



Senate Legislation

Adama Science and Technology University

August, 2017

Adama

Contents

Contents.....	ii
PREAMBLE.....	1
PART I.....	2
GENERAL PROVISIONS.....	2
<i>Article 1: Short Title</i>	2
<i>Article 2: Issuing Authority</i>	2
<i>Article 3: Definitions and Interpretations</i>	2
<i>Article 4: Gender Reference</i>	5
<i>Article 5: Scope of Application</i>	6
CHAPTER ONE.....	7
GOVERNING AND ADVISORY BODIES.....	7
<i>Article 6: Governing and Advisory Bodies</i>	7
<i>Article 7: Administrative Council</i>	7
<i>Article 8: Managing Council</i>	8
<i>Article 9: University Council</i>	9
CHAPTER TWO.....	12
THE SENATE.....	12
<i>Article 10: Membership of the Senate</i>	12
<i>Article 11: Accountability</i>	12
<i>Article 12: Powers and Duties of the Senate</i>	13
<i>Article 13: Senate Meetings</i>	14
<i>Article 14: Communication of Senate Deliberations and Decisions</i>	15
<i>Article 15: The Secretariat of the Senate</i>	15
CHAPTER THREE.....	16
COMMITTEES OF THE SENATE.....	16
<i>Article 16: General Provisions</i>	16
<i>Article 17: Senate Standing Committee</i>	17
<i>Article 18: Ad-hoc Committees</i>	17
<i>Article 19: Membership of Standing Committees</i>	17
<i>Article 20: Decisions of the Standing Committees</i>	17
<i>Article 21: Terms of Service</i>	18
<i>Article 22: Regularity of Meetings</i>	18

<i>Article 23. Request for a Meeting</i>	18
<i>Article 24. Quorum</i>	18
<i>Article 25. Reports to the Senate</i>	18
<i>Article 26. Informing Deans, Directors and Officers</i>	18
<i>Article 27. Major Functions of the Committees</i>	19
<i>Article 28. Secretaries of Senate Standing Committees</i>	19
<i>Article 29: Academic Standard and Quality Assurance Committee (ASQAC)</i>	19
<i>Article 30. Membership to the ASQAC</i>	21
<i>Article 31. Student Admission and Registration Committee (SARC)</i>	21
<i>Article 32. Members of SARC</i>	22
<i>Article 33. Research, Technology Transfer and Community Service (RTTC)</i>	22
<i>Article 34. Membership to the RTTC</i>	23
<i>Article 35. Academic Staff Affairs Committee (ASAC)</i>	23
<i>Article 36. Membership to the ASAC</i>	24
<i>Article 37. Ethics and Code of Conduct Committee (ECCC)</i>	24
<i>Article 38. Membership to the ECCC</i>	25
PART III.....	26
STAFF OF THE UNIVERSITY.....	26
CHAPTER FOUR.....	26
<i>Article 39: Policy Premises on Academic Staff</i>	26
<i>Article 40. Status of this Legislation in the University Contracts</i>	27
<i>Article 41. Rights of Academic Staff</i>	27
<i>Article 42. Duties and Responsibilities of Academic Staff</i>	28
<i>Article 43. Rights and duties of non-full time academic staff</i>	30
<i>Article 44: Academic Ranks</i>	30
<i>Article 45: Salary Scale</i>	31
<i>Article 46. Salary Increment and Benefits</i>	31
<i>Article 47: Payment for Extra-Workload</i>	31
<i>Article 48: Housing and Other Benefits</i>	31
CHAPTER FIVE.....	33
<i>Article 49: Principles and Procedures for Promotion</i>	33
<i>Article 50: Criteria for Recruitment, and Promotion of Academic staff and Academic & research assistant</i>	33
CHAPTER SIX.....	35

LEAVES AND OTHER ADMINISTRATIVE MATTERS.....	35
<i>Article 51: Study Leave</i>	35
<i>Article 52: Research Leave</i>	36
<i>Article 53: Sabbatical Leave</i>	37
<i>Article 54: Other Leaves</i>	38
<i>Article 55: Accumulating Leaves</i>	39
<i>Article 56: Property Clearance</i>	39
<i>Article 57: Arrest or Conviction</i>	39
<i>Article 58: Use of the University’s Property for Personal Purposes</i>	39
<i>Article 59: Working for other Institutions or for Private Interest</i>	40
<i>Article 60: Tenure</i>	40
<i>Article 61: Criteria for Awarding Tenure</i>	40
<i>Article 62: Procedure for Awarding Tenure</i>	41
<i>Article 63: The Right of the Tenured Staff</i>	41
<i>Article 64: Designation of Emeritus</i>	41
CHAPTER SEVEN	43
RULES ON DISCIPLINARY MATTERS GOVERNING ACADEMIC STAFF	43
<i>Article 65. Acts Constituting Breach of Duty and/or Violation of Disciplinary Regulations</i>	43
<i>Article 66. Disciplinary Action by the school</i>	44
<i>Article 67. Disciplinary Actions by the VPA</i>	44
<i>Article 68. School Discipline committee (SDC)</i>	44
<i>Article 69. University Disciplinary proceeding</i>	46
PART IV	47
ACADEMIC RULES AND REGULATIONS	47
CHAPTER EIGHT	47
PRINCIPLES OF EDUCATIONAL POLICY AND ACADEMIC CALENDAR.....	47
<i>Article 70: Policy Premises</i>	47
<i>Article 71: Academic Calendar</i>	48
CHAPTER NINE.....	49
ADMISSIONS AND RELATED MATTERS TO UNDERGRADUATE PROGRAM.....	49
<i>Article 72: General Provisions on Admissions to Undergraduate Studies</i>	49
<i>Article 73: Admission Requirements for Undergraduate Degree Programs</i>	49
<i>Article 74: Admission Requirements for Continuing Education Programs (CEP)</i>	50
<i>Article 75: Admission of international students</i>	50

