted within reasonable time after every Senate meeting through writing, meeting or any other modalities.

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

- 13.1. The Chairperson of the Senate has the following Powers and duties.
 - 13.1.1. Leads and supervises the activities of the Senate.
 - 13.1.2. Directs and follows up the implementation of Senate decisions.
 - 13.1.3. Calls the regular and extraordinary meetings of the Senate.
 - 13.1.4. Sees to it that the Senate members are notified in time of the agenda of Senat meetings.
- 13.2. Duties and responsibilities of the Secretary of the Senate
 - 13.2.1. Keeps the files and documents of the Senate
 - 13.2.2. In consultation with the Chairperson, sets agenda for Senate meetings and dispatches written notes to all Senate members.
 - 13.2.3. Records minutes of the Senate meetings and when necessary arranges for audio-visual records.
 - 13.2.4. Ensures proper handling, documentation and distribution of the minutes.
 - 13.2.5. Provides the Senate members with information concerning the activities of the Senate, dates of meetings, etc.
 - 13.2.6. Makes the necessary arrangements for Senate meetings (Organize the meeting place and reception).
 - 13.2.7. Administers the Office of the Senate.
 - 13.2.8. Undertakes any additional tasks given to him by the Chairperson of the Senate.

Article 14: Rights and Obligations of the Senate Members

- 14.1. Every member of the Senate has the right to:
 - 14.1.1. express his idea freely at every Senate meeting;
 - 14.1.2. support or oppose motions or abstain from voting at Senate meetings;
 - 14.1.3. present criticisms or self-criticisms on undertaking the activities of the Senate provided that the criticism is substantiated with evidence;
 - 14.1.4. Generate new ideas at the Senate meetings and suggest new agenda items through the proper mechanism;
 - 14.1.5. Enjoy any benefits that the Senate members are entitled to; and
 - 14.1.6. Be provided with a certificate for his contributions as a member of the Senate.
- 14.2. Every member of the Senate is obliged to

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

Article 15: Committees of the Senate

15.1. General Provisions

- 15.1.1. The Senate shall have Standing and *Ad hoc* Committees;
- 15.1.2. The Committees shall serve and function on behalf of the senate in accordance with the mandates vested on them;
- 15.1.3. The Committees are accountable to the Senate;
- 15.1.4. Each committee shall produce its own guidelines, both substantive and procedural in line with this Legislation;
- 15.1.5. Committee work is expected of all university staff as part of their obligation to the University;
- 15.1.6. Students selected by the student body to serve on Senate and its committees shall be notified by the President in writing early of each academic year;
- 15.1.7. The chairperson of the University Senate shall promptly notify members of the Senate Committees in writing of their selection with attachment of the duties of the committees;
- 15.1.8. The chair of the University Senate shall designate the member responsible for calling the first meeting;
- 15.1.9. Unless provided in this Legislation, a committee of the Senate shall elect its chairperson;
- 15.1.10. The committees shall organize their first meeting and begin their function within the month of their establishment; and
- 15.1.11. Committees shall encourage the participation of college in committee work.
- 15.1.12. If the majority makes request for a meeting of a standing committee, the chairperson shall call a meeting of the committee within two weeks of such a request.

15.2. Major Functions of the Senate Standing Committees

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

- 15.2.1 Monitoring the implementation of this Legislation, and policies, directives and decisions of the Senate;
- 15.2.2 Deliberating on matters under their competence and jurisdiction, and decide according to general policy and principles that are provided in this Legislation, directives of the Senate and their own working guidelines;
- 15.2.3 Reporting to the Senate the results of their deliberation and the implementation of their mandate;
- 15.2.4 Initiating and proposing new policy guidelines as well as directives to be deliberated by the Senate;
- 15.2.5 Submitting recommendations for Senate deliberation and decisions;

15.3. Senate Standing Committees

The Senate functions through its standing committees as provided here under. The standing committees of the Senate shall be the following:

15.3.1 Senate Executive Committee

15.3.1.1. Duties and Responsibilities

The Executive Committee shall:

- 15.3.1.1.1. Advise and recommend to the Senate on all matters pertaining to the organization of the Senate and its committees, and the organization and function of academic governance of the University.
- 15.3.1.1.2. Advise the Chairperson of the Senate on the agenda of meetings of the Senate and on ways in which issues and problems brought before the Senate can be clarified to promote orderly and efficient deliberation;
- 15.3.1.1.3. 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;

- 15.3.1.1.4. 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 act
- 15.3.1.1.5. Solicit nominations for honorary degrees;
 - 15.3.1.1.5.1. Establish a procedure for reviewing nominations and making a recommendation;
 - 15.3.1.1.5.2. Consider nominations of standing committee members and submit a recommendation to the University Senate;
- 15.3.1.1.6. Refer issues and problems that shall come before the Senate to the appropriate standing committee for advice and recommendations, unless in those cases where, in the opinion of the Executive Committee, the matter is of such extraordinary urgency as to warrant direct submission to the Senate;
- 15.3.1.1.7. 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 notified to all members of the Senate in a week's time;
- 15.3.1.1.8. Determine, whenever the need arises, the limits of jurisdiction of the standing committees and select the appropriate committee to which a matter falling within the general jurisdiction of the Senate shall be referred;
- 15.3.1.1.9. Submit nominations of faculties for membership in each Senate Standing Committees;
- 15.3.1.1.10. Take all measures necessary in the exercise of its powers and duties as outlined hereof, including the co-option of and consultation with other members of the Senate in the course of its deliberations;
- 15.3.1.1.11. Deliberate and decide on matters that require urgent decision and cannot await the Senate meeting;

15.3.1.2. Membership of Senate Executive Committee

- 15.3.1.2.1. Executive Committee shall have the following members: the President, the Vice Presidents, the Registrar Director and Corporate Communication

Director.

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

15.3.1.3. Meeting and Reporting

15.3.1.3.1. The Executive Committee shall meet at least once before each Senate meeting;

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

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

15.3.1.4. Rules of Procedure

15.3.1.4.1. The President shall be the Chairperson of the SEC;

15.3.1.4.2. In the absence of the President, the AVP and in the absence of AVP, the ADVP shall act as Chairperson of the SEC;

15.3.1.4.3. The SEC shall have a regular meeting;

15.3.1.4.4. The Chairperson can call for an extraordinary meeting whenever he finds it necessary, or if more than a third of the SEC members request for such a meeting;

15.3.1.4.5. The power of the SEC can be exercised by a majority of a quorum. Quorum for a SEC shall consist of more than half (50% + 1) of the members.

15.3.2 Admission and Placement Committee (APC)

15.3.2.1 Duties and Responsibilities

The Admission and Placement Committee shall:

15.3.2.1.1 Set strategy for student recruitment, admission and placement;

15.3.2.1.2 Check intake capacity against available human and material resources

15.3.2.1.3 Review intake and retention;

15.3.2.1.4 Check diversity in admission;

15.3.2.1.5 Set clear and transparent criteria for admission;

15.3.2.1.6 Review and facilitate readmissions;

15.3.2.1.7 Notwithstanding the provisions made in the relevant government

directives, set criteria for (10+2), (10+3) or diploma students to advanced standing admissions into regular degree programs.

15.3.2.2 Membership

The committee shall consist of the following members:

- 15.3.2.2.1 Academic and, Research Vice president (chairperson);
- 15.3.2.2.2 University Registrar (Secretary);
- 15.3.2.2.3 Continuing Education Directorate Director
- 15.3.2.2.4 Students' Service Directorate Director
- 15.3.2.2.5 Deans of all Colleges; and
- 15.3.2.2.6 Director of Disabled person, Gender and HIV/AIDS Directorate
- 15.3.2.2.7 Any other person that the Senate may assign.

15.3.2.3 Meeting and Reporting

- 15.3.2.3.1 The Committee shall meet four times a year.
- 15.3.2.3.2 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.
- 15.3.2.3.3 The Committee shall submit a quarterly report to the Senate on the implementation of its duties and responsibilities.

15.3.3 Curriculum Standards and Quality Assurance (CSQA)

15.3.3.1 Duties and Responsibilities

The Committee shall:

- 15.3.3.1.1 Provide expert advice on curriculum design, review, approval, and revision;
- 15.3.3.1.2 Formulate guidelines for curricular revision and course/module/ changes;
- 15.3.3.1.3 Ensure the inclusion of pedagogical methods that encourage and reward open and active interaction in the teaching-learning settings.
- 15.3.3.1.4 Enhance practice oriented system of education through inclusion into the curricula programs of internships, practical attachments and the like;
- 15.3.3.1.5 Enhance the cultivation of educational environment that fosters the creative and critical thinking capacities of both students and academic staff;
- 15.3.3.1.6 Screen proposals for course/modules/ changes;
- 15.3.3.1.7 Initiate and monitor periodic review of courses/modules/;

- 15.3.3.1.8 Check the balance among components of programs and courses/modules/;
 - 15.3.3.1.9 15.3.3.1.9. Develop procedure regarding phasing in and phasing out courses/modules/;
 - 15.3.3.1.10 Advise colleges on the offering of interdisciplinary courses modules/;
 - 15.3.3.1.11 Set guidelines and procedures for curriculum development
 - 15.3.3.1.12 Formulate quality assurance policy and set guidelines and procedures for quality assurance auditing
 - 15.3.3.1.13 Set guidelines for course/module/ exemptions;
 - 15.3.3.1.14 Perform other related activities.
- 15.3.3.2 Membership

The Committee shall consist of the following members:

- 15.3.3.2.1 Academic and research vice president (chairperson)
 - 15.3.3.2.2 Program Design and Development Directorate Director (secretary)
 - 15.3.3.2.3 Institutional Quality Assurance directorate Director
 - 15.3.3.2.4 Deans of College; and
 - 15.3.3.2.5 Registrar director
 - 15.3.3.2.6 Library and information director
 - 15.3.3.2.7 Any other person (s) that the Senate may assign.
- 15.3.3.3 Meeting and Reporting
- 15.3.3.3.1 The Committee shall have four regular meetings in a year;
 - 15.3.3.3.2 The Chairperson may also convene the meeting of the committee whenever he deems it is appropriate or whenever one-third of its members make a request for such a meeting; and
 - 15.3.3.3.3 The Committee shall submit a yearly report to the Senate on the implementation of its duties and responsibilities.

15.3.4 Academic Staff Affairs Committee (ASAC)

- 15.3.4.1 Duties and Responsibilities

The Academic Staff Affairs Committee (ASAC) shall:

- 15.3.4.1.1 Devise policies and overall strategic human resource objectives, including recruitment and selection, equal opportunities for applicants for job and

- promotion from disadvantaged groups, contractual matters, training and development, pay and reward and other matters as appropriate;
- 15.3.4.1.2 Formulate policy for recruitment and appointment; and criteria and procedures for academic promotion, probation and confirmation of promotions, merit increases, renewal of tenure, resignation and retirement, termination of appointment, and other matters as appropriate;
- 15.3.4.1.3 Examine and recommend promotions in rank submitted by college and pass the same to the Executive Committee;
- 15.3.4.1.4 Formulate various mechanisms of rewarding merit and innovation in teaching and research;
- 15.3.4.1.5 Formulate policies for retention of academic staff and solicit budget for recruitment and retention in the context of competing demands for resources for academic activities;
- 15.3.4.1.6 Consider recommendations from the Office of the Academic and Research Vice President for such promotions and recommend to the Executive Committee;
- 15.3.4.1.6.1 Receive and consider complaints regarding appointment and promotion as well as oversee implementation of policies in this regard;
- 15.3.4.1.6.2 Handle other policy issues related with appointment, scholarship, promotion;
- 15.3.4.1.7 Oversee policies and practices of the University relating to study, sabbatical and research leaves;
- 15.3.4.1.8 Recommend the number and kind of academic staff joining the School of Graduate Studies;
- 15.3.4.1.9 Recommend the kind and number academic staff going on research and sabbatical leaves; and
- 15.3.4.1.10 Look into ways and means of obtaining scholarships through bilateral and multilateral agreements, or through international agencies; and
- 15.3.4.1.11 Follow the progress of academic staff on study leave.
- 15.3.4.2 Membership
- 15.3.4.2.1 The committee shall consist of the following members:-
- 15.3.4.2.2 Academic and Research Vice President (Chairperson);
- 15.3.4.2.3 Program Design and Development Directorate Director (Secretary)

- 15.3.4.2.4 Dean of Colleges
 - 15.3.4.2.5 Representative(s) of the Teachers' Association;
 - 15.3.4.2.6 Director of Disabled person, Gender Affairs and HIV/AIDS Directorate
 - 15.3.4.2.7 Any person(s) that the Senate may assign.
- 15.3.4.3 Meeting and Reporting
- 15.3.4.3.1 The Committee shall meet four times a year.
 - 15.3.4.3.2 The Chairperson may also convene a meeting of the Committee whenever he deems it is appropriate or whenever three of its members make a request for such a meeting.
 - 15.3.4.3.3 The Committee shall submit a quarterly report to the Senate on the implementation of its duties and responsibilities.

15.3.5 Continuing Education Committee (CEC)

15.3.5.1 Duties and Responsibilities

The Continuing Education Committee shall:-

- 15.3.5.1.1 Assist in initiating new graduate and undergraduate Continuing /Evening, Distance, and summer/ Education programs;
- 15.3.5.1.2 Review and recommend ways of strengthening existing programs;
- 15.3.5.1.3 Review and recommend the structural organization of Continuing Education programs;
- 15.3.5.1.4 Decide on cost-effective and income generating departmental intake;
- 15.3.5.1.5 Recommend the termination of a program of study that is not cost effective;
- 15.3.5.1.6 Suggest and facilitate efficient and effective use of human, financial and material resources;
- 15.3.5.1.7 Recommend duration of study, semester credit load and total credit load for graduation; and
- 15.3.5.1.8 Review and determine pedagogically feasible cost effective and income generating class size;

15.3.5.2 Membership

The committee shall consist of the following members:-

- 15.3.5.2.1 Academic & Research V/president (Chairperson);
- 15.3.5.2.2 Administration and Business Development Vice president
- 15.3.5.2.3 Director of Continuing Education Directorate (Secretary);
- 15.3.5.2.4 Deans of Colleges;
- 15.3.5.2.5 The University Registrar;
- 15.3.5.2.6 Any other person (s) that the Senate may assign.

15.3.5.3 Meeting and Reporting

- 15.3.5.3.1 The Committee shall meet four times a year;
- 15.3.5.3.2 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;
- 15.3.5.3.3 The Committee shall submit a quarterly report to the Senate on the implementation of its duties and responsibilities

15.3.6 Development and Entrepreneurial Committee

15.3.6.1 Duties and Responsibilities

The Development and Entrepreneurial committee shall

- 15.3.6.1.1 Direct, coordinate and oversee the planning, implementation, and monitoring the wide range, self-sustaining and revenue generating auxiliary enterprises and internal service units of the university;
- 15.3.6.1.2 Plan, direct and coordinate major strategic business development projects and initiatives of the University;
- 15.3.6.1.3 Ensuring that this initiatives effectively and efficiently support the overall mission, goals and objective of the University; and
- 15.3.6.1.4 Oversee the institutional fund raising programs and activities.
- 15.3.6.1.5 Develop financial guideline of the revenue obtained from summer, evening and distance education.

15.3.6.2 Membership

The committee shall consist of the following members:

- 15.3.6.2.1 The Administration and Business Development Vice President (Chairperson)
- 15.3.6.2.2 Partnership and Collaboration Directorate Director (Secretary);
- 15.3.6.2.3 Representative from concerned college;
- 15.3.6.2.4 Continuing Education Directorate Director;
- 15.3.6.2.5 Planning, implementation, monitoring and evaluation Directorate Director, and
- 15.3.6.2.6 Production related activities Directorate Director
- 15.3.6.2.7 Service related activities Directorate Director
- 15.3.6.2.8 Any other person (s) that the Senate may assign.

15.3.6.3 Meeting and Reporting

The Committee shall meet four times a year:

- 15.3.6.3.1 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.
- 15.3.6.3.2 The Committee shall submit a quarterly report to the Senate on the implementation of its duties and responsibilities

15.3.7 Library and Information Technology Committee (LITC)

15.3.7.1 Duties and Responsibilities

The Library and Information Technology Committee shall:

- 15.3.7.1.1 Formulate library and information technology policies and devise strategies in relation to the development of resources for instruction, research and other services;
- 15.3.7.1.2 Formulate a policy to enhance the University's potential in information and communications technology, and its application in teaching-learning, research, and administrative services of the University;

- 15.3.7.1.3 Oversee that the University's libraries and information centers, are maintained as a national and international scholarly resource;
- 15.3.7.1.4 Solicit external funding and provide guidelines for, and oversee, the effective utilization of such funding for ICT development;
- 15.3.7.1.5 Provide oversight on the overall implantation and development of the libraries and information centers;
- 15.3.7.1.6 Ensure efficient utilization of ICT and facilitate the resources required to implement the University's strategy and agreed policy in the area of ICT;
- 15.3.7.1.7 Oversee the library and information technology services and initiate the preparation of strategic plan of these services to the University as whole;
- 15.3.7.1.8 Enhance the potential of libraries and information technology centers to contribute to graduate programs and maximizing the information resources available to researchers, and the facilitation of their access;
- 15.3.7.1.9 Formulate rules and regulations on donated books, manuscripts, projects, pieces of arts and other materials including the rights of donors and their families;
- 15.3.7.1.10 Formulate regulations on the application of any aspect of library and information service policy to university libraries and information services not within the University Library Services;
- 15.3.7.1.11 Making, amending, and publishing regulations, subject to approval by the Senate, for the control, management, and security of the use of the facilities of the University Library and Information Services;
- 15.3.7.1.12 Determine policy relating to the admission of readers and users to the libraries and information centers in the University;
- 15.3.7.1.13 Formulate policy for the acquisition, development, management, and disposition of collections in the libraries and services within the University Library Services;
- 15.3.7.1.14 15.3.7.1.14. Formulate guidelines for the preservation of materials in the University's library collections;
- 15.3.7.1.15 Devise strategy and plan for the provision of electronic information resources for the University;
- 15.3.7.1.16 Devise a strategy for the staff-deployment, career-development, and training needs of ICT and library support personnel.

15.3.7.1.17 Devise strategy and plan for the advancement of ICT in the university

15.3.7.1.18 Establish ICT centers in the university

15.3.7.2 Membership

The committee shall consist of the following members:

15.3.7.2.1 Library and Information Directorate Director (Chairperson);

15.3.7.2.2 ICT Directorate Director (secretary)

15.3.7.2.3 University Chief Librarian;

15.3.7.2.4 Research and Publication Officer;

15.3.7.2.5 One representative from each college

15.3.7.2.6 Head, Department of Information Technology;

15.3.7.2.7 Two representative of students from the regular programs one of which shall be female, and

15.3.7.2.8 Any other person(s) that the Senate may assign.

15.3.7.3 Meeting and Reporting

15.3.7.3.1 The Committee shall meet four times a year;

15.3.7.3.2 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; and

15.3.7.3.3 The Committee shall submit a quarterly report to the Senate on the implementation of its duties and responsibilities.

15.3.8 Research and Community Service Committee (RCSC)

15.3.8.1 Duties and Responsibilities

The Research and Community Service Committee shall:

15.3.8.1.1 Formulate strategies for promoting research and dissemination of research findings;

15.3.8.1.2 Guide the Research and other units of the University in designing and conducting training workshops on research methods and research writing and preparation of teaching materials;

- 15.3.8.1.3 Specify priorities for research based on national needs;
- 15.3.8.1.4 Set guidelines for the approval of research proposals and teaching materials;
- 15.3.8.1.5 Monitor the activities of the Research, and community service directorate in relation to approved research work;
- 15.3.8.1.6 Ensure the appropriate academic standard of publications;
- 15.3.8.1.7 Advise the Senate on all matters pertaining to publications;
- 15.3.8.1.8 Determine criteria for establishing the reputability of journals;
- 15.3.8.1.9 Re-assess the reputability of journals every year;
- 15.3.8.1.10 Determine courses of action in the case of breach of agreement by researchers;
- 15.3.8.1.11 Specify the calendar for submission of research proposals and research reports;
- 15.3.8.1.12 Examine and endorse the activity reports of research and community service directorate;
- 15.3.8.1.13 Advise and assist the Research and community service directorate in securing fund from organizations outside the University;
- 15.3.8.1.14 Design, facilitate and endorse collaborative activities with national and international institutions;
- 15.3.8.1.15 Endorse agreements with distributors and co-publishers;
- 15.3.8.1.16 Determine royalty or honorarium for authors and assessors;
- 15.3.8.1.17 Establish award system for recognizing outstanding research;
- 15.3.8.1.18 Assist the Research community service directorate in preparing code of ethics governing/safeguarding research and intellectual property rights;
- 15.3.8.1.19 Approve allocation of funds for research and community service directorate
- 15.3.8.1.20 Issue guidelines pertaining to visiting researchers who wish to be affiliated with various units of the University.
- 15.3.8.1.21 Serve the need and interest of the public to facilitate education, economic and social improvements;
- 15.3.8.1.22 Ensure the representation and active participation of the University in various governmental and non-governmental bodies;

15.3.8.2 Membership

The committee shall consist of the following members:

- 15.3.8.2.1 Academic and Research Vice President (Chairperson);
- 15.3.8.2.2 Research and community service directorate director (Secretary);
- 15.3.8.2.3 Administration and Student affairs vice president
- 15.3.8.2.4 College deans
- 15.3.8.2.5 Director of institutional quality assurance directorate
- 15.3.8.2.6 Director of corporate communication
- 15.3.8.2.7 . Director of program design and development directorate
- 15.3.8.2.8 Any other person that the Senate may assign.

15.3.8.3 Meeting and Reporting

- 15.3.8.3.1 The Committee shall meet four times a year;
- 15.3.8.3.2 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; and
- 15.3.8.3.3 The Committee shall submit a quarterly report to the Senate on the implementation of its duties and responsibilities.

15.3.9 Student Affairs Committee (SAC)

15.3.9.1 Duties and Responsibilities

The Student Affairs Committee shall:

- 15.3.9.1.1 Review the material and social conditions of the University affecting students' academic and social life;
- 15.3.9.1.2 Devise mechanisms that contribute to academic success and personal development of students;
- 15.3.9.1.3 Formulate the code of conduct of students of the University particularly those related to disciplinary issues;
- 15.3.9.1.4 Arbitrate between faculty, administration and the student body on matters affecting the interest of all;
- 15.3.9.1.5 Mediate student counseling issues;
- 15.3.9.1.6 Formulate ways and means of creating part-time and self-employment

- activities;
- 15.3.9.1.7 Identify and devise means of support to women students and students from disadvantaged communities;
 - 15.3.9.1.8 Identify and devise means of support to students with disabilities;
 - 15.3.9.1.9 Help students understand their rights and obligations;
 - 15.3.9.1.10 Promote the well-being and rights of students;
 - 15.3.9.1.11 Initiate and encourage student exchange programs, student publications, guest lectures, and debate;
 - 15.3.9.1.12 Formulate policies regulating the affairs of international students;
 - 15.3.9.1.13 Develop and supervise policies for the intercollegiate sport program in collaboration with the Department of Physical Education;
 - 15.3.9.1.14 Ensure that the intercollegiate sports program adheres to all policies, rules, and regulations set forth by the University administration;
 - 15.3.9.1.15 Make recommendations to the President concerning cost sharing;
 - 15.3.9.1.16 Formulate policy for official recognition of student organizations and review, approve, and revoke constitutions of student organizations;
 - 15.3.9.1.17 Make recommendations on matters pertaining to student life, out-of-classroom activities, and student welfare brought to the Committee by members of the University Community;
 - 15.3.9.1.18 Make recommendations pertaining to general student welfare to administrative entities;
 - 15.3.9.1.19 Investigate policies and regulations that affect general student welfare; and
 - 15.3.9.1.20 Serve as an appellate body for hearing disputes within and among student organizations.
- 15.3.9.2 Membership

The Committee shall consist of the following members:

- 15.3.9.2.1 Administration and student affairs vice president (Chairperson);
- 15.3.9.2.2 Director of student service (Secretary);
- 15.3.9.2.3 The University students' guidance and counseling officer;
- 15.3.9.2.4 Representative from sport science department;
- 15.3.9.2.5 Director of corporate communication directorate;

- 15.3.9.2.6 . Director of procurement, finance and property management
- 15.3.9.2.7 Director of facility management directorate
- 15.3.9.2.8 Disabled person, gender and HIV/AIDS directorate director
- 15.3.9.2.9 Two representatives of the student council one of which shall be female from regular program; and
- 15.3.9.2.10 Other three members to be elected by the Senate at least one of which shall be female.

15.3.9.3 Meeting and Reporting

- 15.3.9.3.1 The Committee shall meet once in a month;
- 15.3.9.3.2 . 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;
- 15.3.9.3.3 The Committee shall submit a quarterly report to the Senate on the implementation of its duties and responsibilities;

Article 16: Emergency Management Committee

16.1.Composition

In time of declared crisis a special emergency management committee shall be constituted as an organ of the Senate. This committee shall be composed of:

1. The president-----Chairperson
2. Academic and research Vice President -----Member
3. Administrative and students’ affairs v/president -----Member
4. The Director of Students’ support service-----Secretary
5. Legal service and ethics director-----Member
6. President of teachers’ association-----Member
7. President of students’ union-----Member
8. Two Student representatives one of whom is a female-----Member

16.2.Powers

The committee shall have the authority:

16.2.1. To advise the President on the course of action to be followed by the university when it is faced with declared crisis;

16.2.2. To Discuss and communicate with students, faculty, the Board of Governors and appropriate Government organs, and authorize and release prompt communications on behalf of the University;

16.2.3. To undertake any other business for which prompt and effective action is required.

16.3.Consultation and Report

The Emergency Management Committee shall consult to the fullest extent possible and practicable with the senate and the student support service director during declared crisis. It shall inform as soon as possible, preferably within 48 hours, the senate of any action it has taken.

Article 17: Ad-hoc Committees

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

17.1.Terms of Reference of Ad-hoc Committees

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

17.2.Membership

Each committee shall have a minimum of three members

Article 18. Establishment of Directorates

In order to support and enhance the teaching-learning process and research and community service, the following directorates are hereby established.

1. Program Design and Development Directorate
2. Institutional Quality Assurance Directorate
3. Library and Information Service Directorate
4. Registrar and Alumni Directorate
5. Information and Communication Technology Directorate
6. Research and Community Service Directorate
7. Gender Affairs, HIV_AIDS Prevention and Disabled Persons Support Directorate
8. Continuing Education Program Directorate
9. Student Support Service Directorate
10. Corporate Communication Directorate
11. Legal Service Directorate
12. Partnership and Collaboration Directorate

Article 19. Appointment of Directors

Directors shall be appointed by the president upon the recommendation of the senate

PART THREE: ACADEMIC AND TECHNICAL HUMAN RESOURCES POLICY

Article 20: Planning

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

- a. Higher education staff development and enrolment plan,
- b. Existing staff profile and load,
- c. Existing programs and future expansion,
- d. Student staff ratio, and
- e. Nature of academic programs and their mix

It is the duty of the Head of the Academic Unit, to make periodically or upon request, project general size of Academic Staff and its structure in terms of academic rank. These shall also be submitted to the Academic Staff Affairs Committee (SAC) of the Senate for its endorsement.

Article 21: Academic Ranks

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

21.1. The University uses the following hierarchy of academic staff in the ascending order

21.1.1. Teaching Staff

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

21.1.2. The rank of Research staff shall be as in 1.1 (a-g) above.

21.1.3. Adjunct staff and honorary staff may be considered as academic staff.

21.2. The University uses the following hierarchy of academic and technical support staff in the ascending order:

21.2.1. Professional Librarian

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

21.2.2. Technical Support Staff

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

21.3. A person joining any Academic Unit of the University as a full-time academic staff shall assume an academic rank, in accordance with the general criteria and procedures established by this legislation.

21.4. A research staff may change his/her status to his/her teaching staff or vice versa where requested by academic unit and approved by academic vice president of the University with the consent of the staff.

21.5. Adjunct/honorary academic ranks may be assigned to qualified instructors employed on the basis of joint appointment, part-time, or other arrangements in accordance with the general University policy.

21.6. Unless specific contractual arrangements are made to the contrary, an academic staff joining the University for the first time shall be subjected to a probationary period during the first year with the University in which time the University may terminate employment for the following year within one semester's notice

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

Article 22: Appointment and Promotion Requirements for Teaching Staff

22.1. Principles and Procedures for Promotion

22.1.1 General Provision

The procedures for promotions shall be as follows:

- a) The staff member should initiate the promotion request by applying to the respective academic unit head.
- b) The academic unit council/commission shall approve promotions up to the rank of lecturer based on the recommendations of academic unit council.
- c) For promotion to the rank of Assistant Professor and above the endorsement of the AC shall be submitted to the AVP for further handling.

22.1.2 Promotion request of a staff member on any kind of leave shall not be entertained.

However, the promotion request of a staff who fulfills all the requirements for Promotion and submitted the application before taking the leave shall be entertained. Additionally, academic staff on study leaves and who contribute greater than or equal to 50% of work load, which is expected from full time staff, are eligible to apply for promotion.

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

22.1.4 The President, upon the recommendation of the Senate, shall present the promotion to the rank of Professor to the Board for final approval

22.2. Promotion process of Heads of Academic Units and Officers

When a Head of academic unit or officer of the University is a candidate for promotion, the AVP or immediate supervisor 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.

22.3. Effective Dates of Promotion

22.3.1 A promotion shall be effective on the approval dates of the following bodies;

- a) Promotion to the rank of Professor, when approved by the Board;
- b) Promotion to the ranks of Assistant Professor and Associate Professor, when approved by the Senate;
- c) Promotion to the ranks of Lecturer and below, when approved by the Academic Unit Council.

22.3.2 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.

22.4. Criteria for Promotions of Academic Staff

22.4.1 Principles Governing Promotions

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

22.4.2 Length of Service with a given Rank

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

22.4.2.2 Academic staff member who have served in other accredited institutions of higher learning

shall be considered for an equivalent position before being appointed in a given academic unit. However, such an Academic staff must serve for at least one year at the University before being considered for promotion to the next academic rank.

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

22.4.3 Effective Teaching

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

22.4.3.2 The contribution of each of the components of the system of evaluation to the overall rating of the teaching effectiveness of an Academic Staff member shall be as follows.

Evaluation by students.....	50%
Evaluation by head of Academic Unit.....	35%
Evaluation by colleagues.....	15%

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

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

22.4.4 Requirements on the Number of Publications

22.4.4.1 Publication of an article or articles in reputable journal(s) is a mandatory requirement for promotion to the rank of Assistant Professor, Associate Professor and Professor.

22.4.4.2 The reputability of journals shall be determined by the academic unit and approved by the University's Research standing Committee.

22.4.4.3 Research papers presented at conferences, seminars, symposia, etc. and **published in proceedings of the same** or published in journals whose reputability has not been established (emerging journals) or chapters in books or contributions as editor of books or proceedings may be presented for purposes of fulfilling the publications criteria for

promotion. However, such papers and contributions have to be assessed for their academic merit and contributions to knowledge in the particular discipline. The criteria and procedures for the assessment of such papers or articles shall be issued by the Research standing Committee. However, such points shall not account more than 50% of the publication requirements. Abstracts shall not be considered for promotion.

22.4.4.4 Publications that appear in reputable journals under the titles such as technical notes, short communications, discussions, reviews, etc. and others mentioned in sub-article 4.3 above may be counted towards the fulfillment of the criteria for promotion. Even though these appear under different sections in different journals, they are defined as reviewed and published findings in reputable journals but not as full-fledged research articles.

Accordingly, their equivalence with respect to a full research article will be determined based on internal and external evaluations. However, such equivalence points shall be determined as depicted in the following table. .

Values of Scientific publications in reputable (peer reviewed) journal and book

No	Types of contribution	Value
1	Original research output	100%
2	Review papers	100%
3	Short/brief communication	30%
4	A chapter in a book	30%
5	Technical notes, case reports, discussion	25%
6	Text Book	200%
7	Book Based on Original Research	300%

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

No. of co-authors	Share of each Co- author (%)*
2	70
3	50
4	40
5	35
6 or more	30
Sole author publication will have 1 or 100 % value.	

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

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

22.4.4.7 Publications arising out of thesis work may also be considered for promotion if the published work does not depend more than 50% on the data in the Theses or Dissertations and is published by the staff member after the last promotion. Articles published in reputable journal must be presented for promotion request and letter of acceptance shall not be entertained.

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

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

A Reputable Journal: The reputability of a professional journal is best determined, in the first instance, by the relevant academic unit and then by Research and publication Committee.

The following shall constitute the criteria on which the reputability of journal is determined:

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

- iii. Seriousness of the journal as judged by such factors as its regularity and continuity, and its maintenance of standard; and
- iv. The backing and respect given on the journal by relevant professionals and/or their association(s).
- v. Indexed journal.
- vi. Impact factor – Reflecting the average number of citations to articles published in science and social science journals.
- vii. Reputability of Journals published by a University shall be approved by the Senate of the respective university.

Textbooks and Reference Books

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

22.4.5 Participation in the Affairs of the University and Professional Activities

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

Assistant Lecturer and below

Academic administration	30%
Work in committees	60%
Professional activities	10%

Lecturer

Academic administration.....	50%
Work in committees	40%
Professional activities	10%

Assistant Professor and above

Academic administration.....	60%
Work in committees	20%
Professional activities	20%

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

22.4.6 Community Service

The following may constitute activities of community service:

- a) Participation in local, regional and national committees whenever called upon and other non-religious services relevant to the community;
- b) Conducting press, radio and/or TV programs for public education and outreach; and
- c) Any other professional service, paid or unpaid, to the community, the contents and quality of which are to be determined by the concerned unit of the University.

22.5. Weighted Values of the Criteria for Academic Promotion

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

22.5.1 For promotion to the rank of Assistant Lecturer and below:

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

22.5.2 For promotion to the rank of lecturer

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

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

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

22.5.4 For promotion to the rank of Professor the following weights shall apply:

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

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

22.6. Accelerated Promotion

A staff member who demonstrates extra-ordinary accomplishments in their area of specialization, and administrative contributions since last promotion may qualify for accelerated promotion. For this purpose:

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

- 22.6.2. However, a candidate for promotion should at least fulfill 75% of the required service years for a rank and score 90% weighted average on all evaluations (students', departmental and colleagues' evaluation).