<i>Article 76: Student Transfer</i>	50
<i>Article 77: Affirmative Action</i>	53
<i>Article 78: Illegal admission</i>	54
<i>Article 79: Cost Sharing</i>	54
<i>Article 80: Enrollment and registration for undergraduate program</i>	54
<i>Article 81: Choice of School/Departments</i>	55
<i>Article 82: Adding, Dropping Out, Withdrawing and Clearance</i>	56
CHAPTER TEN	58
ADMISSION AND RELATED MATTERS TO THE POST GRADUATE PROGRAMS	58
<i>Article 83: General Admission Provisions</i>	58
<i>Article 84: Requirements for Admission</i>	58
<i>Article 85: Admissions to Continuions Education Graduâtes Programs</i>	59
<i>Article 86: Admission and Registration to the Graduate Programs</i>	59
CAPTER ELEVEN.....	60
RULES ON COURSES OFFERED BY THE UNIVERSITY	60
<i>Article 87: General Provisions on Course Offered by the University</i>	60
<i>Article 88: Fast track, Double Major and Minor Fields of Study</i>	60
<i>Article 89: Curriculum Structure</i>	61
<i>Article 90: Elective Courses</i>	62
<i>Article 91: Repeating Courses</i>	62
<i>Article 92: Course Allergic</i>	62
<i>Article 93: Course Waiver</i>	63
<i>Article 94: Phased-out and Substituted Courses</i>	63
<i>Article 95: Semestre Load of Regular Under graduâtes Surdents</i>	63
<i>Article 96: Semester Load of Continuing Education Students</i>	64
<i>Article 97: Course Load at the PG</i>	64
<i>Article 98: Duration of Study and Validity of Courses in Undergraduate Programs</i>	65
<i>Article 99: Duration of Study and Validity of Courses in Graduate Programs</i>	65
<i>Article 100: Credit Requirements for Undergraduate Studies</i>	66
<i>Article 101. : Class Attendance</i>	66
<i>Article 102: Earning Credits on the Basis of Examination</i>	67
RULES FOR THE UNDERGRADUATE EXAMINATIONS AND GRADING SYSTEM	68
<i>Article 103 : General Principle:</i>	68
<i>Article 104: General Provisions on Examinations</i>	68

<i>Article 105: Exam Administration</i>	71
<i>Article 106: Violations of Examination Regulations</i>	72
<i>Article 107. Remarking of Final Examinations</i>	74
<i>Article 108: Re-marking Procedure</i>	75
<i>Article 109: Make-up Examinations</i>	76
<i>Article 110: Supplementary Examinations (Re-exam)</i>	78
<i>Article 111: The Grading System</i>	79
CHAPTER THIRTEEN.....	82
RULES ON EXAMINATION AND GRADING SYSTEM OF GRADUATE STUDIES.....	82
<i>Article 112: General Provisions</i>	82
<i>Article 113: Grading System for Graduate Program</i>	82
<i>Article 114: Master’s Thesis and PhD Dissertation</i>	82
<i>Article 115: Advisorship</i>	87
<i>Article 116. Board of Examiners</i>	87
<i>Article 117. Final Thesis Submission</i>	89
<i>Article 118: Publications</i>	89
<i>Article 119: Graduation and Award of Credentials</i>	89
ACADEMIC ACHIEVEMENT AND STATUS FOR GRADUATE PROGRAMS.....	90
<i>Article 120: Academic Standing of Graduate Students</i>	90
<i>Article 121: Administration of Discretionary Probations</i>	91
<i>Article 122: Repeating Courses</i>	91
<i>Article 123. Withdrawal and Readmission</i>	91
ACADEMIC ACHIEVEMENTS AND STATUS FOR UNDERGRADUATE PROGRAMS.....	93
<i>Article 124. General Provisions</i>	93
<i>Article 125. Academic Standing of Students</i>	93
<i>Article 126. Dismissal and Probation</i>	94
<i>Article 127: Additional Academic Requirements</i>	95
<i>Article 128: Re-admission</i>	96
<i>Article 129: Graduation</i>	98
<i>Article 130. Graduation Failures</i>	98
<i>Article 131. Graduation with Distinction, Great Distinction and Very Great Distinction</i>	99
<i>Article 132. The University Medal and Special Prize</i>	99
<i>Article 133: Line up order of Schools for the annual graduation ceremony</i>	100
<i>Article 134: Issuance of transcripts, degrees, diplomas, and other credentials</i>	100

CHAPTER SIXTEEN.....	103
RULES ON ACADEMIC ADVISING.....	103
<i>Article 135: Academic Advising</i>	103
CHAPTER SEVENTEEN.....	106
TEACHING AND RESEARCH LOAD.....	106
<i>Article 136: Teaching and Research Load</i>	106
<i>Article 137: Research Load</i>	109
PART V.....	111
CHAPTER EIGHTEEN.....	111
THE INTERNAL ORGANIZATION OF THE UNIVERSITY.....	111
<i>Article 138: General Provision on the Organizations of Academic Units, Centers and Institutes</i>	111
<i>Article 139: Academic Positions and Support Services in Schools, Divisions, Institutes and Centers</i>	112
<i>Article 140: Terms of Office for Office Holders</i>	113
<i>Article 141: School Managing Council</i>	113
<i>Article 142: Deans</i>	115
<i>Article 143: Case of Two Deans</i>	117
<i>Article 144: Associate Dean for Academic Affairs</i>	117
<i>Article 145: Associate Dean for Research and Technology Transfer</i>	118
<i>Article 146: Associate Dean for Student Affairs</i>	119
<i>Article 147: School Registrar</i>	120
<i>Article 148: School Graduate Committee (SGC)</i>	121
<i>Article 149: Department Academic Council (DAC)</i>	122
<i>Article 150: Department Graduate Committee (DGC)</i>	124
<i>Article 151: Department Head</i>	125
PART VI.....	127
UNIVERSITY OFFICES.....	127
CHAPTER NINETEEN.....	127
OFFICES OF THE PRESIDENT.....	127
<i>Article 152: The Office of the President</i>	127
<i>Article 153: Vice President for Strategic Managing and International relations</i>	127
<i>Article 154: Director for Strategic Planning and Budget</i>	128
<i>Article 155: Director for Institutional Transformation and Reform</i>	129
<i>Article 156: Academic Standard and Quality Assurance Office</i>	130
<i>Article 157: Vice President for Academic Affairs</i>	131