Article 23: Appointment and Promotion Requirements for Academic Staff

The appointment and promotion of academic staff shall be implemented based on the requirements indicated below for each academic rank. However, during the appointment process, female academic staff shall get three (3) additional points as affirmative action and given priority when they have tie points with male candidates. **The maximum age limit for the appointment of academic staff shall be 40 and 50 years for masters and PhD holders**, respectively. However, the maximum age limit can be waived under special circumstances justified by an academic unit and approved by the AVP.

23.1 Graduate Assistant

- 23.1.1 A candidate with the qualification of Bachelor's Degree in a three or four years program and with at least the level of a Cumulative Grade Point Average (CGPA) of 2.75 for male and a Cumulative Grade Point Average (CGPA) of 2.5 for female or disabled person . However, minimum CGPA of 2.5 and above may be considered under special circumstances justified by an academic unit and approved by the AVP.
- 23.1.2 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.
- 23.1.3 Graduate Assistants shall be given every opportunity for gaining insight into as many aspects as possible of the work of the department to which they are assigned as well as some opportunity to prepare themselves for the necessary advanced specialized study.
- 23.1.4 A Graduate Assistant shall normally assume tutorial responsibilities; but under exceptional circumstances, may be given teaching responsibilities at the level of lower division courses and under the supervision of a senior faculty.

23.1.5 A graduate Assistant may be given the following duties:

- a) Assist in the instruction of special types of classes as well as large classes under the supervision of senior academic staff.
- b) Give tutorial classes, provided that these classes are part of a regular course in the curriculum and giving of final grades in the course is the responsibility of the senior staff member to whom the course is assigned.
- c) Take over classes with the approval of the head of the academic unit 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.
- d) Assist in research activities under the supervision of senior staff members.

23.2. Graduate Assistant I

Appointment

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

23.3. Graduate Assistant II

Promotion

One year of effective performance as Graduate Assistant I;

OR

Appointment

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

23.4. Assistant Lecturer

Promotion

One year of effective service as a Graduate Assistant II;

OR

Appointment

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

23.5. Lecturer

Appointment

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

OR

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

23.6. Assistant Professor

Appointment

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

OR

Promotion

23.6.1

- a) **The qualification of a Master's degree or MD or DVM degree** without specialty certificate or equivalent;

AND

- b) **A minimum of four years of effective teaching as a lecturer**

AND

- c) **At least one publication in a reputable journal or one teaching material for specific course positively evaluated by both internal and external evaluators,** or in some fields as architecture, music and the fine arts, two recognized and realized projects which demonstrate professional

and creative talent which must have been critically and positively evaluated by both internal and external assessors who are specialists in the area;

OR

- d) Release of at least one technological package, including variety release, through a nationally accredited mechanism since becoming a lecturer;

AND

- e) Active participation in the affairs of the University and the community

OR

23.6.2.

- a) The qualification of a bachelor's degree or equivalent;

AND

- b) A minimum of four years of effective teaching as a lecturer.

AND

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

AND

- d) Active participation in the affairs of the University and the community.

23.7. Associate Professor

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

AND

23.7.2 Four years of effective teaching as an Assistant Professor;

AND

23.7.3 Publications as provided hereunder;

a) two articles in a reputable journal published since last promotion;

OR

b) one textbook or book based on original research;

OR

c) four realized artistic or professional projects or one published article and two realized artistic or professional projects;

OR

d) one publication in a reputable journal or one teaching material for specific course positively evaluated by both internal and external evaluators and release of one technological package through a nationally accredited mechanism since becoming an Assistant Professor

AND

23.7.4 Active participation in the affairs of the University;

AND

23.7.5 Public service.

23.8. Professor

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

AND

23.8.2. Four years of effective teaching as an Associate Professor;

AND

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

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

OR

b) A textbook and two articles in a reputable journal;

OR

c) A book based on original research in one's area of specialization and one article in a reputable journal.

OR

d) Release of two technological packages through a nationally accredited mechanism and at least two articles in a reputable journal since becoming an Associate Professor;

AND

23.8.4. Active participation in the affairs of the University;

AND

23.8.5. Public service

Additional Criteria for the rank of Professorship:

- Average 3.25 of both external and internal evaluation would be considered for promotion
- 75% of the publications shall unambiguously focus on the field of specialty the remaining 25% contribution can be related field in the profession.
- A teaching material shall not be considered for promotion to professorship rank.
- The internal evaluator of the article or textbook or technology should have a Professor academic rank. However, if there is no evaluator of such academic rank in the specified field or related in the university Associate professor could evaluate the material. If there is no one in both ranks only external evaluation would be considered.
- The external evaluators of the article or textbook or technology should have a Professor academic rank in the field of specialization.

23.9. Professor Emeritus:

Professors or associate professors who meet the requirements of article (21) of this document may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus in accordance with the provisions of the senate statutes of an institution.

Article 24: Promotion of Research Staff

1. Promotions pertaining to research staff shall follow the same roots as in the teaching staff as stipulated in article 8 of this Policy on condition that he/she invests 25% of his/her time for teaching and has produced 1.5 times the publications requirement of the teaching staff for respective academic rank.
2. Appointment and Promotions pertaining to adjunct staff and joint appointment shall be governed by the guidelines that would be formulated by SAC of the University.
3. Any professional who will be involved both in teaching and research without any

pay from the University may be given a merit-based honorary academic rank.

Article 25: Joint Appointment

- 25.1. Joint appointment of academic staff shall apply in circumstances when it shall prove an efficacious solution for an institution's challenge to ensure the relevance and quality of education as well as to meet demand of academic staff; and it shall be restricted in application to an institution's professionals with Master's degree and above and to professionals with high degree of relevant expertise from industry, business, research establishments and other organizations.
- 25.2. Without prejudice to other provisions of this legislation and other applicable laws, an academic staff or a government employee, may be employed, with his/her consent and the consent of his/her institution or capability to do so.
- 25.3. Issues of importance to the joint appointee and the concerned employers such as status, duration of appointment, remuneration and other benefits, the tasks to be achieved and the apportionment of working time shall be negotiated and agreed by the parties within the framework of rules and procedures enacted by the concerned Senate.
- 25.4. The provisions of this Article shall not be construed to entitle an academic staff of a public institution or a government employee to be jointly appointed in a private institution.

Article 26: Honorary Academic Staff Appointment

26.1 Overview

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

26.2 Purpose

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

and teaching expertise and standing.

26.3 Description

The University may appoint as an Honorary Academic staff those professionals retired from the university, person of great distinction and international standing who can serves 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.

26.4 Procedure

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:

- a) Honorary Lecturer
- b) Honorary Assistant professor
- c) Honorary Associate Professor
- d) Honorary Professor
- e) Professor Emeritus

The candidate to be appointed with honorary rank should at least fulfill the requirements of the respective academic ranks as per Article 8 of this policy. Appointments and reappointments of honorary academic staff up to the level of Lecturer are approved by the relevant Dean/Head of academic unit, on the recommendation made by the department. Written support for the appointment must accompany the nomination. Appointments and reappointments of honorary staff at Assistant professor and above are recommended by the faculty and approved by Staff Affairs Committee. The Vice-president for academic and research will subsequently approve the appointment of Assistant and Associate Professor and report to the Senate any such appointments. Appointment of Professor and Professor Emeritus is approved by University Senate.

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:

- a) the duties and responsibilities of the proposed appointee;
- b) 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;
- c) the benefits that will flow through to the department from the appointment; and
- d) in case of reappointment, how the university has realized the expected benefits from the previous appointment.

26.5 Offer of Appointment

After the honorary appointment has been approved, AVP will arrange for an offer to be sent to the nominee. Appointments of the level of honorary lecturer will be referred to the relevant Faculty/academic unit. Appointments up to Honorary Associate Professor referred to the Staff Affairs Committee. Appointments of Honorary Professor will be approved by the University Board. All appointment and promotion are bound by the university staff appointment and promotion regulation.

26.6 Period of Appointment

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

26.7 Renewal of Appointment

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

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

26.8 Conditions of Appointment

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

26.9 Promotion

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

26.10 Patents and Exploitation of Inventions

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 27: Criteria for Appointment and Promotion of Professional Librarians

27.1. Assistant Librarian V

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

27.2. Assistant Librarian IV

a) B.A., B.Sc. or the equivalent;

AND

b) One year of effective experience as an Assistant Librarian V.

27.3. Assistant Librarian III

27.3.1.

a) B.A., B.Sc. or the equivalent;

AND

b) Two years of effective experience in a library after the bachelor's degree

OR

27.3.2. The degree of Masters of Library and Information Science or its equivalent.

27.4. Assistant Librarian II

27.4.1.

- a) B.A., B.Sc. or its equivalent;

AND

- b) Four years of effective experience in a library after the bachelor's degree three years of which must have been spent at the rank of an Assistant librarian III;

OR

27.4.2

- a) The degree of Master of Library and Information Science or its equivalent;

AND

- b) Two years of effective experience in library as an Assistant librarian III.

27.5. Assistant Librarian I

27.5.1.

- a) The degree of Master of Library and Information Science or its equivalent;

AND

- b) Four years of effective experience, at least three years of which must have been spent at the rank of an Assistant Librarian II;

AND

- c) At least one publishable bibliography/catalogue favorably assessed by competent librarians, preferably senior advisors;

AND

- d) Effective performance in any relevant teaching assignment.

OR

27.5.2.

- a) Three years of effective experience two of which must have been spent at the rank of an Assistant librarian II;

AND

- b) At least one publication in a reputable journal;

AND

- c) Effective performance in any relevant teaching assignment.

OR

27.5.3. The degree of Doctor of Philosophy in library science or its equivalent.

27.6. Associate Librarian

27.6.1.

- a) The degree of Master of Library and Information Science or its equivalent;

AND

- b) At least seven years of effective library experience four years of which must have been spent at the rank of Assistant librarian I;

AND

- c) At least two articles published in a reputable journal(s) since becoming Assistant librarian I; and

AND

- d) Effective performance in any relevant teaching assignments.

OR

27.6.2.

- a) The degree of PhD in library or its equivalent;

AND

- b) At least four years of effective library experience at the rank of Assistant librarian I;

AND

- c) Active participation in the development and running of academic and other teaching programs in library science within the University and in the country at large;

AND

- d) At least two articles published in a reputable journal(s) since becoming Assistant librarian I.

27.7. Librarian

27.7.1.

- a) Degree of Master of Library and Information Science or its equivalent;

AND

- b) Four years of library service as Associate Librarian;

AND

- c) Effective teaching in the training programs of the University relevant to the library profession;

AND

- d) Four articles published in reputable journals or three such articles and an appropriate teaching material in Library and Information Science;

AND

- e) Dedication to and creative participation in University affairs and in community services outside the University.

OR

27.7.2.

- a) PhD in Library Science or its equivalent;

AND

- b) At least three years of effective library experience as an Associate librarian;

AND

- c) Effective teaching in the training programs of the University relevant to the library profession; and

AND

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

OR

27.7.3.

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

AND

- b) Dedication to and creative participation in University affairs and in community services outside the University.

Article 28: Criteria for Recruitment and Promotion of Technical Assistants

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

28.1 Technical Assistant I

Appointment

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

28.2 Technical Assistant II

Appointment

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

OR

Promotion

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

AND

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

AND

- c) Active and effective service in the University.

28.3 Technical Assistant III

Promotion

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

AND

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

AND

- c) Active and effective service in the University.

28.4 Senior Technical Assistant

28.4.1 Senior Technical Assistant I

Appointment

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

Promotion

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

AND

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

AND

- b) Active and effective service in the University.

28.4.2 Senior Technical Assistant II

Promotion

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

AND

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

AND

- c) Active and effective service in the University.

28.4.3 Senior Technical Assistant III

Promotion

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

AND

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

AND

- c) Active and effective service in the University.

28.5 Chief Technical Assistant

28.5.1 Chief Technical Assistant I

Appointment

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

Promotion

- a) Senior Technical Assistant III with two years effective service

AND

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

AND

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

28.5.2 Chief Technical Assistant II

Promotion

- a) Chief Technical Assistant I with two years effective service

AND

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

AND

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

OR

- a) Senior Technical Assistant III with three years effective service

AND

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

AND

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

28.5.3 Chief Technical Assistant-III

Promotion

- a) Chief Technical Assistant II with two years effective service

AND

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

AND

- c) Active and effective service in the service

OR

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

AND

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

AND

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

Article 29: Duties and Responsibilities of Academic Staff

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

29.2. An academic staff of the university shall design, develop and implement courses 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.

29.3. Without limitation to the generality of the provisions of sub-article 1 of this Article, a member of the Academic Staff at the University shall:

- 29.3.1. uphold the objective of higher education and the guiding principles applicable to the institution;
- 29.3.2. prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
- 29.3.3. treat and interact with students and other members of the institutions community giving due respect to their human dignity, emotions, effort and the particular circumstances they may find themselves and rid off oneself from injuries bias and prejudice, iniquitous and discriminatory practices;
- 29.3.4. participate and play due role in curriculum development, review, enhancement and/or enrichment;
- 29.3.5. respect the constitution, higher education proclamation, legislations of the University and other pertinent laws of the country;
- 29.3.6. refrain from promotion of ethno-centrism, discrimination against any individual or group on the basis of race, ethnicity, sex or creed, political partisanship, preaching of religion, imposition of one's belief and views on students of the University in class rooms;
- 29.3.7. be evaluated for once performance by students, colleagues and the University and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
- 29.3.8. contribute to the best of one's ability and as a member of the institution's community to prevalence of orderly conduct and peaceable operations of the institution and to peaceful resolutions of intra-institutional conflicts.
- 29.3.9. give course lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the University
- 29.3.10. educate, examine, and evaluate students;
- 29.3.11. conduct problem solving research that contributes to the advancement of

- knowledge or has direct impact on community development;
- 29.3.12. participate in University Affairs as required;
- 29.3.13. participate in organizing, directing and developing the activities of the respective Academic Unit as required by the University;
- 29.3.14. render services to the University as full-time employment
- 29.3.15. consult and advice students;
- 29.3.16. accept teaching assignments in Continuing and Distance Education Programs;
- 29.3.17. submit exams and grade reports on time to the academic units;
- 29.3.18. use and properly handle all University properties;
- 29.3.19. accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University;
- 29.3.20. 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;
- 29.3.21. accept additional teaching assignments when compelling circumstances arise in any Academic Unit of the University;
- 29.3.22. submit periodic reports to the respective Academic Unit on assigned courses ,current research and/or study leave progresses;
- 29.3.23. be empathic to the solidarity of the University community;
- 29.3.24. carry out required tasks in an efficient and effective manner as assigned by the academic unit head or any other senior University body;
- 29.3.25. within the resources available, endeavor to stay abreast of the latest thinking in the area of specialization and shall periodically update pedagogical skill and teaching material;
- 29.3.26. inform the respective immediate supervisor well in advance if and when he/she cannot report to duty due to involvement in field work, seminars, workshops or any similar events;
- 29.3.27. Arrange make up classes, in consultation with the head of the academic unit

and students, for all classes missed due to involvement in field work, seminar, workshop or other activities. However, such make up classes should not exceed 25% of the course unless approved by AVP;

29.3.28. Not handover pre-assigned courses to any other individual for any length of time without the approval of the academic unit head.

Article 30: Rights of the Academic Staff

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

- 30.1 Exercise academic freedom consistent with the university's mission.
- 30.2 conduct research and render consultancy services; take research and sabbatical leaves to conduct research and studies beneficial to the university and the country in accordance with the provisions given in this legislation;
- 30.3 be entitled to enjoy institutional mission bound and informed academic freedom;
- 30.4 be entitled to further education and or training for professional development and subject to internal rules and regulations of the University;
- 30.5 be promoted and assume new academic rank on the bases of merit in accordance with the University rules and regulations;
- 30.6 enjoy transparent, fair and equitable administration and system of remuneration and benefits that shall be instituted by Government as the economic condition of the country may permit;
- 30.7 be adequately and timely informed of his/her performance results and of any records kept in his in his personal file without his prior knowledge;
- 30.8 be informed appropriately, timely and regularly on the University plans, developments, directions, conditions, and performance results;
- 30.9 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;
- 30.10 compete for academic offices and leadership positions on the bases of the applicable University criteria and be treated in selection process on the basis of

- merit and without any discrimination, transparent, or otherwise;
- 30.11 elect and be elected where election of academic and/or by academic staff shall be necessary or is the norm;
- 30.12 receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions.

Article 31: Salary Scale and Increments

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

Article 32: Pay for Extra-Teaching Assignment

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

Article 33: Teaching and Research Load

33.1 Measurement Unit for Teaching Load

- 33.1.1. 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.
- 33.1.2. A course having only lecture hours in ECTS curriculum structure is in a straight line identical to conventional credit hour system by rejecting home study hours billed in ECTS. Therefore, for such courses:

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

33.1.3. A course that has lecture and tutorial hours in ECTS equals to conventional credit hours system, dividing tutorial hours by 1/3 and adding the dividend hours of tutorial to lecture hours of ECTS.

Therefore, for such courses:

Credit hours (Cr. Hr) in conventional system = $a + (b \cdot 1/3)$

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

33.1.4. A course that has lecture, tutorial and laboratory/practice hours in ECTS equals to conventional credit hours system, dividing each hour specified in tutorial and laboratory/practice by three and adding the dividends to lecture hours of ECTS.

Therefore:

Credit Hours (Cr. Hr) in conventional system = $a + [(b \cdot 1/3) + (c \cdot 1/3)]$

Where c= laboratory/practical hours in ECTS

Note: The total credit hours of a course= $a + [(b \cdot 1/3) + (c \cdot 1/3)]$

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

- 33.1.5.1. One undergraduate course credit ----- 1.0 LEH
- 33.1.5.2. One graduate course credit-----1.5 LEH
- 33.1.5.3. One hour Lab/Practical/ or Tutorial session-----0.33LEH
- 33.1.5.4. One undergraduate student senior Project/essay advising---20 LEH
- 33.1.5.5. Undergraduate senior Project/essay group advising-----0.33 LEH
- 33.1.5.6. One PhD student Dissertation advising -----2.0 LEH
- 33.1.5.7. One PhD student Dissertation Co-advising----- 1.5 LEH
- 33.1.5.8. One Master's Thesis advising----- 1.5 LEH
- 33.1.5.9. Co-advisory for one Master's Thesis----- 1.0 LEH
- 33.1.5.10. Advising one medicine or veterinary student-----0.5 LEH

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

33.2 Class Sizes per Section

- 33.1.6. Lecture for undergraduate program except for Language---80 students
- 33.1.7. Language courses-----40-60 students
- 33.1.8. Lab/Field sessions-----30-40 students
- 33.1.9. Tutorial and seminar classes except for language courses- ----40-60 students
- 33.1.10. For clinical attachment -----15 students
- 33.1.11. Lecture for graduate program----- 25 students

Note:

Load is defined as the total credit hours of teaching and related assignment an Academic Staff carries, which takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, student advising, administrative duties and other items that the Senate considers as a load.

Full work load is the number of hours that an Academic Staff is required to work for the institution. Any Academic Staff is expected to spend about 39 hours of work per week in preparing for courses, teaching, research, administrative work, committee assignment, student advising, etc.

Full teaching load is the number of credit hours beyond which an Academic Staff is not required to teach without compensation (extra pay) for extra lecture equivalent hour of work rendered. Considering that an Academic Staff is expected to work for 39 hours per week, the full teaching load of a full time Academic Staff is 12 LEHs. Based on the assumption given in sub-article 1 of this Article, 12 LEHs are equivalent to 36 hours of work per week. Every Academic Staff is required to advise/consult students for up to 3 hours a week.

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

33.3 Teaching Load

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

- 33.1.12. Full-time Academic Staff-----12 LEH
- 33.1.13. University Approved Project Coordinators/equivalent-----9 LEHs
- 33.1.14. Department Heads/Coordinators at Academic unit level/or equivalent----6 LEHs
- 33.1.15. Deans, Directors and Coordinators at university level/equivalent-----5 LEHs
- 33.1.16. Campus heads /equivalent-----4 LEHs
- 33.1.17. Research staff-----3LEHs.
- 33.1.18. The Vice-Presidents may be required to teach maximum load---3 LEHs.
- 33.1.19. President-----0LEHs

Except in extra ordinary situation, an academic staff is not expected to handle more than three different courses. In case a course is offered to more than one section, each extra section will have 2/3 (two-third) of the LEH in a regular program.

Maximum Teaching Load

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

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

33.4 Overload in Teaching Assignments

An Academic Staff member who, due to a serious shortage of staff, is assigned to take teaching duties in excess of the full load specified in sub-article 3 of this Article for the regular program may be compensated in one of the following two ways:

- a) Proportional reduction in teaching load in the succeeding semester;

OR

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

33.5 Reporting Teaching Load

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 channel to the AVP on forms prepared for this purpose before the end of the fourth week after the start of classes. Justifications have to be provided in writing in instances where the teaching load of an Academic Staff is below the average or above the maximum.

33.6 Research load

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

Article 34: Leaves

34.1 Study Leave

- 34.1.1 Any **Academic Staff who is awarded fellowship through the University** or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a reputable University leading to a higher degree in a particular field of specialization may be granted a study leave provided that it is in line with the staff development plan worked out by the respective Academic Unit and approved at the university level.

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

34.1.2.1 The Academic Unit to which such a Graduate Assistant belongs has a great shortage of qualified Academic Staff, and it has been decided a priori that the Graduate Assistant would be granted a study leave in a shorter time frame.

34.1.2.2 The condition in 1.2.1 above is in line with the staff development plan of the University and approved by SAC.

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

34.1.4 A staff member who is on a study leave shall keep the University informed via semester and annual reports for in country and abroad, respectively, starting from the end of the first semester/year of leave. These regular reports shall in all cases be endorsed by the appropriate academic advisor(s) or major Professor of the staff member in the University or College. Failure to submit such reports may result in the discontinuation of payment of salary that may be due or other appropriate actions.

34.1.5 An Academic Staff who, for acceptable reasons, cannot complete the required studies within the originally granted period of absence has to formally request the University for an extension of leave. Such an extension shall be limited to a **maximum period of one year for those pursuing 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, extension may be granted upon the recommendation of the SC/DC and the approval of AVP.

34.1.6 The University reserves the right to claim damages from staff members who fail to return to their respective duties within the periods of time specified in the agreement made between the Academic Staff and the University.

34.1.7 A staff member who fails to return to the University to resume required duties within the periods of time specified in this Article or fails to complete required studies due to incompetence or for unjustified reasons shall lose standing with the University. In the event of reemployment, the case shall be handled as though it were employment of first instance and services rendered to the University prior to the award of the study leave shall not count towards any benefits that may accrue.

34.2 Research Leave

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

34.2.2 A Staff member requesting research leave under this Article shall present a specialized program of study or research to improve scholarly capabilities to the respective Academic Unit. In certain cases such a leave could be a study leading to certificate, diploma or higher degree. The applicant is required to continue rendering services to the University for a minimum of one year upon completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff during the leave period plus damages.

34.2.3 Application for research leave shall be submitted by the staff member to the appropriate Head of Academic Unit three months in advance of the start of the leave. The Head shall convene the SC/DC on and decide on the application of the Academic Staff. The decision of the SC/DC shall be sent to the AVP. The AVP , in consultation with the SAC, 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.

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

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

- a) The academic Unit confirms that such extension will not seriously impede its academic or research programs;
- b) The staff member concerned produces satisfactory evidence that the leave is necessary to complete the on-going piece of research, the output of which is expected to enhance knowledge and also improve the teaching and research skills of the individual staff member.

34.3 Sabbatical Leave

34.3.1 A full-time Academic Staff member holding academic rank who has served the University continuously for a period of seven uninterrupted years and intends to continue association with the University for at least two years is entitled to a sabbatical leave, as of right and with full pay, for a period of a year in accordance with the following conditions:

- a) A staff member requesting for sabbatical leave under this Article shall present to the respective Academic Unit a program of study or research related to a particular area of specialization for scholarly development. In certain cases such a leave could be a study leave leading to certificate, diploma or higher degree, consultancy, employment, community development work and etc.
- b) The staff member shall further be required to issue an undertaking to continue his association with the University for an indefinite period of time

after the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff and other benefits during the leave period plus damages.

- c) A request for a sabbatical leave cannot be entertained if the person forwarding the request is already past the retirement age as determined by law.
- d) A staff member who has served as an academic administrator for at least six years is entitled to a sabbatical leave at the end of six years of uninterrupted service to the University.

34.3.2 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 a leave, which should be submitted at least two months before the intended departure.

34.3.3 The Head shall convene the SC/DC 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.

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

34.3.5 Academic Staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to their sabbatical leave if they can demonstrate to the satisfaction of their academic unit and the University that returning to full time duty would seriously prejudice the completion of work on which they had spent the full length of their sabbatical. This additional leave of absence can be granted only if the academic unit determines that teaching activities in the unit would not be compromised

and the right of other staff member for leave would not be jeopardized by the granting of the leave. Such a determination should be endorsed by the SC/DC. The AVP, in consultation with ASAC, shall approve the decision of the SC/DC before the extension is granted.

34.3.6 An Academic Staff who is granted sabbatical leave shall be required to sign an undertaking to continue services to the University for a minimum period of two years after the completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries that were paid during the leave plus any other damages.

34.3.7 A beneficiary of a sabbatical leave shall upon completion of the leave, submit a report detailing experiences and/or accomplishments to the respective academic unit. Such a report should be in line with the original proposal for the leave. Failure to do this will be considered as a serious breach of duty.

34.4 Other Leaves

34.1.1. An Academic Staff member who has served the University for more than one year shall be granted sick leave with full pay for **three months** and an additional six months of leave with half pay in the event of protracted illness within a given year. However, such sick leave should not exceed 16 months in four years' time. In either case, the leave shall be granted only where the staff member produces proof from a recognized medical institution that such a leave is medically required.

34.1.2. 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.

34.1.3. 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:

- a) The teaching assignment of the Academic Staff can be covered by another staff;
- b) The training is relevant to the professional development of the Academic Staff and the capacity building of the University;
- c) The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;
- d) The maximum duration of such a leave should not be more than 3 months in one academic year and cannot be granted in consecutive years.
- e) Such leave of absence must be approved and endorsed by SC/DC, and any leave longer than one month at a time should be approved by the AVP.

34.1.4. 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:

- a) 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.
- b) That the granting of the leave will not seriously disrupt the normal functioning of academic activities in the academic unit.
- c) The period of time for which the Academic Staff member would be on such a leave shall not be counted as a period of service to the University.
- d) A staff member eligible for such a leave must have effectively served the University for a Minimum of five years altogether.

34.5 Accumulating Leaves

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

Article 35: Tenure

- 35.1 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.
- 35.2 A tenured academic staff shall have job security, and may not be dismissed from his position unless he has committed a serious breach of discipline as stipulated by this Policy.
- 35.3 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.
- 35.4 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:
- a) the staff holds a Master's Degree or above remains in good health and has a meritorious continuous service;
 - b) the institution reasonably justified, on the basis of actual and projected demand, the need to extend the retirement age;
 - c) the staff has freely consented to extension of the retirement age.

Article 36: Criteria for Awarding Tenure

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

- 36.1 holds the rank of Associate Professor or above and serve the university for a total of ten years or assistant professor with 10 years' service after holding such status ;

AND

36.2 demonstrates a desire to continue to serve the University as a staff member for an indefinite period;

AND

36.3 has demonstrated throughout their professional career:

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

AND

36.3.2 Service of merit to the University, through contributions to University committees or its constituents or in connection with other tasks which may have been assigned.

Article 37: Procedure for Awarding Tenure

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

Article 38: Right of Tenured Staff

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

Article 39: Academic Freedom

39.1 Through contact with students for teaching purposes, an Academic Staff member has the right to promote and permit an atmosphere of free, rational and dispassionate inquiry with respect to issues relevant to the subject matter of the course including, where appropriate, discussions on controversial points and the presentation of

particular views therein without forcing the assumption that these issues are settled in advance or the assumption that there is one right view of the issue to the exclusion of open and intellectually disciplined discussion of any other relevant views.

39.2 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.

39.3 An Academic Staff member has the right to conduct research and disseminate findings within or outside the University through appropriate channels.

Dissemination of research findings may not, however, be exercised in the name of the University without scrutiny of the SC/DC and approval of the RDD.

Article 40: Arrest or Conviction

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

Article 41: Working for Other Institutions or Private Interest

41.1 An Academic Staff member shall give full energy and attention, to the best of his ability, to the required duties in the University unless with the endorsement of head of the academic unit and approval of AVP, assigns duties for other institutions.

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

41.3 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.

41.4 The provisions of this Article, however, shall not be deemed to constitute a bar on an Academic Staff member from participating in social organizations, civil

societies, and professional associations without affecting the University working time.

Article 42: Breaches of Duty and Disciplinary Regulations

42.1. Minor Disciplinary Offenses

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

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

42.2. Serious Breach of Duties

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

- 42.2.1 Willful refusal to perform assigned teaching and/or research function or assignments of the University or school/department committee;
- 42.2.2 Will failure to perform any one or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties and responsibilities specified under the provisions of Article 23 of this Legislation;
- 42.2.3 Continuation of a willful course of conduct, despite warning from the head of academic unit specifying the conduct disapproved of, that demonstrates open disloyalty to, and disrespect of, the University or causes unjustified embarrassment to the University and harm to its programs;
- 42.2.4 Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty;
- 42.2.5 Continuation of a willful course of conduct, despite warning by Head of academic unit specifying the conduct disapproved of, that exhibits neglect of duties, repeated absence from class and invigilation, failure in grade submission, habitual drunkenness or similar breaches of social decorum, which produce serious embarrassment to the University;
- 42.2.6 Abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned;
- 42.2.7 Favoritism in grading, sexual harassment, molestations, physical violence, incitements of riots & ethnic clashes, theft or breach of trust, abuse of power and accepting bribes.

Article 43: Type and Classification of Disciplinary measures

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

43.1 Measures to be taken for Minor disciplinary breaches:

- a) Oral warning
- b) Written warning

43.2 Measures to be taken for serious disciplinary breaches

- a) Final written warning
- b) Fine up to one month salary
- c) Fine up to three months' salary
- d) Withholding the next academic rank or salary increment up to the period of two years
- e) Dismissal

Article 44: Disciplinary Action by a Head of the Academic Unit

A head of academic unit may take measures specified under a & b in both measures stipulated in Article 28 above. Any sanctions beyond these shall be referred to AVP. An academic staff dissatisfied with the action taken by the head of the academic unit can appeal to the AVP, whereas appeal against AVP's decision shall be submitted to the president, within two weeks' time.

Article 45: Academic Staff Disciplinary Committee (ASDC)

45.1. At each college or equivalent institute of the University there shall be established Academic Staff Disciplinary Committee accountable to the respective head of the college.

45.2. When there are cross-cutting disciplinary that cannot be seen by the college level ASDC, or in events that the AVP finds it necessary to scrutinize the findings of ASDC, the AVP/President shall set up an ad-hoc disciplinary committee. The composition of the committee is at the

discretion of the AVP. However, there shall, at least, be a member from the academic unit of the staff member, whose case is under scrutiny.

45.3. The ASDC shall be chaired by a senior Academic Staff member to be assigned by the head of the college and shall have no less than two and no more than four other members to be elected by the general staff meeting of the campus from among the full-time staff members for a period of two years.

45.4. The ASDC shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations by an Academic Staff submitted to it in accordance with the provisions of sub-article 6 hereof

45.5. The University shall establish rules of procedures for ASDC in line with a Law of the Land, this legislation and accepted norms of fairness and equity.

45.6. An initiation of disciplinary proceedings shall be made in writing including the name of the accused, particulars of the offense, the time and place of the offense, list of the evidences and contravened provisions of the law.

45.7. Proceedings before the AS DC may be initiated by:

- a) 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;
- b) Colleagues, students and/or any other officer of the University who have sufficient and substantiated reasons to believe that a staff member is responsible for violation of disciplinary regulations, serious or otherwise.

45.8. The findings of the AS DC and the recommendations of the sanctions to be applied thereon shall be submitted to AVP.

45.9. The AVP, upon the recommendation of the ASDC, shall take the sanctions under Article 28 c-e.

45.10. An Academic Staff member dissatisfied with the findings and

recommendations of the ASDC and action taken by AVP may appeal in writing to the president for reconsideration within a week time. The decision of the President shall be final.



PART FOUR: ACADEMIC ORGANIZATIONS OF THE UNIVERSITY

Article 46: General Provisions on the Organization of Colleges and Departments

46.1 The university has the following colleges

46.1.1 **College of Social Science and Humanities**

46.1.2 **College of Natural and Computational Science**

46.1.3 **College of Agriculture, Food and Climate Science**

46.1.4 **College of Business and Economics**

46.2 Each college consists of degree-awarding departments and other academic units

46.3 Upon the recommendation of the college, the senate may decide to establish new colleges, institutes, schools, faculties, departments, or upgrade the existing ones.

46.4 With the approval of the senate, colleges may establish post graduate degree awarding departments.

Article 47: College Academic Commission

For each college, there shall be established an academic commission (AC) which is responsible, through the dean, to the Academic and Research Vice-President.