<i>Article 158: Director General for Academic Affairs</i>	132
<i>Article 159. Dean for Academic Staff Affairs</i>	133
<i>Article 160. Associate Dean for Academic Staff Affairs</i>	134
<i>Article 161. Dean for Undergraduate program</i>	135
<i>Article 162. Associate dean for undergraduate programs</i>	137
<i>Article 163: Dean for Postgraduate Studies</i>	138
<i>Article 164. Associate dean for postgraduate programs</i>	139
<i>Article 165: Vice President for Research and Technology Transfer</i>	140
<i>Article 166. Centers of Excellence</i>	140
<i>Article 167. Director General for Centers of Excellence</i>	142
<i>Article 168: Deputy Director General for Centers of Excellence</i>	142
<i>Article 169. Offices of Centers of Excellence</i>	143
<i>Article 170. CoE Managing Council</i>	144
<i>Article 171. Director for Center of Excellence</i>	144
<i>Article 172. Deputy Director</i>	146
<i>Article 173. Research Team head</i>	147
<i>Article 174. Recruitment and promotion of Research staff and Research Assistant for CoE</i>	148
<i>Article 175. Teaching load for academic research staffs</i>	148
<i>Article 176: Research Affairs</i>	148
<i>Article 177: Organization of Office of Research Affairs</i>	151
<i>Article 178. Dean for Research Affairs</i>	151
<i>Article 180: Associate dean for publication and documentation</i>	153
<i>Article 181: Research Park and Technology Transfer</i>	154
<i>Article 182: Policy Premises of Research Park and Technology Transfer</i>	154
<i>Article 183: Research Park and Technology Transfer Priorities</i>	154
<i>Article 184: Procedures for Initiating and Conducting Research Park and Technology Transfer</i>	155
<i>Article 185: Administration of Research Park and Technology Transfer projects</i>	156
<i>Article 186: Proprietary and Intellectual Rights on Technology Transfer or Community Services</i>	156
<i>Article 187: Organization of the office of Research Park and Technology Transfer</i>	157
<i>Article 188: Dean for Research Park and Technology Transfer</i>	157
<i>Article 189: Fiscal Power</i>	158
<i>Article 190: Associate Dean for Industry-university linkage and consultancy service</i>	158
<i>Article 192: Publication and intellectual property right on consultancy service</i>	161
<i>Article 193: Technology Centers</i>	161

<i>Article 194. Organization of Office for Technology Centers</i>	162
<i>Article 195. Dean for Technology Centers</i>	162
<i>Article 196: Associate Dean for Entrepreneurship Development Centre</i>	163
<i>Article 197: Associate Dean for Institute of Sustainable Energy</i>	164
<i>Article 198: Associate Dean for Cement Technology Center (CTC)</i>	165
<i>Article 199: Associate Dean for STEM Centre</i>	166
<i>Article 200: Vice President for administration and student services</i>	167
<i>Article 201: Dean for Student Affairs</i>	167
<i>Article 202: Associate Dean for Student Service</i>	170
<i>Article 203: Associate Dean for Student Holistic Development</i>	171
<i>Article 204: Vice President for Business and Institutional Development</i>	172
OFFICE OF THE UNIVERSITY STUDENT ADMISSION AND REGISTRATION.....	174
<i>Article 205: General Provisions on the Office of the Student Admission and Registration</i>	174
<i>Article 206: Duties and Responsibilities of the Office of the Student Admission and Registration</i>	174
<i>Article 207: The Registrar</i>	175
<i>Article 208: Associate Dean for Registration and Records</i>	176
<i>Article 209: Associate Dean for Student Admission and Academic Life</i>	177
CHAPTER TWENTY ONE.....	179
CONTINUING EDUCATION INSTITUTE.....	179
<i>Article 210: Scope and Purpose of Continuing Education</i>	179
<i>Article 211: Administrative Responsibilities of Continuing Education Institute</i>	179
<i>Article 212. Dean of Continuing Education Institute</i>	179
<i>Article 213: Continuing Education program manager</i>	180
THE UNIVERSITY LIBRARY	181
<i>Article 214: General Provisions on the University Library</i>	181
<i>Article 215: Property Interest in Books and Other Media</i>	181
<i>Article 216: Creation and Dissolution of Constituent Libraries</i>	181
<i>Article 217: Creation of Smaller Collections</i>	181
<i>Article 218: Organizational Structure of Library</i>	182
<i>Article 219. Powers and Duties of the University Library</i>	182
<i>Article 220: The Library Director</i>	183
<i>Article 221: Weeding of Library Materials</i>	185
<i>Article 222: Budget Appropriations for the Library</i>	185
<i>Article 223: Library Staff</i>	185

PART VII	187
CHAPTER TWENTY THREE	187
STUDENT AFFAIRS, STUDENT RIGHTS AND DUTIES AND STUDENT ORGANIZATIONS.....	187
<i>Article 224: Policy Premises on Students' Affairs</i>	187
<i>Article 225: Intimidation, Violence, and Settlement of Grievances</i>	188
<i>Article 226: Student Rights, Duties and Discipline</i>	188
<i>Article 227: Limits of Jurisdiction</i>	191
<i>Article 228: Student Participation in Disciplinary Matters</i>	191
<i>Article 229: Responsibility to Report Violations of the Code of Conduct</i>	191
<i>Article 230. Primary Responsibility for Implementation</i>	191
<i>Article 232: Special Rules Relating to Defamation</i>	193
<i>Article 233: Authority to Supplement the above Rules</i>	193
<i>Article 234: Special Provisions for Time of Crisis</i>	193
<i>Article 235: Emergency Management Committee</i>	194
<i>Article 236: Student Discipline Committee (SDC)</i>	195
<i>Article 237. Students Organization</i>	195
<i>Article 238: General Provisions on Student Organizations</i>	196
<i>Article 239: Objectives of Student Organization(s)</i>	197
<i>Article 240: Activities of Student Organization(s)</i>	197
<i>Article 241: Recognition of Student Organizations</i>	198
<i>Article 242: Procedure for Obtaining Recognition</i>	198
<i>Article 243: Common Provisions</i>	198
<i>Article 244: Actions on Application for Recognition</i>	199
<i>Article 245: Rights and Duties of Student Organizations</i>	200
<i>Article 246: Suspension and Withdrawal of Recognition of Student Organizations</i>	200
<i>Article 247: Conditions for the Use of University Facilities by Student Organizations</i>	201
<i>Article 248: Disciplinary Offences</i>	202
<i>Article 249: University Support for Student Publications</i>	202
<i>Article 250: Oversight Power of the University</i>	203
PART XIII.....	204
CHAPTER TWENTY FOUR.....	204
MISCELLANEOUS PROVISIONS	204
<i>Article 251: Forgery and False Statements</i>	204
<i>Article 252: Legal Effects of this Legislation</i>	204