47.1. Composition

The AC shall consist of:

47.1.1. The dean of the college(chairperson)

47.1.2. Assistant Dean of the college

47.1.3. Department heads (owner of program delivery);

47.1.4. One representative from teachers association,

47.1.5. An assigned registrar officer to the college

47.1.6. Two representative students from the Students Association of the respective college one of which is female;

47.1.7. Gender representative within the college

47.1.8. Chairperson of the research and community service committee of the respective college

47.1.9. Co-opt member who would attend AC meeting with voice, but not vote.

47.2. Organization

47.2.1. The terms of service of elected members of the AC, shall be three years but they can be reelected only once.

47.2.2. The AC shall have its own rules of procedure.

47.2.3. The AC shall have the following standing committees, whose duties and responsibilities will be set in bylaws:

47.2.3.1. Academic Staff Affairs Committee (asac);

47.2.3.2. Student Affairs Committee (sac);

47.2.3.3. Research and Community Service Committee (rcsc);

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

47.2.3.5. The AC may establish ad-hoc committees to perform specific tasks;

47.2.3.6. The AC may co-opt other persons to attend its meetings. However, such persons shall not have voting rights.

47.2.4. **Powers and Duties of College Academic Commission:** The AC shall be the highest body of a college for academic, research and community service matters. Without prejudice to powers and responsibilities that may be conferred upon it by the senate or the president, the AC shall:

47.2.4.1. set guidelines to facilitate the teaching-learning process;

47.2.4.2. Issue guidelines for the delivery and mode of assessment in the college

47.2.4.3. In consultation with program design and development (pdd), recommend to the senate the establishment of new programs and modifications of existing programs pertaining to study and research in the college ;

47.2.4.4. Deliberate and decide upon all appointment and promotion cases in the college;

47.2.4.5. Recommend all leaves of academic staff as provided in this legislation, to the Academic and Research Vice President;

47.2.4.6. promote research works within the College; issue guidelines on their

execution, on the basis of regulations issued by the senate and follow-up/monitor their implementation;

47.2.4.7. review the missions and objectives of the college on a periodic basis and evaluate the success of their implementation;

47.2.4.8. promote the welfare of staff and students and ensure observance of discipline within the college as provided by rules and regulations of the university;

47.2.4.9. Recommend to the senate the graduation of students of the college, and college medal winner;

47.2.4.10. Review and recommend budget proposals to the directorate of planning, implementing and monitoring and evaluation and allocate approved budget for the various activities of the college,

47.2.4.11. Initiate staff development schemes for the college; prioritize training programs for the staff and recommend candidates for training;

47.2.4.12. Issue guidelines on conditions of employment and remuneration for consultancy services in the college, in accordance with the university policies;

47.2.4.13. Receive semester performance evaluation of the members of the college, from department and review the results to take possible actions.

47.2.4.14. Issue guidelines for promotion links with relevant external bodies and organizations with a view to enhancing the college, academic/research and community service functions in line with the rules and regulations of the university;

47.2.4.15. Initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the college,

47.2.4.16. Determine the allocation and appropriate utilization of the physical resources of the college, based on recommendations of the dean of the college;

47.2.4.17. issue guidelines and procedures on the functions and activities of the sub-committees of AC established under this legislation; and

47.2.4.18. Perform such other functions relevant to the betterment of the teaching learning process and promotion of research in the college .

47.2.4.19. Prepare fund raising projects and promote the income of the college

47.2.4.20. Carry out activities that assure quality education in all programs

47.2.5. Meetings of Academic Commission

47.2.5.1. The AC shall meet at least twice every month and shall maintain a proper system of agenda and minutes for its meeting.

47.2.5.2. The chairperson shall call a meeting when so requested by at least one-third of the college, academic commission members;

47.2.5.3. The chairperson may call a meeting at any times /he thinks necessary;

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

47.2.6. Rules of procedure

The commission shall establish its own rules of procedure and set up standing and ad-hoc committees when necessary

Article 48: Dean of the College

48.1. Appointment

The president shall appoint the dean with the rank of lecturer and above among three candidates pursuant to Higher Education proclamation No. 650/2001, Article. 53 (J & L)

48.2. Term of office

The term of office of the dean shall be three years. However, he/ she may be reelected only once.

48.3. Powers and Duties

The dean, as the chief executive officer of a college, acts as a representative of the academic and research vice president in the college and is accountable to the same.

The dean shall have the following duties and responsibilities. He shall:

- 48.3.1. Serve as the chairperson of the AC;
- 48.3.2. Carry out all decisions of the AC 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;
- 48.3.3. Promote multidisciplinary academic/research programs;
- 48.3.4. Propose to the AC the establishment of new programs, and revision of existing programs; dissolution or amalgamation of programs on the basis of periodic need assessment .;
- 48.3.5. Conduct follow-up on the various academic programs to assess whether recommendation of the AC has been taken into account and present a report to the AC;
- 48.3.6. Co-ordinate the preparation of college plans, programs and budgets in collaboration with department heads and submit to the AC for review and endorsement. The dean shall also recommend to the AC schemes for the allocation of the approved budget among the various units of the college and follow-up on the implementation of the AC's decisions;
- 48.3.7. Direct and co-ordinate the activities of the departments and other units of the college;
- 48.3.8. Co-ordinate all research activities of the college;
- 48.3.9. Co-ordinate continuing education programs, professional development courses, seminars, workshops and similar educational programs;
- 48.3.10. Co-ordinate the formulation of criteria for admission of students to the college and departments and participate in the placement of such students.
- 48.3.11. Administer and oversee the proper utilization of the physical resources of the college/;
- 48.3.12. Issue rules and procedures for the proper administration of the college in line with the overall policies and regulations of the university;
- 48.3.13. 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;
- 48.3.14. Facilitate recruitment of professionals who can either on a fulltime or part-time basis contribute to the research and teaching needs of the college;
- 48.3.15. Endeavor to foster good working relationships with the relevant research institute and other units of the university;
- 48.3.16. Promote the good image of the college by providing appropriate and full information on the activities of the college;
- 48.3.17. Plan and implement schemes and programs that promote academic excellence;
- 48.3.18. Plan and implement welfare of both staff and students;
- 48.3.19. Ensure the proper maintenance of student records in the college in accordance with guidelines to be set by the office of the registrar;
- 48.3.20. Prepares and implements the cascaded strategic objectives
- 48.3.21. Submit quarter and annual report to the president and the AC on the activities of the college.
- 48.3.22. Present annual report and introduce the upcoming annual plan to the college staff.
- 48.3.23. Share resources with other college or academic units where necessary
- 48.3.24. Maintain standard support services so as to create conducive working environment
- 48.3.25. Responsible for continuous teaching learning core process improvements through different methods including bench marking;
- 48.3.26. Has a duty in insuring that a research is carried out for the benefit of a community
- 48.3.27. Responsible for preparing academic schedules
- 48.3.28. Delegate his duties and powers as appropriate to the assistant deans or department heads;
- 48.3.29. Prepare fund raising projects
- 48.3.30. Administer the allocated budget to the college
- 48.3.31. Carry out any other relevant tasks assigned to him by the academic and research vice president and/or the AC;

Article 49: Assistant Deans

49.1 Appointment

49.1.1 College shall have assistant deans who shall be appointed by the president among three candidates above recommended by AC.

49.1.2 Candidates shall be with the rank of lecturer and above.

49.1.3 A college may have more than one assistant deans

49.2 Accountability

The assistant dean shall be accountable to the dean of a college;

49.3 Term of office

The term of office of the assistant dean shall be two years. However, he/ she may be reelected only once.

49.4 Duties and Responsibilities

The assistant dean shall have the following duties and responsibilities. In consultation with the dean, he/she shall:

49.4.1 Serve as the chairperson of the AC in the absence of the dean

49.4.2 Promote multidisciplinary academic/research programs;

49.4.3 Conduct follow-up on the various academic programs to assess whether recommendation of the AC has been taken into account and present a report to the AC;

49.4.4 Prepare the college plans, programs and budgets in collaboration with department heads.

49.4.5 Co-ordinate the activities of the departments and other units of the college;

49.4.6 Co-ordinate all research activities of the college;

49.4.7 Co-ordinate continuing education programs, professional development courses, seminars, workshops and similar educational programs;

- 49.4.8 Co-ordinate the formulation of criteria for admission of students to the college and departments and participate in the placement of such students;
- 49.4.9 Administer and oversee the proper utilization of the physical resources of the college;
- 49.4.10 Propose procedures for the proper administration of the college in line with the overall policies and regulations of the university;
- 49.4.11 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;
- 49.4.12 Facilitate recruitment of professionals who can either on a fulltime or part-time basis contribute to the research and teaching needs of the college;
- 49.4.13 Endeavor to foster good working relationships with the relevant research institute and other units of the university;
- 49.4.14 Promote the good image of the college by providing appropriate and full information on the activities of the college;
- 49.4.15 Plan and implement schemes and programs that promote academic excellence;
- 49.4.16 Plan and implement welfare of both staff and students;
- 49.4.17 Ensure the proper maintenance of student records in the college in accordance with guidelines to be set by the office of the registrar;
- 49.4.18 Prepare and implement the cascaded strategic objectives
- 49.4.19 Prepare quarter and annual report
- 49.4.20 Prepare annual plan of the college.
- 49.4.21 Share resources with other college or academic units where necessary
- 49.4.22 Maintain standard support services so as to create conducive working environment
- 49.4.23 Responsible for continuous teaching learning core process improvements through different methods including bench marking;
- 49.4.24 Has a duty in insuring that a research is carried out for the benefit of a community
- 49.4.25 Responsible for preparing academic schedules

- 49.4.26 Prepare fund raising projects
- 49.4.27 Work to establish strong team spirit in the college
- 49.5 Carry out any other relevant tasks assigned to him by the dean and/or AC.

Article 50: Department Council (DC)

In each department, there shall be established departmental council whose composition, powers and duties of which are set forth as follows.

50.1. Membership

The DC shall be composed of:

- 50.1.1 All full-time teaching staff where the number of academic staff is below 15
- 50.1.2 7-10 full time teaching staff where its number is 20 -30, and
- 50.1.3 10-15 where its number is above 30.
- 50.1.4 Members of the committee are:
 - 50.1.4.1 The department head shall be chairperson of the DC;
 - 50.1.4.2 Module team leaders
 - 50.1.4.3 Chairperson of research and community service committee
 - 50.1.4.4 The remaining shall be elected by the assembly of all full teaching staff of the respective department based on their merits, seniority and commitment and the composition of sex must be taken into consideration
- 50.1.5 The rules of procedure of the AC shall apply to the working of the DC;
- 50.1.6 The DC shall have the following committees:
 - 50.1.6.1 Academic Standards and Quality Assurance Committee;
 - 50.1.6.2 Research and Community Service Committee;
 - 50.1.6.3 Academic Staff Affairs Committee
 - 50.1.6.4 Student Affairs Committee
- 50.1.7 The DC, when it deems necessary, may appoint ad-hoc subcommittees, whose membership may be drawn from among itself or other staff of the department, to

perform specific tasks;

- 50.1.8 The DC can co-opt and invite to its meetings any staff member of the university in the course of execution of its tasks. Such invited members shall not have voting rights.

50.2. Powers and Duties of the Department Council

The DC shall:

- 50.2.1. 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;
- 50.2.2. Recommend criteria to the AC for the selection of students joining the department;
- 50.2.3. Ensure that all examinations are reviewed by the Exam and Grading committee for completeness of content, rigor and soundness;
- 50.2.4. Review grades and recommends the academic status of students to the AC every semester if the students have taken a minimum of 25 ECTS; However, for non-modularization, if any, programs the academic status of students shall be reviewed after taking a minimum of 15 credit hours.
- 50.2.5. Recommend candidate students for graduations.
- 50.2.6. Plan and co-ordinate regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, merger of courses, conduct of research, proper utilization of departmental resources, maintenance of academic standards and quality of the programs.;
- 50.2.7. Review and approve research proposals presented to it through its research and community service sub-committee;
- 50.2.8. Promote and co-ordinate consultancy services in the department; and ensure the university's regulations governing consultancy services are adhered to;
- 50.2.9. Follow up disciplinary cases of students pertaining to academic matters in accordance with the rules and regulations of the university; and
- 50.2.10. Recommend actions to the dean, regarding:

- 50.2.10.1. Promotion of the well-being of staff and the students of the department;
- 50.2.10.2. Staff development schemes for the department; and
- 50.2.10.3. Institution of scholarships, fellowships, prizes and other awards to students of the department;
- 50.2.11. Recommend to the AC, the appointment and promotion of members of the department;
- 50.2.12. Carry out other duties forwarded by the ac and/or dean of the college/faculty/school
- 50.2.13. Promote students' academic advising
- 50.2.14. Session of the department council
 - 50.2.14.1. The department council shall meet once in a week.
 - 50.2.14.2. The chairperson shall call a meeting when requested by at least one-third of the members of the department council.
 - 50.2.14.3. Decision made by the DC shall be communicated to all staff members through writing
 - 50.2.14.4. The chairperson may call a meeting at any time he thinks necessary.

Article 51: The Department Head

51.1. Appointment and Accountability

- 51.1.1. A department head shall be appointed among three candidates elected by an assembly of full time academic staff members of the department by the academic and research vice president upon the recommendation of the dean in consultation with the AC.
- 51.1.2. Candidates for headship shall be full-time academic staff of the department with a rank of lecturer and above. However, in the absence of rank of lecturer and above the dean shall assign an acting head with lower rank;
- 51.1.3. The department head shall be accountable to the dean.

51.2. Term of Office

The term of office of a head of department shall be **two years**. However he/she may be reelected only once.

51.3. Duties and Responsibilities

The department head, in regular consultation with the college/faculty/ school dean, shall:

- 51.3.1. Plan, direct and supervise the teaching and research activities of the department;
- 51.3.2. promote the enhancement of the quality and relevance of teaching and research in the department;
- 51.3.3. initiate proposals for deliberations by DC on matters within the jurisdiction of the latter;
- 51.3.4. Follow-up and implement the decisions and recommendations of the AC and DC;
- 51.3.5. seek to provide opportunities for educational and professional development of the staff and students of the department;
- 51.3.6. 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;
- 51.3.7. 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;
- 51.3.8. Create conducive atmosphere for the expansion of academic and research and community service in the department;
- 51.3.9. Prepare up-to-date reports on the teaching, research and community services provided by the department;
- 51.3.10. Assign an academic advisor to each student to help him in his education; and advisors and examiners for senior essays or projects;

- 51.3.11. Supervise the proper use of physical and human resources within the department;
- 51.3.12. Ensure that academic staff of the department submit periodic report on their teaching and research activities and, in consultation with the DC, takes appropriate actions on issues raised in such reports;
- 51.3.13. Keep records of activities of all staff of the department to serve as inputs for evaluations. such records shall, inter alia, include reports on teaching learning processes, students assessments, research work, publications, conference papers and talks, status of works in progress during the academic year, professional public services and participation in university affairs;
- 51.3.14. Conduct performance evaluation of each staff at the end of each semester;
- 51.3.15. 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;
- 51.3.16. Ensure the keeping of proper academic records of students of the department;
- 51.3.17. Delegate his powers to another full-time academic staff of the department where necessary. Carry out other relevant tasks assigned to him by the DC and dean

PART FIVE: PROGRAM DEVELOPMENT AND REVIEW

Article 52: Procedures for Program Development and Review

52.1 Needs assessment shall be carried out at two levels: -

- a) University/high level and program level need assessments is conducted centrally to understand the general needs and expectations of the stakeholders/society from the university. Information obtained at this level can be used as input for launching, revising and/or closing down of existing programs in the university.
- b) The program level need assessment refers to the investigation of the felt and anticipated need of the society for the specific program. At this stage the economic feasibility of the program is checked by preparing detailed business plan. Depending on the results of program level need assessment and/or business plan the need for initiating a program can be acceptable or unacceptable; in the latter case it can either be modified or dropped.