Article 253: Power to Issue Rules and Guidelines.....	204
Article 254: Obligation to Comply.....	205
Article 255: Effective Date.....	205

PREAMBLE

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

Whereas, Adama Science and Technology University's vision is to produce high quality scientists, engineers and technologists, as well as production, growth and dissemination of advanced scientific knowledge through teaching and research that primarily focuses on technology transfer;

Whereas, Adama Science and Technology University also envisions to be a center of excellence in science and technology, and lead the national effort to adapt and import scientific and technological innovations that enhance its development;

Whereas, Adama Science and Technology University aspires to be the source of scientific innovations, and become the major contributor of specialized scientists and engineers that directs the country's scientific and technological development;

Whereas, Adama Science and Technology University, as science and technology university, must orient itself to advance scientific teaching and learning methods, and promote technology transfer-focused research;

Whereas, Adama Science and Technology University must recast its mission in accordance with the vision it has set, and the expectation of the Government and the people of Ethiopia;

Whereas, it is mandatory to devise the system of governance in a science and technology university in such a manner that best supports the institution to accomplish its mission;

Whereas, the shift from a conventional university to a specialized science and technology university requires institutional transformation, and fundamental behavioral and attitudinal change on the part of the academic community;

Whereas, the existence of relevant and up-to-date legislation is of paramount importance in directing the institutional transformation process, and in shaping behavioral and attitudinal change;

Whereas, it is also mandatory to revise the existing legislation to make it compatible with the university's new vision and mission, and to accommodate the new changes;

Now, therefore, this senate legislation is issued by the Senate of Adama Science and Technology University pursuant to the power vested in it by Article 49(3) of the Proclamation, Article 6 of the Council of Ministers Regulation No. 210/2011 and Council of Ministers Regulation No. 237/2011.

PART I
GENERAL PROVISIONS

Article 1: Short Title

This Legislation may be cited as “Senate Legislation of Adama Science and Technology University (ASTU) of 2017.”

Article 2: Issuing Authority

This Legislation is issued by the Senate of Adama Science and Technology University pursuant to the powers vested in it by Article 49(3) of the Proclamation; Article 6 of Council of Ministers Regulation No. 210/2011 and Council of Ministers’ regulation No. 237/2011.

Article 3: Definitions and Interpretations

3.1. Definitions

In this Legislation, unless the context requires otherwise:

- 3.1.1. ‘Academic administration’ shall mean the control and supervision of academic activities in academic units.
- 3.1.2. ‘Academic Community’ shall mean all students, academic staff, academic and research assistant of the University.
- 3.1.3. ‘Academic governance’ shall mean the legally defined working relationship among academic units and the arrangement that governs academic decision making by academic officers and other lawfully constituted bodies.
- 3.1.4. ‘Academic officer’ shall mean an academic office bearer who is appointed to be in charge of an academic unit or office through the process put in place for the purpose.
- 3.1.5. “Academic and research assistant”: An academic and Research Assistant is a support staff member who assists academic staff in teaching, laboratory sessions, and field demonstration, helps in research activities of academic units and undertakes any other assignments given by the University.
- 3.1.6. “Academic Staff” shall mean all members of the university employed in the capacity of teaching and/ or research professional.
- 3.1.7. ‘Academic unit’ shall mean a school, an institute, a program, a unit/center established as a constituent unit of the University.

- 3.1.8. 'Board' shall mean the Supervisory Board of the University established and empowered as per Articles 43(1) (a) and 44 of the Proclamation.
- 3.1.9. 'Chair/Department head' shall mean an executive manager of an academic unit such as department.
- 3.1.10 'Credit' shall mean a quantified means of expressing and measuring learning equivalence, awarded for the demonstrable achievement of learning outcomes.
- 3.1.10. 'Dean' shall mean the executive manager of schools and academic offices and research offices and other offices.
- 3.1.11. 'Director' shall mean an executive manager of an Institute/center or other offices of the University.
- 3.1.12. 'Fiscal Year' shall mean the Ethiopian fiscal year (Hamle 1(July 8) to Sene 30 (July 7)).
- 3.1.13. 'Institute' shall mean an academic unit of the University with the principal objectives of carrying out multi-disciplinary research and publishing the results thereof, and whose staff may also engage in teaching at the institute itself or at other academic units of the University.
- 3.1.14. 'Visiting scholar' shall mean a scholar visiting the University for academic purposes such as teaching, student supervision, consultation observation, lecture delivery and attending scientific, educational, and professional conferences and seminars.
- 3.1.15. 'International student' shall mean any person who is not an Ethiopian citizen who has resident permit or refugee in Ethiopia and is admitted and registered at the University with the view of pursuing his undergraduate or graduate degrees or improving his language skills or advancing his specialized studies.
- 3.1.16. 'Managing Council' shall mean a body established at University or school level to advise the president or dean on strategic issues and on other cases that the president or dean believes require collective examination as well as serve as a forum for monitoring, coordination and evaluation of institutional or academic unit operations and make decisions at school level.
- 3.1.17. 'Ministry' shall mean the Ministry of Science and Technology.

- 3.1.18. 'President' shall mean the President of the University appointed pursuant to Higher Education Proclamation No. 650/2009 and Council of Ministers Regulations No 210/2011 and 237/2011.
- 3.1.19. 'Proclamation' shall mean the Higher Education Proclamation No. 650/2009.
- 3.1.20. 'Department' shall mean an academic unit that runs a degree granting academic program either at undergraduate or graduate level and is housed in a school.
- 3.1.21. "Professional Librarian" shall mean a librarian working in the university library system with a minimum qualification of a bachelor's degree in library science or its equivalent fields of study.
- 3.1.22. 'Regular student' shall mean a fulltime student who is enrolled in a regular program.
- 3.1.23. "School" shall mean an academic unit of the university which may be composed of departments/units that offer courses.
- 3.1.24. 'Semester' shall mean the academic calendar that lasts 15-16 weeks for regular programs and 8-12 weeks for summer programs.
- 3.1.25. 'Senate' shall mean the Senate of the University established and empowered as per Article 49 of the Proclamation and Article 6 of the Council of Ministers Regulations No.210/2011.
- 3.1.26. 'Student' shall mean any person who is admitted and registered at the University in any department with the view of pursuing his/her undergraduate or graduate degrees or improving his/her skills or advancing his specialized studies.
- 3.1.27. 'University Council' shall mean a consultative body established in accordance with Article 43(1e) of the Proclamation to advise the president by expressing its views on institutional proposals regarding plans, budget, organizational structures, academic programs, agreements of cooperation, and on division, merger, and closure of academic units as well as on performance.
- 3.1.28. 'University' shall mean Adama Science and Technology University.
- 3.1.29. 'Vice Presidents' shall mean the executive officers of the University appointed in accordance with Articles 52 and 53 of the Proclamation.

3.1.30. 'Program' shall mean a set of modules/courses in the undergraduate and graduate study disciplines.

3.1.31 'Center of Excellence' shall mean an integrated research center that includes, trainings, technology incubation and transfer centers, research laboratories, postgraduate research works.

3.2. Interpretation of this Legislation

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

3.2.2. Interpretation of provisions of this Legislation shall be compatible with the provisions of the Proclamation No. 650/2009 and the Council of Ministers Regulations No. 210/2011 and 237/2011 and the object and purposes of this Legislation.

3.2.3. The determination of the object and purposes of this Legislation shall be made taking the following into account:

3.2.3.1. The preamble; and

3.2.3.2. The supplementary means of interpretation which shall include policies of the University approved prior to the coming into force of this Legislation, the preparatory work of the Legislation and the deliberations of the Senate on the final draft of this Legislation.

3.2.4. The Vice President for Academic Affairs shall be responsible for the appropriate interpretation of this Legislation.

3.2.5. Where controversies ensue in interpreting the provision of this Legislation, the interpretation proffered by the Senate shall be final and binding, not only for the specific case in relation to which the interpretation was needed but for all subsequent applications of the provision concerned.

Article 4. Gender Reference

Unless the context requires otherwise, the provisions of this legislation set out in the masculine gender shall be deemed to include the feminine gender.

Article 5. Scope of Application

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

PART II

UNIVERSITY ADMINISTRATION AND THE SENATE

CHAPTER ONE

GOVERNING AND ADVISORY BODIES

Article 6. Governing and Advisory Bodies

The University shall have the following governing and advisory bodies:

- Supervisory Board;
- President;
- Senate;
- Administrative Council;
- Managing Council;
- University Council;
- Academic Department/Unit Council;
- School Managing Council
- Advisory and/Ad-hoc Committees that may be established by the Senate, Board, or University Council.

Article 7. Administrative Council

7.1. Membership and Chairperson

7.1.1. Without prejudice to the power of the President to include other pertinent officers, the President, Vice Presidents, and the Director of Budget and Finance Directorate shall constitute the core members of the administrative council.

7.1.2. The President shall chair the meetings of Administrative Council.

7.2. Responsibilities and Accountability

7.2.1. The Administrative Council shall advise the President on administrative, academic and research issues that are necessary for a day-to-day operation of the university.

7.2.2. The Administrative Council shall be accountable to the President.

7.3. Quorum, Meetings and Minutes

7.3.1. The Administrative Council shall meet regularly every two weeks on a regular day and time that shall be determined by the President.

7.3.2 There shall be a quorum to conduct meetings of the Administrative Council when majority of its core members are present.

7.3.3. The President shall assign a secretary to take minutes of the meetings of the Administrative Council.

7.4. Conduct of Meetings

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

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

7.4.3. Notwithstanding the provisions of sub-article 7.4.2 of this sub-Article, the President may opt to have votes with the view to get ideas on the weights of substantial and competing opinions and/or views.

7.5. Disclosure of Deliberations of the Administrative Council

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

Article 8. Managing Council

8.1. Membership and Chairperson

8.1.1. Without prejudice to the power of the President to include other pertinent officers, the President, the Vice Presidents, and other key officers in charge of institution-wide academic and student affairs shall constitute the core members of the Managing Council.

8.1.2. The President shall chair the meetings of the Managing Council.

8.2. Responsibilities and Accountability

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

8.2.2. It shall also serve as a forum for monitoring, coordination, and evaluation of institutional operations.

8.2.3. The Managing Council shall be accountable to the President.

8.3. Quorum, Meetings and Minutes

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

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

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

8.4. Conduct of Meetings

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

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

8.4.3. Notwithstanding the provisions of sub-article 8.4.2 of this sub-Article, the President may opt to have votes with the view to get ideas on the weights of substantial and competing opinions and/or views.

8.5. Disclosure of Deliberations of the Managing Council

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

Article 9. University Council

9.1. Membership and Chairperson

9.1.1. The University Council shall consist of the core members of the University Managing Council, all deans, directors, members of the Senate Standing Committees, the head of the

other key academic officers, service department heads, and, as it shall be determined by the Board upon the advice of the President, an appropriate number of academic staff and student representatives with appropriate gender mix

9.1.2. The President shall chair the meetings of the University Council.

9.2. Responsibilities and Accountability

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

9.2.2. The University Council shall be accountable to the President.

9.3. Meetings

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

9.4. Quorum, attendance and non-delegable nature of membership should be checked.

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

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

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

9.5. Conduct of Meetings

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

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

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

9.6. Secretary

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

9.7. Disclosure of Deliberations

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

9.7. Authority to adopt procedural rules

Without prejudice to the provisions of this article, the University's Council may adopt its own procedural rules.

CHAPTER TWO

THE SENATE

Article 10. Membership of the Senate

10.1. Without prejudice to the power of the president to include other pertinent office holders, the Senate shall consist of the following members:

10.1.1. The President

10.1.2. Vice Presidents

10.1.3. Director Generals

10.1.4. School Deans

10.1.5. Central Deans

10.1.6. One or two academic staff representative from each school selected on the basis of their individual merit and academic seniority.

10.1.7. Two representatives of the University's Teachers' Association

10.1.8. One representatives of the University's Students' Union.

10.2. Senate members mentioned in sub-article 10.1.8 of this article shall be appointed by the President through procedures established by the Board.

10.3. Without prejudice to the generalities of the provisions of this article, the tenure of membership of the members listed in sub-articles 10.1.6 – 10.1.8 of this article shall be two years; provided, however, that they may be reappointed as may be appropriate.