52.2 Drafting the curriculum involves the following detailed activities: -

- 52.2.1. Identifying desired learning outcomes expressed as graduate and professional profile (detailed job and task analyses)
- 52.2.2 Developing acceptable evidence to assure the desired results are achieved (outcome is obtained)
- 52.2.3 Develop course list, course distribution over the study period (course profile) and descriptions for each course including learning and assessment strategies
- 52.2.4 Work out inputs required (facilities, human resource, etc.)
- 52.2.5 Determine admission and certification/graduation requirements

52.3 **Review workshop:** - it is a forum where a completed draft curriculum is presented to internal and external stakeholders for further feedback and enrichment. After the review workshop the comments shall be incorporated and the final document shall be presented

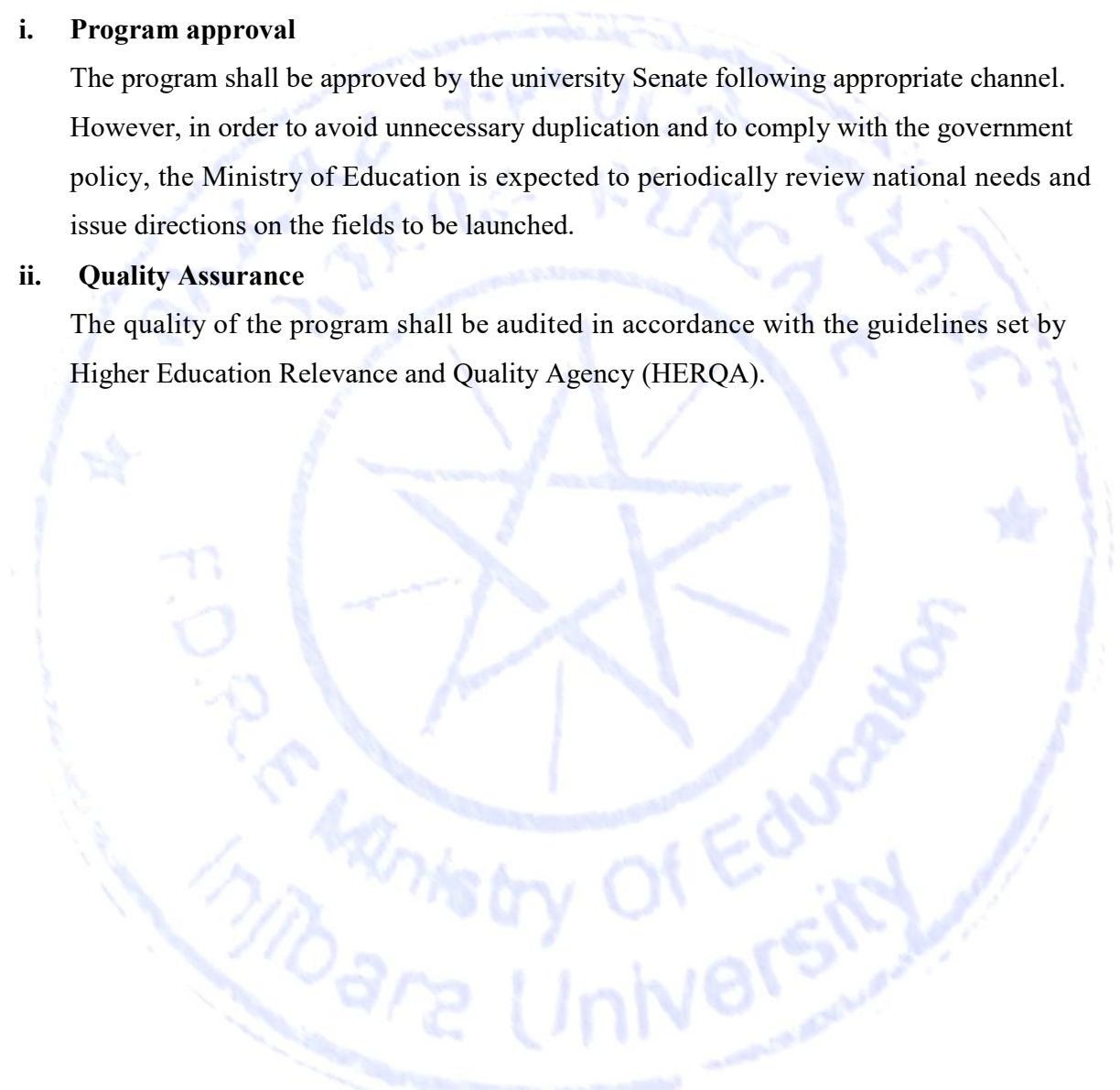
for final approval. The approved program/curriculum shall be sent for accreditation. However, the program can be launched without being delayed by the accreditation process. A point of concern here was whether there is a need for accreditation or a central approval mechanism including accreditation can be worked out.

i. Program approval

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

ii. Quality Assurance

The quality of the program shall be audited in accordance with the guidelines set by Higher Education Relevance and Quality Agency (HERQA).



PART SIX: ACADEMIC RULES AND REGULATIONS

Article 53: Policy Premises

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

Article 54: Academic Calendar

- 54.1 In its regular program, the University shall have a two-semester calendar of eighteen weeks (sixteen weeks of classes and/or practical and two weeks of exam) each, running from September to June. In continuing education program (CEP), there are two semesters, eighteen weeks each the same with the regular program and a Kiremt term of 8-12 weeks. The programs of Health Sciences may employ a system of annual rather than semester course offerings.
- 54.2 The Calendar for each year shall be prepared by the University Registrar in consultation with the AVP and approved by the Senate. The University Calendar, among other things, shall provide the following:
admission, readmission and registration; adding and dropping of courses/modules, examination periods, beginning and end of semesters, inter-semester breaks, application of research and teaching material proposals, annual research review, last date for reporting exam results to the registrar, date of submission of annual research progress reports to the office of the research and

development director, instructor evaluation weeks, the regular meetings of the Senate, final thesis submissions and open defense dates, etc.

Article 55: General Provisions on Admissions to Undergraduate Programs

- 55.1 Admissions to undergraduate programs of any institution from preparatory schools shall be based on completion of the preparatory program and obtaining the necessary pass marks in the Ethiopian Higher Education Entrance Examination (EHEE). Admissions may also be granted to students completing their secondary education in foreign countries on the basis of equivalent academic achievements that shall be determined by the Ministry.
- 55.2 Admissions to all undergraduate continuing education programs shall be processed through the Academic units, in consultation with the University Registrar, according to policies set for such admissions.
- 55.3 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 SC/DC and endorsed by the admission and placement committee (APC).
- 55.4 Without prejudice to other provisions of this Article and this legislation and other applicable laws, every institution shall admit:
- a) for undergraduate studies, technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry;
 - b) for 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 56: Admission Requirements

56.1.Regular Admission

As per the criteria set by ministry of education

56.2.Special Admission

- a) 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.
- b) A student who has successfully finished a set of particular modules which entitles him/her to a degree may also peruse other related modules and earn another degree continuously. Details guidelines shall be worked out by Academic Standard and Quality Assurance Committee (ASQAC).
- c) Private applicants who fulfill admission requirements as regular students and produce evidence of financial support to cover full tuition fees and other expenses may apply for admission into the regular program. However, such admissions should be approved by the APC.
- d) Under no circumstances private admissions to a regular program may exceed 5% of the total students admitted in such a program.
- e) Other special admission, such as people from disadvantaged areas, physically challenged people, people needing special training etc may be granted by the decisions of the University.

Article 57: Admission Requirements for CEP

- 57.1 Admission to all full time and part-time studies for CEP are processed by the academic unit, in consultation with the

university registrar office, as per the rules and regulations proposed by APC and approved by the University Senate.

- 57.2 Special admission criteria developed by the Academic Unit Council and approved by the APC may be employed for special admissions of females, mature students and for upgrading programs.
- 57.3 University employees and their dependents can apply and register in the evening and other special programs as per the rules and regulations of the University.

Article 58: Choice of Program of Study

- 58.1 Students will be admitted into the programs of their choice on a competitive basis using their grade as a measure. However, special provisions shall be made for female students and other socially disadvantaged groups that require affirmative action.
- 58.2 Academic Units may submit specific entrance requirements such as passes in certain subjects or additional test results and may state if, and what, kinds of physical disabilities prevent students from pursuing studies in their respective disciplines. These requirements need to be developed by the relevant academic units and approved by the APC of the Senate.
- 58.3 Students shall fill out application forms indicating their choices of discipline, grade and other particulars for review by the APC.
- 58.4 In cases where there are more applicants than places in a program, those applicants who fail to get their first choice will compete for their second choice and if they fail to get their second choice they do the same for their third, fourth choice, etc.
- 58.5 Regular students sponsored by governmental institutions to fill specific vacancies shall be placed in the program that offers the desired study provided that they meet the minimum entrance

requirement for the program and they provide letters from the Presidents of Regional governments justifying the need for admission into the desired program. However, such admission depends on the availability of place in the particular program.

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

Article 59: Major and Minor Fields of Study

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

Article 60: Transfer of Students

60.1 Full-time Programs

- 60.1.1 A student may transfer from one program to another program

within or across academic units under the following conditions. All transfers must be processed by the University Registrar within two weeks following the beginning of classes.

- (a) If the transfer is within the same academic unit, the Head of the academic unit involved, in consultation with the respective SC/DC, approves the transfer.
- (b) If the transfer is between academic units within the same college, the college head in consultation with the respective academic units.
- (c) If the transfer is between academic units of the different colleges, the University Registrar, in consultation with the heads of the respective academic units, approves the transfer.

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

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

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

Students seeking transfer to the University from other universities should have stayed in their department or program of study of the previous University for at least one semester. The transfer process shall be handled by the university Registrar and heads of academic units with the approval of the AVP. Detailed guidelines for such transfers shall be set by APC and approved by the Senate.

60.2 Continuing Education Program (CEP)

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

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

- 60.1.1. Transfer to the regular study program is to enable CEP students to complete studies quicker and will not change their admission classification from CEP to a regular program and does not entail waiver of tuition fee.
- 60.1.2. Applicants must have accumulated 75% of the total credits required for graduation.
- 60.1.3. Outstanding students with a minimum Cumulative Average Number Grade (CANG) of 3.75 and/or students who would complete their studies within one academic year can apply for transfer and selection will be made on a competitive basis. However, such students may not exceed 2% of the total student enrolled in the batch of the program of study.
- 60.1.4. Transfer shall take place within the same programs only.
- 60.1.5. 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.
- 60.1.6. Applications shall be submitted before registration in the program and the transfer should be completed within two weeks after beginning of classes.
- 60.1.7. Academic unit may accept or reject transfer requests on the basis of availability of place and facilities on a competitive basis. Such decisions shall be approved by the relevant SC/DC and forward to the Registrar.
- 60.1.8. All transferred students shall pay all fees applicable to CEP. Under exceptional conditions, such students may be allowed to take courses offered in evening, Kiremt or regular programs as their situation warrants such an arrangement and when approved by the SC/DC.

Article 61: Academic Advisor/ Guidance and counseling

- 61.1 Each student is assigned to one staff member in his/her academic unit department who serves as his/her Academic Advisor. Students should

feel free to discuss with their Advisor all personal, social and other problems that directly or indirectly threaten their academic performance.

- 61.2 The Academic Advisor shall keep close track of the students assigned to him/her and is available for consultation and advice on request.
- 61.3 The Advisor shall maintain records of each student's performance and he/she advises the University's senior administrators if serious problems arise requiring their intervention. All documents relating to a student are maintained in strictest confidence.
- 61.4 Students will also benefit from the guidance and counseling office if their problems are beyond the capacity of their advisors.
- 61.5 Whenever there is change of advisors there should be proper handover of students' record.

Article 62: General Provisions on Modular Courses

- 62.1 All courses are expected to be modular.
- 62.2 While more than one module can be offered in a semester, it is recommended not to stretch a single module to the next semester.
- 62.3 All modules offered by the University shall have leaders/chairs, be numbered and the system of numbering courses shall be provided by the Registrar as approved by the ASQAC of the Senate.

Article 63: General Education Courses

- 63.1 All students pursuing undergraduate degree programs, diploma or certificates in the University shall satisfy the general education requirements of this Article.
- 63.2 General education modular courses consist of courses selected for the purpose of:
 - 63.2.1 enabling students acquire necessary communication and analytical skills that enhance their capacities to benefit from their specialized

training; and

63.2.2 Developing sound awareness in students' physical and social environment in which they will live and work.

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

Article 64: Elective Modular Courses

Each academic unit should provide its students with opportunities to take a certain number of such elective modules. The proportion of electives to be taken in the upper and lower divisions should be recommended by the SC/DC and approved by ASQAC.

Article 65: Phased-out Modular Courses

65.1 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.

65.2 Students who have scored Fs in phased-out courses shall be required to remove their Fs by taking equivalent modular courses as determined by the SC/DC of academic unit in which they are enrolled.

Article 66: Semester Load for Regular Students

66.1 A minimum ECTS or credit hours for full-time regular students especially females and special need students shall be 25 or 15 per semester, respectively. The maximum load shall not be exceeding 35 ECTS or 22 credit hours unless otherwise stated in the course catalogue/curriculum.

66.2 This minimum and maximum load doesn't include the university specific additional load which is 5 to 10 ECTS.

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

Article 67: Semester Load for Continuing Education Students

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

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

- a) the student secures a CANG or CGPA of 2.5 and above upon completion of an equivalent course work corresponding to one academic year;
- b) the student is at graduation year after passing all courses taken up to date.

67.3 The normal load for evening and weekend students in a Kiremt semester shall be 12 to 14 ECTS or 6 to 8 credit hours.

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

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

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

Article 68: 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:

- 68.1 The duration of study for undergraduate degrees in regular programs shall be from three to six years.
- 68.2 The duration of study for undergraduate degrees in the continuing education programs may be four to eight years depending on the program.
- 68.3 The maximum length of time students may stay in such programs may not exceed twice the normal duration of study depending on the program.
- 68.4 A student who fails to complete any studies within the maximum length of time permitted (sub-articles 1 to 3 of this Article) shall be cancelled from that program. However, the student will be certified for the modules or courses successfully finished.

Article 69: Credit Requirements

- 69.1 A credit value is defined as 50 minutes in lecture or 2 to 3 hours of laboratory/ practical or tutorial work guided activity.
- 69.2 The minimum total credit points for three years bachelor program shall be 180 ECTS or 109 credit hours while the maximum shall be based on university specific program which will add 5-10 ECTS to 180 ECTS.
- 69.3 The minimum total credit points for four years bachelor program shall be 240 ECTS or 145 credit hours while the maximum shall be based on university specific program which will add 5-10 ECTS to 240 ECTS.
- 69.4 The minimum total credit points for five years bachelor program shall be 300 ECTS or 182 credit hours while the maximum shall be based on university specific program which will add 5-10 ECTS to 300 ECTS.
- 69.5 The minimum total credit points for six years bachelor program shall be 360 ECTS or 218 credit hours while the maximum shall be based on university specific program which will add 5-10 ECTS to 360 ECTS.
- 69.6 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 SC/DC.

Article 70: Undergraduate Grading System

70.1 On a module/course with practical and/or tutorial, a student should score at least 50% on each to pass that course. A student with Fx shall take supplementary exam within two weeks after the beginning of the semester; whereas those who scored 'F' grade should repeat that course.

70.2 The final grade is obtained based on the sum of continuous assessment and summative assessment (final exam) while the weight of the continuous assessment should not be less than 50%. Semester Average Number Grade (SANG/SGPA) is determined by dividing grade points earned in semester by the number of credit points in that semester.

70.3 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.

70.4 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.

- a) To an "I" (incomplete) by the SC/DC/AC in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/course. When there is no valid reason, the "I" grade will be changed to "F" within two weeks after the beginning of the semester.

OR

- b) 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

- c) To a "DO" (dropout) by the Registrar for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by

the University and the time limit specified in the provisions of sub-article 7a hereof or has not produced evidence justifying a failure to sit for the exam(s).

70.5 “W”, “DO” and “I” shall not play any part in the computation of the semester grade point average.

70.6 A student who obtains a “DO” for a course or courses shall be required to justify the reasons why he/she failed to comply with the withdrawal procedures set forth by the University to the appropriate SC/DC within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.

70.7 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 (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.

70.8 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.

70.9 A double asterisk (**) shall be entered in place of a letter grade in those rare cases where a course is in progress and no work has been completed to give the instructor a basis for giving a grade.

Article 71: Grading Scale and Letter Grade System

Raw Mark Interval- [100 %]	Corresponding Grade Point	Corresponding Letter Grade	Status Description	Class Description
[90,100]	4.00	A ⁺	Excellent	First Class with Great Distinction
[85,90)	4.00	A		
[80,85)	3.75	A ⁻		
[75,80)	3.50	B ⁺	Very Good	First class with Distinction
[70,75)	3.00	B		
[65, 70)	2.75	B ⁻	Good	First class
[60, 65)	2.50	C ⁺		Second Class
[50, 60)	2.00	C	Satisfactory	
[45, 50)	1.75	C ⁻	Unsatisfactory	Lower Class
[40,45)	1.00	D	Very Poor	Lower Class
[30,40)	0.00	F _x	*Fail	Lowest Class
<30	0.00	F	Fail	Lowest Class

Description of the Grading System

- 71.1 A student who scored 'C-' and/or "D" in a course/s can pass to the next semester if he or she has pass mark in Cumulative Average Number Grade (CANG).
- 71.2 If the 'C-' and/or "D" grade is for a Module or for a course as a module, he/she must resit for another exam with self-study to remove 'C-' and/or "D" when module status determination is required.
- 71.3 A student with a good stand can pass to the next semester and even can graduate if he/she scores "D" and or "C-" in any course under module. Nevertheless, if the student is not in good standing, he or she should re-sit an exam within two weeks after the beginning of the semester with self-study.

- 71.4 A student who scored “Fx” must sit re-exam with minor support within two weeks’ time after the beginning of the next semester. If a student scores “Fx” for the second time, the grade shall be converted into “F” for status determination.
- 71.5 A student who scored “F” in a course/module must repeat the course/module for a maximum of two-time. After that, if s/he repeats F grade, the student can request for course change/replacement or waiver as course allergic.
- 71.6 The final grade of any repeated course shall be maintained regardless of the initial one.

Article 72: Earning Credits on the Basis of Examination

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

- 72.1 If academic unit offers courses for which it accepts the earning of credit through examinations alone, it shall submit a list of such courses to the Registrar’s office to be approved by the ASQAC of the Senate.
- 72.2 Of the total number of credit points required by academic unit for graduation, not more than 20% shall be taken through earning credits on the basis of examination.
- 72.3 Any student that can present sufficient and convincing evidence to the head of academic unit showing the acquisition of knowledge, insight or skills taught in any of the courses listed as per sub-article 2 of this Article, shall register during the regular registration periods to obtain credits through examinations only.
- 72.4 Registration to earn credits on the basis of examinations should be approved by the concerned SC/DC and ASQAC.
- 72.5 Students who have registered for course(s) for which they seek to earn credits on the basis of examinations shall take the examinations when they are offered to students who have attended the module/course including all assessments.

Article 73: Student Academic Achievements

- 73.1 At the end of each semester, the academic unit will examine the status of all students who are registered for the particular semester.

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

73.3 For Kiremt programs, the academic status of the students shall be determined for a minimum of 25 ECTS points/15 credit hours.

73.4 Grade report should be issued to applicants for semesters to which the status is determined by the SC/DC.

73.5 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 74: Academic Standing of Undergraduate Students

74.1 Modular Courses

- a) A first year student whose first semester SANG is >1.75 can pass to the second semester.
- b) A student who earned a 2.0 (C) grade or above in all courses of a semester shall be in good standing.
- c) c) A student cannot register a course for more than three times in anyway. In case the student scores F after three times, article 50.5 will apply.
- d) If a student didn't take supplementary examination having "Fx" within two weeks' time due to unjustifiable reason, the "Fx" shall be converted into "F" for status determination.
- e) Any re-admitted student can repeat courses he/she scored "F", "D" and or "C-"
- f) Any consecutive warning leads to Academic Dismissal.

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

First Year Students

- 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.

- 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.
- 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.
- 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.
- If student's SGPA/SANG is less than 1.75 and his CGPA/CANG is less than 2.00, the student is subject to dismissal.
- If a student fails to achieve a SGPA/SANG of 1.00 at any semester, s/he is subject to dismissal. Second and Higher Class Year Students
- 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 at any semester is subject to dismissal.
- 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

74.2 Discretionary Probation

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

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

Article 75: Class Attendance

- 75.1 A student is required to attend all lecture, laboratory and practical sessions as well as field work of courses, except for courses in which earning of credits through examination alone is accepted.
- 75.2 Except for extenuating circumstances, students are required to maintain a minimum of 80% attendance to earn credit in the given course. However:
 - 75.2.1 Some program may demand 100% attendance where such full attendance is academically indispensable; and

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

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

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

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

Article 76: Repeating, Adding and Dropping of Courses

76.1 A student who has obtained "FX" grade in a course with fulfilling the required attendance shall be allowed to take re-exam. A student who scored a grade of 'F' for any prerequisite course for the third time will be dismissed for academic reasons. However, graduating class student who scored F' grade in any course for the third time can apply for course allergic if he fulfills minimum credit points required for graduation.

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

76.3 Adding and dropping of the courses shall be treated as per the University academic calendar.

PART SEVEN: ASSESSMENT AND EVALUATION

Article 77: General Provisions of Examinations

As a matter of general principle continuous assessment in the form of tests, reports, assignments, presentations, etc. should be made for every module/course which shall count for at least 50% of the total module/course mark. The remaining 50% shall be allotted for a final exam at the end of module/course. However, some discipline such as Medicine can set out their own general guidelines.

77.1. 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 students' performance and the basis for the determination of grades shall be kept by the instructor(s).

77.2. 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

77.3. A course outline/syllabus, as a matter of routine, shall include information on the distribution of points/mark among various types of exams and other works in percentage terms. A copy of the course outline shall be submitted to the academic units at the beginning of each module/course.

77.4. Copies of all exams, tests and quizzes, along with their answer keys and marking schemes, which go into the determination of a student's final grade in a course, shall be kept with the instructor for at least one year. However, copies of the periodic exams along with their answer keys and marking schemes shall be deposited with the academic unit within three days following the administration of the exams.

77.5. 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.

77.6. A common examination paper shall be prepared in case where more than one instructor teaches a course with the same title and ECTS/credit hour to one or more sections.

- 77.7. Where common examination(s) have to be given for a course(s) taught by more than one module/course instructor, the academic unit that offers the course(s) shall ensure that all instructors involved in the teaching of the course have reached an agreement on the content of the exam(s). The academic unit that offer such courses shall work out procedures by which reviews of exam questions for such courses will be carried out by a full panel of instructors involved in the teaching of the courses. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such courses.
- 77.8. 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.
- 77.9. Examination papers prepared by the instructor or a panel of instructors shall be submitted to the module/course team for review and endorsement.
- 77.10. Final grades for all module courses shall be reviewed and endorsed by module/course team.
- 77.11. Final grades shall be submitted by the instructor to the registrar and with a copy to the head of the academic unit on duly signed official grade report form. This document shall be prepared legibly with no alterations or erasures.
- 77.12. A copy of grade report sheets and minutes of the module/course team for all courses shall be kept at the academic unit.
- 77.13. 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.
- 77.14. When, for reasons beyond control, the provisions of sub-article 13 of this Article cannot be met, the setting of examinations and the marking of exam papers shall be carried out by a qualified member of staff designated by the academic unit head.
- 77.15. In those cases where the head academic unit had to designate someone other than the instructor who had taught the course to either set or mark the examination, the Head shall forthwith present the case to the SC/DC for endorsement.
- 77.16. Students have the right to see their corrected exam papers.

77.17. Official grade report forms shall be prepared by the registrar and shall carry all the names, ID numbers of students who have been on the official class list for the course.

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

77.19. Grades shall officially be announced to students by the registrar.

77.20. Academic unit must make sure that instructors on leave have submitted the grades of students in their hand before departure.

Article 78: Periodic and Exit Examination

Students in the University shall sit for periodic/holistic and/or exit exams without prejudice to the continuous assessments:

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

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

78.3.Exit exam, if any, should be identified with course title & code.

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

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

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

78.7.A student who failed the exit exam can repeat it twice but no special reexamination schedule shall be arranged for failing students. The student shall be academically dismissed for good if he fails for the third time.

Article 79: Administration of Examinations

- 79.1 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.
- 79.2 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.
- 79.3 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.
- 79.4 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.

Article 80: Violations of Examination Regulations

- 80.1. 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.
- 80.1.1. Found in possession and copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted.
- 80.1.2. Working on or being found in possession of exam papers other than one's own.

- 80.1.3. 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.
- 80.1.4. 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.
- 80.1.5. Sitting on an examination in a course for which one has not been registered.
- 80.1.6. Taking an examination by proxy, i.e. through a secondary party.
- 80.1.7. 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.
- 80.1.8. Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.
- 80.1.9. Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
- 80.1.10. Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- 80.2. Any one of the following shall be interpreted as intention to cheat in an exam or in any other graded exercise, and shall have direct consequences on the marking and grading of all kinds of examination papers, term papers, projects or senior essay and for the determination of the academic status of students.
- 80.2.1. 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.
- 80.2.2. Evading signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.

- 80.3. An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his/her behavior will be reported. The invigilator shall also make as detailed and complete note of the incident(s) as possible in preparation for this reporting. The invigilator shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors, etc.).
- 80.4. 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 and allow the student to continue to work on the exam and report the case to the concerned academic unit.
- 80.5. 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.
- 80.6. 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 course instructor who in turn shall present to the academic unit head in which the student is enrolled.
- 80.7. The Head of the academic unit shall present the case to the SC/DC which shall determine if there had indeed been a clear case of cheating or of intended cheating. The SC/DC has the authority to seek additional evidence to reach a decision, including one of requiring the candidate involved in the act of violation to testify.
- 80.8. In the event that the SC/DC finds a clear case of cheating, it shall decide and inform the instructor of the course that the student obtains an “F” grade for the course/module. **For other disciplinary measures including warning or suspension for at least one semester the case shall be forwarded**

to students' discipline committee.

80.9. 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.

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

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

80.11.1. 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;

80.11.2. 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 in any other unit of the University system, that student's case shall be referred directly to the head of the academic unit or AVP and the provisions sub-articles 10 & 11 of this Article shall apply.

Article 81: Marking of Examinations

81.1 General Provisions for Marking

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

81.1.1 The student has the right to see the results of their examination papers.

81.1.2 The petition shall be formally submitted to the head of academic unit within the time frame set in the Academic Calendar.

81.1.3 The maximum number of courses that the student can apply for

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

81.1.4 A grade obtained in re-marking shall be final even if it is lower than the one previously obtained.

Article 82: Re-marking Procedure

- a. 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 of the student to specify the reasons for disputing the earned grade.

Upon receipt of the petition for re-marking, 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.

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 scale 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.

The Head of the academic unit shall then assign at least two Academic Staff members who shall do the re-marking 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.

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.

- b. 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.
- c. If, at the end of the remarking process, there is conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately intending on harming the student academically, the head shall take up the matter through proper channels for disciplinary action against the course instructor in question.
- d. If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor unfairly graded the student's papers, and if, upon the completion of remarking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the Head of the academic unit exonerating the student of any allegations.
 - i. The case of a student who had filed unfounded allegations against an instructor in connection with the marking of examination papers shall be forwarded by the module/course team leader which offers the course to the head of the academic unit in which the student is enrolled for disciplinary measures.

Article 83: Make-up Examinations

- 83.1 Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for an examination for extenuating circumstances, such as hospitalization or accidents, and therefore has an "I" (incomplete) grade against a course may be allowed to sit for a make-up examination in the course.

- 83.2 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.
- 83.3 If the makeup examination is pertinent to continuous assessment part of the course, the case of the student can be decided by the instructor of the course and the head before the final examination.
- 83.4 Where the SC/DC finds that the student did not have valid reasons for not sitting for final examination, the "I" grade on the student's record shall be changed automatically to "F", SANG/SGPA shall be calculated and the status of the student shall be determined accordingly.
- 83.5 An actively enrolled non-graduating student who is allowed to sit for a make-up examination shall normally register for the examination at the beginning of the semester when the final examination in the course is next administered.
- 83.6 A non-graduating student who is not actively enrolled but allowed to sit for a make-up examination shall apply and register for the examination at least one month (the dates to be announced by the Registrar) before the final examination of the course is scheduled to be administered.
- 83.7 A graduating student within the final semester who fails to sit for final examinations in one or more courses for valid reasons shall be allowed to sit for make-up examination within three weeks of the following regular semester. However, if such a student is in the first semester of the final year, shall be allowed to sit for make-up examinations in a maximum of two courses within three weeks of the following semester.
- 83.8 Notwithstanding sub-article 6 of this Article, a student who has three or more "I" grades in a semester and is allowed to sit for a make-up examination shall, irrespective of academic status, withdraw from the University for academic reasons and apply for make-up exam as in Sub-Article 6 hereof. No SANG/SGPA shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.

83.9 A student who has less than three (one or two) "I" grades in a semester and who is allowed to take a make-up examination may continue studies in subsequent semesters if the student is in good academic standing. For such a student, average point shall be calculated and academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered. Such a student shall also apply and sit for make-up examination in incomplete courses as in sub-Article 4 hereof.

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

83.11 Any "I" grade not removed within a year as per the provisions of this Article shall be converted to a "F" grade.

Article 84: Repeating Courses

84.1 A student who obtains a "F" grade in a course may repeat the course in consultation with his/her academic advisor until the "F" grade is removed whenever it is offered. However, if the student does not remove an "F" grade after repeating twice and if such a course is not a major course the SC/DC shall recommend an equivalent course.

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

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

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

Article 85: Re-admissions

- 85.1 Without prejudice to the provisions of sub-article 2 and 3 of this Article, all re-admissions shall be processed in accordance with the procedures laid down by the Senate.
- 85.2 Re-admission of students in good academic standing.
- 85.2.1 A student who, for reasons beyond control, discontinues studies may apply for re-admission into the same program for any number of times provided that the maximum duration of stay in the program, counted from the date of first enrolment, has not expired or will not have expired before completion of the program following re-admission. Such readmission shall be to the same semester that the student discontinued studies. However, a student who has 80% attendance shall be readmitted before two weeks to the final exam.
- 85.2.2 Notwithstanding the provisions of sub-Article 1 of this Article, re-admission of students in good standing is subject to availability of facilities and necessary budgetary allocations.
- 85.2.3 In those cases where there had been curricular changes in a program, the academic unit may require the readmitted student to take new courses that have replaced those taken and passed prior. However, where there is an equivalent course such shall be done for the student.
- 85.2.4 Upon re-admission of a student in good standing, the academic unit shall supply a list of courses from which the student will be exempted and of new courses substituting phased out courses to be taken.
- 85.3 Re-admission of academically dismissed students.
- 85.3.1 A student may be readmitted after dismissal provided all of the following are fulfilled:

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

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

85.4 A cut-off SANG/SGPA and/or a CANG/CGPA for readmission of an academically dismissed student shall be as follows:

85.4.1 A first year student, dismissed at the end of the first semester with a SANG of not less than 1.3 or SGPA of not less than 1.25 shall be readmitted.

85.4.2 A first year student dismissed at the end of the second semester with an ANG of not less than 1.50 or CGPA of not less than 1.67 shall be readmitted.

85.4.3 A second year and above student dismissed at any semester with a CANG of not less than 1.60 or CGPA of not less than 1.75 shall be

readmitted.

85.4.4 Any readmitted student may be allowed to repeat courses in which the Student scored “<1.3 (D)” or “1(F)” in both ECTS and conventional system grades with the approval of the student’s academic advisor//Head of academic unit.

Article 86: Re-Examinations

86.1 Re-examinations shall be allowed for

86.1.1 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

86.1.2 A graduating student.

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

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

86.2.2 The maximum number of courses shall be two for a graduating student and a maximum of four for a student described under 1.1 above; and

86.2.3 The student’s CANG/CGPA must be such that when an input of minimum 1.7 or “C” grade on course is made as a result re-examination, the student qualifies for graduation or promotion,

a) During who fails in the final year essay or project shall be allowed to re-examination only twice in the same course and as per 1.1 and 1.2 of this article.

b) Any time during a study program

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

86.4 Re-examination Grade

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

86.5 Time and Administration

a. Time

Re- examinations shall be administered any time within three weeks after the commencement of the subsequent semester.

If the time of examination extends into the next period of training, students shall be allowed temporary registration. Depending on the results, the registration may be cancelled or retained as soon as the status is determined.

b. Administration

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

Article 87: Small Academic Deficiencies at the Completion of a Study Program

87.1 Condition:

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

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

87.1.3 The SC/DC has examined the academic files and proved beyond doubt that if the student is given this last chance and scores a minimum of 1.7 or “C” in each of the courses the student is allowed to repeat, the student can fulfill the requirements for graduation.

87.2 . A student who meets the above conditions (1.1 – 1.3) shall be allowed, as a privilege, the following:

A student, who at the end of a study program, has a CANG of at least 1.65 or CGPA of 1.95 shall be allowed to raise the CANG to >1.70 or CGPA to > 2.00 to graduate by repeating a maximum of four courses (an equivalent of 18 ECTS) over two semesters.

Article 88: Waiver

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

Article 89: Graduation Requirement of Undergraduate Program

General Requirements for Graduation:-

The following constitute Requirements for Graduation:

- a. All the required courses/modules and the minimum credit hours set by the respective academic unit should be satisfied, except to phase in and phase out program.
- b. A Cumulative Grade Point Average (CGPA) of 2.00 or CANG of 1.70 must be obtained;
- c. No "F" grade in any course/module taken for undergraduate program
- d. An undergraduate student who fails in an examination ("F" grade) may, with the permission of respective Academic Council, register and repeat the course(s). In such a case the student shall pay all fees for the repeated semester(s).
- e. A student, who fails to graduate due to CGPA less than 2.00/CANG 1.70 but above the required CGPA of 1.85 for three year and 1.92 for five year degree students may, with the permission of the concerned Academic Council, be allowed to register and repeat the course(s) in which he/she scored a "D" grades. However, such repetition of courses should not be more than once for students who are previously readmitted and two times for those non readmitted students. In such a case the student shall pay all fees for the repeated semester(s).

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

Article 90: Graduation with Distinction and Great Distinction

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

1. A student who, upon completion of the requirements for the baccalaureate degree, has a CANG > 3.70 or CGPA > 3.75 shall graduate with Great Distinction. If the student has CANG between 3.00 and 3.69 or CGPA between 3.25 and 3.74 the student shall graduate with Distinction.

Article 91: The University Medal

The University Gold Medal is a prize awarded every year at the commencement exercise to one outstanding regular student from each college/faculty. The award is made on the basis of academic excellence, character, gender and participation in extra-curricular activities.

The SC/DC of each academic unit shall, each year, recommend to the Senate its outstanding student for the latter's approval.

PART EIGHT: ACADEMIC RULES AND REGULATIONS FOR GRADUATE STUDIES

Article 92: General Provisions on Graduate Program

92.1 Each academic unit may offer programs of study and research leading to the Master of Arts (M.A.), the Master of Education (M.Ed.), the Master of Science (M.Sc.), Masters of Law (LL.M), and 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.

92.2 The academic units shall function through Department Graduate Committees (DGC).

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

92.4 Academic unit may run joint graduate programs in collaboration with other universities until it develops the necessary capacity to run programs on its own and/or complement each other for better competency of the graduates. In such cases special procedures may be set to administer such programs in agreement with the collaborating institution.

92.5 A minimum academic rank of staff offering courses in the graduate program should be assistant and associate professor for masters and doctorate degrees, respectively. However, in case of staff shortage the DGC shall propose staff with merit with lecturer rank (for master's program) and assistant professor (for PhD program) shall offer courses with the approval of AVP.