10.4. Membership of the Senate shall, to the extent possible, ensure gender mix and balance.

Article 11. Accountability

The Senate shall be accountable to the President as provided under Article 49 of Proclamation no. 650/2009.

Article 12. Powers and Duties of the Senate

The Senate being the leading body of the University for Academic Matters, as per Article 49 of the Proclamation and without prejudice to other provisions of the Proclamation, Council of Ministers Regulations 210/2011, and 237/2011 as well as directives of the Board, the Senate shall:

- 12.1 Examine and approve academic calendar of the University;
- 12.2. Approve the University's various academic programs;
- 12.3. Decide on the conferring of degrees (including honorary degrees), diplomas and certificates,
as well as medals and prizes;
- 12.4. Formulate criteria for the admission and enrolment of students;
- 12.5. Set criteria for the determination of academic standards;
- 12.6. Oversee quality assurance and excellence of programs;
- 12.7. Provide governing guidelines for the settlement of disciplinary problems;
- 12.8. Determine criteria for graduation and its ceremonial processions;
- 12.9. Formulate guidelines for determining student assessment methods and standards;
- 12.10. Promote academic staff to the rank of assistant and associate professor and recommend to
the Board the conferring of the rank of full Professorship;
- 12.11. Recommend to the Board tuition fees to be charged by the University;
- 12.12. Issue guidelines on conditions and procedures of competitions for grants, fellowships, and
scholarships;
- 12.13. Formulate policies and guidelines for the planning and utilization of resources;
- 12.14. Formulate, modify and revise the organization of academic units of the University, and
decide on the establishment of new units, subject to the approval of the Board;
- 12.15. Establish committees, which may include persons who are not members of the Senate, to
carry out any of the functions or exercise any of the powers of the Senate;
- 12.16. Develop and formulate policies designed to promote principles of tolerance and
accommodate issues of diversity in the various activities and programs of the University;
- 12.17. Propose policies to the Board regarding employment, salaries, allowances and the benefits of
the academic staff;

- 12.18. Formulate policies that promote social and cultural activities of the University Community;
- 12.19. Formulate policy and devise mechanisms for staff recruitment, retention and promotion;
- 12.20. Determine its own rules and procedures and elect its secretary from among its voting members;
- 12.21. Set budgetary areas of priority, devise mechanisms for generating and retaining internal financial resources for the University, and administer the same as well as revise plans and budgetary appropriation schemes;
- 12.22. Provide an overall governing policy for external funding;
- 12.23. Determine non-voting permanent members; and
- 12.24. Perform such other duties as may be given to it by the Board from time to time.

Article 13. Senate Meetings

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

- 13.1 The President is the chairperson of the Senate and shall preside over meetings of the Senate.
- 13.2. In the absence of the President, VPA, VPRTT, VPAS, VPSMIR, VPBID respectively, shall preside over the meetings of the Senate.
- 13.3. If, for any reason, the President or his deputies cannot be present at a meeting, the Senate shall be presided over by a *pro-tempore* chairperson who shall be elected from the members of the Senate present at that particular meeting.
- 13.4. The Senate shall hold a minimum of four meetings in a year –once in every three months.
- 13.5. Without prejudice to the provisions of sub-article 13.4 of this Article, the Senate may conduct as many more meetings as desired to consider matters relating to promotions and other affairs of urgency.
- 13.6. The presence of more than half of the members of the Senate shall constitute a quorum.
- 13.7. Decisions of the Senate shall be passed by a majority vote of the members present and voting. In case of a tie, the chairperson shall have a casting vote.

13.8. Notwithstanding the provisions of sub-Article 13.4 hereof, the President may call an extraordinary meeting of the Senate as and when he deems necessary.

13.9. The President shall call an extra-ordinary meeting of the Senate at the request of at least 20% of the voting members of the Senate. Such request shall be presented in writing to the President or the Board of the University as appropriate.

Article 14. Communication of Senate Deliberations and Decisions

14.1. Issues on which the Senate deliberated and decided upon shall be communicated in writing to deans, directors, center and Program heads by office of the President. Such communication shall be made within ten days after every Senate meeting.

14.2. Deans, directors, departments or institutes shall communicate the decisions, in any modality, to academic staff in their respective departments, school, institute, center or units within seven days as of the date they received the written communication from the office of the President.

Article 15. The Secretariat of the Senate

15.1. There shall be a Secretariat of the Senate within the Office of the President, whose functions shall be to process the proper documentation and keeping of the records of the deliberations and decisions of the Senate.

15.2. The Office of the President and the Secretariat of the Senate shall be responsible for the follow-up and proper implementation of the decisions of the Senate, and that of its standing committees.

15.3. The Office of the President and the Secretariat of the Senate shall compile, publish and disseminate rulings of the Senate and/or revisions of this Legislation on a regular basis.

15.4. The Secretariat of the Senate shall be accountable to the president.

CHAPTER THREE

COMMITTEES OF THE SENATE

Article 16. General Provisions

- 16.1. The Senate shall have Standing and ad-hoc committees.
- 16.2. The Committees shall serve as the arm of the Senate and function on its behalf in accordance with the mandates vested in them.
- 16.3. The Committees shall be accountable to the Senate.
- 16.4. Each committee shall adopt its own guidelines and rules of procedure, having regard to the relevant provisions of this Legislation.
- 16.5. Committee work is expected of all University staff as part of their obligation to the University. Serving on the committees shall be deemed to be part of the duties of an academic staff.
- 16.6. Election of members of the committees of the University Senate shall be conducted at Senate meetings.
- 16.7. Students elected by the student body to serve in the Senate and its committees shall be so notified by the student union in writing. The two representatives of the University's Teachers' Union shall also be notified by the Union.
- 16.8. The President shall promptly notify in writing members elected to serve on Senate committees together with their respective duties and responsibilities.
- 16.9. The President shall designate the member responsible for calling the first meeting of each Senate committee.
- 16.10. Unless provided otherwise in this Legislation, a committee of the Senate shall elect its chairperson.
- 16.11. The term of office of committee members shall be two years.

Article 17. Senate Standing Committee

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

1. Student Admission and registration Committee
2. Academic Standard and Quality Assurance Committee (ASQAC)
3. Academic Staff Affairs Committee (ASAC)
4. Ethics and Code of Conduct Committee
5. Research, Technology Transfer and Community Service Committee (RTTC)

Article 18. Ad-hoc Committees

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

Article 19. Membership of Standing Committees

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

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

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

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

Article 20. Decisions of the Standing Committees

20.1. In the exercise of the powers vested in it by the Senate, a standing committee proposes decision on matters under its competence to the Senate.

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

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

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

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

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

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

Article 21. Terms of Service

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

Article 22. Regularity of Meetings

Unless provided otherwise, each standing committee shall meet at least four times a year.

Article 23. Request for a Meeting

Where one-third of the members request for a meeting of a standing committee, the chairperson shall call a meeting within a week from the date the request is forwarded to him.

Article 24. Quorum

A simple majority of any committee shall constitute a quorum.

Article 25. Reports to the Senate

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

Article 26. Informing Deans, Directors and Officers

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

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

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

Article 27. Major Functions of the Committees

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

- 27.1. Monitoring the implementation of this Legislation, policies, directives and decisions of the Senate;
- 27.2. Deliberating on matters in their capacity and jurisdiction, and making decisions according to the general policy and principles that are provided in this Legislation, directives of the Senate and their own work guidelines;
- 27.3. Reporting to the Senate the results of their deliberations and the implementation of their mandate;
- 27.4. Initiating and proposing new policy guidelines as well as directives to be deliberated upon by the Senate; and
- 27.5. Submitting recommendations for Senate deliberations and decisions.

Article 28. Secretaries of Senate Standing Committees

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

Article 29: Academic Standard and Quality Assurance Committee (ASQAC)

The ASQAC shall have the following duties and responsibilities:

- 29.1. Formulate and propose revision and amendment of rules and regulations governing undergraduate and graduate programs to the Senate;
- 29.2. Provide expert advice on curriculum design, review, approval, and revision;
- 29.3. Ensure the inclusion of appropriate pedagogical methods, programs of internships, attachments and other practice-oriented system of education;
- 29.4. Review class size policy and practices at the various academic units and put forward recommendations to the Senate with the view to improve them ;
- 29.5. Examine proposals of graduate and undergraduate programs for improvement, revision or adjustment of existing rules and regulations;
- 29.6. Promote and co-ordinate interdisciplinary programs for graduate studies and ensure that research and teaching programs are well integrated;

- 29.7. Recommend for approval to the Senate proposals for new programs submitted to it by the academic commission concerned;
- 29.8. Review and regulate semester academic load of students;
- 29.9. Periodically review policies and practices of the University relating to academic work load;
- 32.10. Review modes of assessing students' academic performance, the frequency thereof, the manner of distributing scores as well as re-grading procedures;
- 29.11. Act as a board of appeal for complaints of students that could not be handled by their respective academic units;
- 29.12. Oversee the conduct of academic advising and ensure the preparation of guidelines on student advising;
- 29.13. Follow-up that attrition data is regularly reported by the University registrar;
- 29.14. Devise and implement all possible retention and enhancement strategies and initiatives;
- 29.15. Propose suggestions on tuition fees and waivers to the Senate;
- 29.16. Facilitate collaboration with programs in other universities, or with organizations that seek such collaboration;
- 29.17. Ensure that both existing and new guidelines set by the Senate, or decisions made by it are implemented by the program office concerned;
- 29.18. Formulate and recommend general policy for the welfare of students and the award of graduate studentship and other awards;
- 29.19. Recommend to the Senate the award of the appropriate diploma, certificate or degree in accordance with University rules and regulations;
- 29.20. Issue directives to the Office of the AVP on any matter pertaining to programs;
- 29.21. Participate in the periodic assessment of the programs of the University;
- 29.22. Advise the Senate on all matters regarding programs; and
- 29.23. Establish its own rules of procedure and set up standing and ad-hoc committees as necessary.

Article 30. Membership to the ASQAC

The ASQAC shall consist of the following members:

- 30.1. Vice President for Academic Affairs (chairperson)
- 30.2. Registrar
- 30.3. Dean for ASQA (secretary)
- 30.4. Dean for UG
- 30.5. Dean for PG
- 30.6. Associate Dean for Academic Affairs of each School
- 30.7. Three to six academic staff from different units elected by the Senate
- 30.8. One student representative
- 30.9. Any other person that the Senate may assign

Article 31. Student Admission and Registration Committee (SARC)

The SARC shall have the following duties and responsibilities:

- 31.1. Assess intake capacity against available human and material resources;
- 31.2. Examine retention rate and advise the Senate on mechanisms for improvement;
- 31.3. Make arrangements to promote diversity in admissions;
- 31.4. Revise and propose rules and regulations for admission and placement in the university;
- 31.5. Examine and review admission criteria set by schools/Division;
- 31.6. Follow up the process of recruitment of freshman programs;
- 31.7. Propose and review readmission and placement guidelines;
- 31.8. Examine and review admission criteria set by academic departments and units;
- 31.9. Undertake other duties assigned by the senate.

Article 32. Members of SARC

The SARC shall consist of the following members:

- 32.1 Vice President for Academic Affairs (chairperson)
- 32.2 Registrar (Secretary)
- 32.3 Director General for Academic Affairs
- 32.4 School Registrars
- 32.5 Dean for PG Program
- 32.6 Dean for UG
- 32.7 Dean of Students Affairs
- 32.8 Director of Gender Affairs
- 32.9 ICE Director
- 32.10 Any other person that the Senate may assign.

Article 33. Research, Technology Transfer and Community Service (RTTC)

The RTTC shall have the following duties and responsibilities:

- 33.1 Formulate strategies for promoting research and dissemination of research results;
- 33.2. Oversee the research, university-industry linkage and community service activities of the university;
- 33.3. Specify priorities for research at the national level;
- 33.4. Set guidelines for the approval of staff research proposals;
- 33.5. Monitor the activities of the Office of the VPRTT;
- 33.6. Provide procedures for the launching of a new journal;
- 33.7. Determine criteria for establishing the reputability of journals;
- 33.8. Re-assess the reputability of journals every three years;
- 33.9. Determine courses of action in the case of breach of agreement by researchers;
- 33.10. Specify the calendar for submission of research proposals and research reports;
- 33.11. Examine and endorse the activity reports of research institutes/centers;
- 33.12. Advise and assist the Office of the VPRTT in securing funds from organizations outside the University;
- 33.13. Design, facilitate and endorse collaborative activities with national and international institutions;
- 33.14. Establish an award system for recognizing outstanding research;

- 33.15. Assist the Office of the VPRTT in preparing the code of ethics governing/safeguarding research and intellectual property rights;
- 33.16. Approve the allocation of funds;
- 33.17. Issue guidelines pertaining to visiting researchers who wish to be affiliated with the various units of the University;
- 33.18. Promote the publication of outstanding theses and dissertations;
- 33.19. Ensure the appropriate academic standard of publications;
- 33.20. Prepare and submit to the Senate policy and strategy for the development of teaching/learning materials, including textbooks, references, etc.; and
- 33.21. Advise the Senate on all matters pertaining to research and publications.