Article 93: The Department Graduate Committee (DGC)

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

93.1 Compositions and Term of Office.

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

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

93.1.3 A member shall be eligible for re-election.

93.2 Duties and Responsibilities

The DGCs shall:

93.2.1 Supervise all activities of the programs;

93.2.2 .Approve status of the students, and review and endorse grades;

93.2.3 Prepare periodic reports on its activities and submit the same to the academic unit;

93.2.4 Recommend and/or approve a research adviser for each graduate student;

93.2.5 Recommend members of examining Board for thesis, dissertation and other qualifying examinations for approval by the SC/DC;

93.2.6 Review and approve thesis research proposals submitted by graduate students under the supervision of their academic advisors;

93.2.7 Oversee settings of entrance examinations and screen candidates a approve for admission;

93.2.8 Screen and assign graduate students eligible for teaching assistantship;

93.2.9 Attend to all academic problems that concern the academic unit at

- graduate studies level;
- 93.2.10 Suggest revision and amendment of policies, rules and regulations governing graduate studies in the academic unit;
- 93.2.11 Approve graduate program course offerings and thesis research proposals of graduate students;
- 93.2.12 Endorse proposals of the SC/DC concerning new graduate programs for subsequent approval by the Senate and periodically assess and evaluate existing ones;
- 93.2.13 Accomplish all other duties assigned by the SC/DC and the University
- 93.2.14 Consider any matter entrusted to it by the Senate or the academic unit head;

Article 94: Admission to the Graduate Program (GP)

94.1 General Admission Provisions

- 94.1.1 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.
- 94.1.2 The minimum intake of a Master program shall be five students. However, the optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective SC/DC taking into consideration the number of staff, availability of space and demand for training.
- 94.1.3 The academic unit may, from time to time, include additional admission requirements in conformity with University rules and regulations. These may be of general application or may pertain to specific programs of graduate studies.

94.2 Admission Requirements for the Masters Programs

94.2.1 Academic Requirements

- a) 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.
- b) The applicant must meet satisfactorily the selection criteria which may include the entrance examination to be administered by the academic units concerned. Foreign applicants may, in lieu of sitting for entrance examination, submit results of GRE/TOEFL/IELTS or equivalent, language proficiency examinations, for applicants whose undergraduate medium of instruction is not English, etc.

94.2.2 Non-academic Requirements

- a) Academic units may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval of ASQAC.
- b) Academic units may also set appropriate work experience requirements after obtaining the bachelor's degree subject to the approval of the ASQAC.

94.2.3 The candidate must produce a minimum of two letters of recommendation from undergraduate instructors, employers or professional Associates.

94.3 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 SC/DC.

94.3.1 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.

94.3.2 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.

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

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

94.3.5 Such a student must obtain a grade of at least C in the undergraduate courses taken as prescribed in sub-article 3.3 of this Article.

94.4 Transfer of Postgraduate Students between Institutions

94.4.1 Qualified persons may apply for advanced standing admission which is determined by the concerned DGC if applicants:

- a) Have successfully completed a minimum of one year of study in a similar graduate program in another institution; and
- b) Meet the special requirements of the program they are applying to.

94.4.2 Upon admission of such a student, the DGC shall determine the courses from which the student is to be exempted.

Article 95: Enrollment and Registration at the GP

95.1 Application for admission into the graduate program is normally processed before the beginning of each semester.

95.2 Every student of the PG must register at the beginning of each semester in order to keep enrollment active. A student who fails to maintain continuous registration without officially withdrawing from GP shall be considered to have dropped out. If such a student wishes to resume studies, the student must apply in writing for readmission to the GP. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.

95.3 The Academic units may provisionally register candidates, but such cases must be presented within six weeks for approval by the DGC followed by official registration if the admission is approved.

Article 96: Program of Study for Graduate Studies

96.1 Within the general program of the academic units, candidates shall have their programs of study approved by the DGC of the academic unit in which they are enrolled. The program shall be based on thesis and course-work or course-work alone under special conditions. The candidate shall study under a thesis advisor who may be assisted by a co-advisor and/ or an advisory committee for the student if and when required. At least one member of the committee should be nominated by the academic unit on its behalf. The supervisor and the student advisory committee shall be approved by the DGC.

96.2 The DGC shall present its program of graduate studies to the SC/DC which, after careful consideration, shall present it to the ASQAC which in turn shall present it to the Senate for approval before implementation.

96.3 The DGC determines credits for all course work and thesis, which is to be approved by the ASQAC. One credit of study shall be one lecture hour or two to three hours of laboratory/practical hours per week for a semester. Literature reviews, laboratory reports, term papers, etc. (with/without presentation) shall normally be required for each graduate course.

Article 97: Credit Requirements and Course Load at the GP

97.1 A total of 12 to 15 credit hours per semester shall normally be regarded as typical full load for a full-time Masters candidate for programs requiring thesis work, whereas a minimum of 15 credit hours is required for non-thesis programs.

97.2 A total of 9 to 12 credit hours per semester shall normally be regarded as full load for full time PhD candidate.

97.3 A total of six credit hours shall be allotted to Master Thesis and 12 credit hours for PhD Dissertation.

97.4 Notwithstanding the provisions of sub-articles 1 and 2 hereof, the credit requirements for candidates shall be determined by the SC/DC.

Article 98: Duration of Study at the GP

98.1 The Master's programs shall normally take two academic years for completion in all academic units.

98.2 No Master candidate may anticipate finishing a program in less than one and a half academic year.

98.3 A Master candidate may be allowed to continue for up to a maximum of four years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC and SC/DC. Such extension of time shall be recommended by the DGC and approved by the SC/DC every semester.

98.4 A Master candidate taking more than the normal two-year duration for completion of a program shall fulfill the special conditions set forth by the SC/DC.

98.5 The PhD programs shall normally take three to four academic years for completion in all academic units.

98.6 No PhD candidate may anticipate finishing a program in less than two academic years.

98.7 A PhD candidate may be allowed to continue for up to a maximum of six years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC and SC/DC. Such extension of time shall be recommended by the DGC and approved by the SC/DC

every semester.

Article 99: The Grading System at the GP

99.1 Letter grading system with corresponding points.

Raw Mark	Letter Grade	Grade Points
[95, 100)	A ⁺	4.00
[90, 95)	A	4.00
[85, 90)	A ⁻	3.75
[75, 80)	B ⁺	3.50
[70, 75)	B	3.00
[65, 70)	B ⁻	2.75
[58, 65)	C ⁺	2.50
[50, 58)	C	2.00
[40, 50)	D	1.00
< 40	F	0.00

99.2 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” grade in all courses for Master and no “C” grade for PhD candidate.

Article 100: Academic Status of Graduate Students

100.1 Probation is a discretionary decision to allow candidates who failed to score below the required standards of the University to continue their studies. But, since the purpose of probation is to facilitate the academic rehabilitation of such students, the decision is made based on the validity of the reasons and considering other relevant circumstances which are convincing that the student can academically raise himself to the

required level of academic achievement.

100.2 At the end of each semester the DGC shall examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the candidate failed, and whether there is reason to believe the candidate will meet the required academic standards in the future. A candidate may be placed on discretionary probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and justify that academic failure can be removed and the candidate can achieve the required academic standards at the time of graduation.

100.3 To the extent that inquiry into the cases of probation indicates, the DGC may attach certain conditions to the granting of probation, which must then be met if the candidate is to remain enrolled. These conditions may be restrictions designed to remove in whole or in part the cause of academic failure.

100.4 When a candidate is placed on probation the candidate shall be notified by the head of their status and what is expected of them by way of academic performance in the future, the restrictions or requirements stipulated by the probation and the consequence of failure to meet these conditions.

100.5 Probations are given if a student's semester GPA (SGPA) or cumulative GPA (CGPA) fails below 3.00.

100.6 A first year graduate student is subject to dismissal without first being put on probation if academic performance falls below 2.50 in the first semester results.

100.7 Any first year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by the DGC and any such student who had been placed on probation shall be subject to dismissal if the student fails to achieve a semester GPA of

3.00 in the next semester.

100.8 If a student (in sub-article 7 above) who had been placed on probation for the first time in literature-based thesis programs, achieves a SGPA of 3.00 or above but still retains a CGPA below 3.00, the DGC may place the student on final probation in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.

100.9 For research-based thesis programs, if a student who had been placed on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but the CGPA still falls below 3.00, the DGC may recommend such a student to repeat courses.

100.10A student who had been placed twice on probation shall be dismissed for failing to achieve a CGPA of 3.00 in the next semester.

100.11 Consecutive probations are given a maximum of two times.

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

Article 101: Repeating Courses at Graduate Program

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

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

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

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

101.5 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.

Article 102: Withdrawal from and Readmission to the Graduate Program

102.1 Withdrawal

102.1.1A 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.

102.1.2Unless 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.

102.2 Readmission

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

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

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

- a. If the candidate cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.
- b. If the University is unable to carry out the relevant program and

advises the candidate accordingly.

- c. If the candidate is unable to continue due to force majeure other than those outlined in (a) and (b) above.

102.2.4 A candidate who wishes to withdraw for reasons mentioned under 2.3 of this Article shall petition the concerned DGC stating the justification for, and the duration of, absence sought.

102.2.5 A candidate who has been dismissed for academic reasons may apply for readmission on the following grounds:

- a. if the student, at the end of the first semester, had obtained a SGPA of not less than 2.00 .
- b. if the student, at the end of second or third semester, had obtained a CGPA of not less than 2.5 or 2.75, respectively.

102.2.6 No student who has been dismissed on academic grounds shall be readmitted more than once regardless of transfer from other Universities.

102.2.7 A candidate who withdraws from the GP without the approval of the concerned DGC as in 2.4 of this Article shall not be eligible for readmission.

102.2.8 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.

102.2.9 Withdrawal made with the approval of the concerned DGC does not imply automatic readmission whenever it is sought. The length of absence and the number of places available shall be taken into consideration.

Article 103: Transfer from one Program to another in the Graduate Program

103.1 A graduate student registered in one graduate program may be allowed to transfer to another program provided that the following requirements are fulfilled.

103.1.1 The candidate must have very good reason(s) for requesting the transfer.

103.1.2 The candidate must present a letter in support of the desired transfer from a sponsor where applicable.

103.1.3 The candidate must have completed not more than one fourth of the originally joined program (50% of the course work).

103.1.4 The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.

103.1.5 Dismissed students may not be allowed to transfer.

103.1.6 The approval of the concerned DGC and SC/DC must be obtained.

103.2 Transfer of credits shall be determined by the academic units receiving the candidate.

Article 104: The Graduate Thesis

104.1 General Requirements

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

104.1.2 A thesis shall constitute a partial fulfillment of the requirement for the master's or PhD Degree, except in a program where it is not required.

104.2. Selection and Approval of Thesis Topic

104.2.1 The topic for thesis work shall be selected in consultation with, and prior approval of, the thesis advisor. The selection of thesis topic shall be on the basis of the broad needs of the country and/or the priority areas of research topics as determined by the concerned academic unit.

104.2.2 The topic of the thesis of each candidate shall be approved by the DGC as early as possible as and not later than the time of the candidate's enrollment into the second half of the program.

104.3 Format of Thesis

The ASQAC shall issue detailed guidelines on Thesis preparation, format, deadlines, etc.

104.4 Submission of Thesis

104.4.1 104.4.1. No candidate may be permitted to submit a thesis in less than one academic year from the date of initial registration except with a special permission of the SC/DC.

104.4.2 A candidate may submit the thesis at any time during or after the last semester of course work and no later than the end of the fourth semester after the initial registration with the exception of candidates allowed for extended residency.

104.5 Procedures for Examination and Submission of Thesis

When a candidate, after conferring with the advisor, gives notice of readiness to submit a thesis, the DGC shall appoint an examining Board and select an external examiner. The external examiner should be decided in good time and obtain a copy of the thesis of the candidate at least four weeks before the date set for the defense. The Board shall have a minimum of three and a maximum of five members consisting of at least one other member of the University. An external member of the examining Board shall be the external examiner of the candidate whose decision shall play a major role in determining the fate of the thesis defense. Normally, internal members of the examining Boards shall be drawn from the advisory committee where this is already established. All members of the examining Board will comment on all aspects of the thesis.

104.6 Thesis Evaluation and Rating

104.1.1 Evaluation

Based on the results of the open defense and assessment of the thesis by each member

of the Board of Examiners, the Thesis that is defended shall be evaluated as follows:

A. Accepted

The Thesis is:-

- i. Accepted with no change,
- ii. Accepted with minor changes to be made to the satisfaction of the advisor, or
- iii. Accepted with major modification to be made to the satisfaction of the external examiner and the rest of the Board of Examiners. Under certain circumstances the external examiner may delegate the Board of examiners.

If a thesis requires substantial changes in substance, which are to be made to the satisfaction of members of the examining Board or its designate, the examining Board's report shall include a brief outline of the nature of the changes required and indicate the time by which the changes are to be completed.

B. Rejected

A thesis shall be rejected if:

- iv. The work does not meet the required standards; or
- v. The work is plagiarized as judged by the examining Board; or
- vi. 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.

For modalities not mentioned in this sub-Article, separate guidelines shall be issued by the CGS.

104.1.2 Thesis Rating

Name of the Candidate _____

Thesis Components	Points
a) Abstract-----	(5%)
b) Materials and Methods-----	(15%)
c) Literature Review-----	(10%)
d) Result and Discussion -----	(40%)
e) Summary and Conclusion -----	(10%)

Defense Examination

- | | |
|---|-------|
| a) Manner of presentation ----- | (5%) |
| b) Confidence in the subject matter ----- | (5%) |
| c) Ability of answering questions ----- | (10%) |

Total (100%)

Evaluation result (Excellent (A), Very Good (B+), Good (B), Fail (C))

Name of Examiner

Signature

Date

NB: The Grading scales of each rank are as follows

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

* Evaluation weight (%) = 0.5 x External examiner's + 0.35 x internal examiner's + 0.15 x chairperson

- a) A Thesis that is defended and accepted may be rated "Excellent", "Very Good", "Good" or "Satisfactory" which may appear on the transcript but will not be used for calculation of the CGPA of the student
- b) A rejected thesis shall be rated "Fail".

104.1.3 Final Thesis

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

104.6.4. Publications

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

Article 105: Advisor ship

105.1. Selection of Advisor(s)

- a) The DGC normally recommends the selected thesis advisor(s) to the

SC/DC. The Thesis advisor(s) shall be:

- i. 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

- ii. A person(s) outside of the University in the required area of specialization with a PhD degree or MD with specialty who will be able to submit a letter of commitment in advising the student and who will be in the country at least for a year or more. In such cases, it will be mandatory to have a co-advisor(s) from the University.
 - b) The advisor(s) will assist the student in planning the research work, monitor it regularly, advise the student on how to publish, critically evaluate the draft and final manuscripts.
 - c) 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 106: The External Examiner

106.1 Purpose

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

106.2 Functions

The main function of the external examiner is to serve as a member of the Board of

examiners a determining role in examining and deciding the fate of the Thesis.

The external examiner shall also comment and give advice on course content, balance and structure.

106.3 Selection and Appointment

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

106.3.2 The DGC selects external examiners and recommends to the SC/DC

106.3.3 Appointment is made by the head of the academic unit after the recommendation of the DGC is approved by the SC/DC.

106.3.4 The program seeking the appointment for an external examiner should submit to the SC/DC the biographical data including academic achievements, publications, and experience as external examiner of the nominee.

106.3.5 In approving the nomination of an external examiner, the SC/DC shall ascertain the following:

- a. Only persons of seniority and experience who are able to command authority are appointed and in all cases must have an academic rank of at least Assistant Professor (or equivalent) for Masters and Associate Professor (or equivalent) for PhD. Exceptions shall be approved by the SC/DC on a case by case basis when presented to it by the concerned DGC.
- b. An external examiner in general must be external to the University.
- c. Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.

106.3.6 One external examiner should not be assigned per program for more than three Theses at any one time.

106.3.7 External examiners from outside the higher education system, for example from industry, research institutions, etc. may be

selected when necessary.

106.4 Participation in Assessment Procedures

106.4.1 The views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular unit of assessment.

106.4.2 The signature of the members of the Board of examiners shall be required as evidence of their decision on the student's thesis work.

106.4.3 External examiners are encouraged to comment on the assessment process and the schemes for marking.

106.5 Discussion of Course Structure

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

106.6 Reports

106.6.1 External examiners may make written confidential reports to the academic unit head at the end of their visits. They are free to make any comments they wish, including observation on teaching and course structure and content.

106.6.2 The head shall instruct the DGC to take action with respect to the comments. The head has the responsibility to see to it that the recommendations are considered and the proper measures are taken.

Article 107: Graduation and Award of Credentials to Graduate Students

A candidate who fulfills the requirements laid down in this Legislation shall be recommended by the head of the academic unit on behalf of SC/DC to the University Senate, through the Office of the Registrar, for the award of the appropriate credential

PART NINE: MISCELLANEOUS PROVISIONS

Article 108: University Rules and Regulations Inconsistent with this Legislation

All University rules and regulations inconsistent with the provisions of this Legislation shall not apply on matters covered under this Legislation.

Article 109: Power to Issue Guidelines

The President or his delegate may issue guidelines for the proper implementation of the provisions of this Legislation.

Article 110: Obligation to Comply

110.1 Any member of the university shall have the obligation to implement this Legislation.

110.2 All units of the university shall have the obligation to implement this legislation.

Article 111: Effective Date

This Legislation shall come into force as of this _____ day of _____

THE END