Article 34. Membership to the RTTC

The *RTTC* shall consist of:

- 34.1. VPRTT (chairperson)
- 34.2. Dean for Research Affairs ----- secretary
- 34.4. Deans of Research Park and Technology Transfer
- 34.5. Dean Technology Centers
- 34.6. Director General for CoE
- 34.7. Associate Deans for Research and Technology Transfer from each School
- 34.8. Printing Service Director
- 34.9. The University Library Director

Article 35. Academic Staff Affairs Committee (ASAC)

The ASAC shall have the following duties and responsibilities:

- 35.1. Advise the Senate on human resource development schemes;
- 35.2. Formulate guidelines for academic staff recruitment, contractual matters, training and development, with equal opportunities for all;
- 35.3. Formulate policy and criteria for appointment, academic promotion, probation, promotions, renewal of tenure, resignation, retirement and termination of appointment;
- 35.4. Examine and recommend promotions in rank, new employments and pass the same to the Senate;

- 35.5. Formulate various mechanisms of rewarding merit and innovation in teaching and research;
- 35.6. Formulate policies for retention of academic staff;
- 35.7. Formulate policies and devise strategies to enhanced university of staff through affirmative recruitment system for applicants from disadvantaged groups, such as women, persons with disability and disadvantaged communities, if the candidate can fulfill the minimum requirements of the University;
- 35.8. Propose guidelines for scholarship procedures, allocation of funds for scholarship and international and extension of study leave;
- 35.9. Receive and consider complaints regarding recruitment and promotion, as well as oversee the implementation of policies in this regard; and
- 35.10. Perform other assignments forwarded by the Senate.

Article 36. Membership to the ASAC

The ASAC shall consist of:

- 36.1. VPA (chairperson)
- 36.2. Director General for CoE
- 36.3. Dean for Academic Staff Affairs (Secretary)
- 36.4. School Deans
- 36.5. Teachers' association representative
- 36.6. Director of Gender Affairs
- 36.7. Two Representatives of Academic Staffs Elected By the Senate

Article 37. Ethics and Code of Conduct Committee (ECCC)

The ECCC shall have the following duties and responsibilities:

- 37.1. Propose amendments to legislation on issues related to staff and students ethics and code of conducts;
- 37.2. Develop or revise a comprehensive duties and Code of Conduct for the academic staffs;
- 37.3. Formulate guidelines, rules, and procedures for determination of causes related to ethics and violation of code of conduct;
- 37.4. Set guidelines for the arrangement and provision of appropriate training on ethical issues for the university academic community and particularly for officers with specific responsibility relating to ethical issues;
- 37.5. Ensure whether values of the university are fully integrated;

37.6. Carry out other activities assigned by the Senate.

Article 38. Membership to the ECCC

The ECCC shall consist of:

38.1. VPAS (chairperson)

38.2. Ethics and Anti-corruption Liaison Office Director

38.3. Legal Affairs Director

38.4. Two Representatives of Academic Staffs Elected By the Senate

38.5. One Students Representative

38.6. Director of Gender Affairs

38.7 Dean for Academic Affairs

38.8. Any other person assigned by the Senate/President.

PART III
STAFF OF THE UNIVERSITY
CHAPTER FOUR
GENERAL PROVISIONS ON ACADEMIC STAFF

Article 39: Policy Premises on Academic Staff

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

Article 40. Status of this Legislation in the University Contracts

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

Article 41. Rights of Academic Staff

The academic staff:

- 41.1 Shall have the right to exercise academic freedom, which includes the right to fulfill their functions of teaching, doing research, writing, learning, exchanging and disseminating information, and providing services without fear of interference or repression;
- 41.2 Are entitled to freely teach without any interference, subject to the generally accepted principles, standards, and methods of teaching; and carry out research without interference, subject to the universal principles and methods of scientific enquiry;
- 41.3 As researchers, may not be denied information or permission to do, or hindered in any way from doing, research on any ground except for reasons of public health and morality, or, in circumstances of clear, present, and imminent danger to the nation and its independence;
- 41.4 Shall enjoy freedom of association, including the right to form and to join independent and autonomous trade unions. The right of association includes the right of peaceful assembly and formation of groups, clubs, associations, and such other bodies to further the academic and professional interests of the members of the academic community;
- 41.5 Shall have the right to write, print, and publish their own journals or any other form of media, including wall literature, posters, and pamphlets. The exercise of this right shall have due regard to secularity of education, the obligation of the members of the academic community not to interfere with the right of others to privacy and in any manner or form to unreasonably arouse religious, ethnic, national, or gender hatred;
- 41.6 Are entitled to disseminate their research findings within or outside the University through any media and demand the establishment of media for the dissemination of their findings, where such appropriate media do not exist, subject to availability of resources; dissemination of research findings may not, however, be exercised in the name of the University without the approval of the appropriate University authority;
- 41.7 Shall have the right to conduct research and render consultancy services in accordance with internal regulations of the University; and take sabbatical and research leaves to conduct research and studies beneficial to the University and the country in accordance with the pertinent provisions of this Legislation;

- 41.8 Shall enjoy transparent, fair, and equitable administration and system of remuneration and benefits that shall be instituted by the Government as the economic condition of the country may permit,
- 41.9 Shall participate, as feasible, in the formulation of the University's plans, rules and regulations, and in curricula development, and make comments on the quality and appropriateness of the teaching-learning process; and be informed on the plan, development, direction, condition and performance of the institution;
- 41.10 Are entitled to be informed about their performance results and of any records kept in their personal file without their prior knowledge as well as enjoy confidential maintenance of information in their personal file except when the official business of the University or the provisions of pertinent laws require otherwise;
- 41.11 Shall enjoy campus security for themselves and for their personal property while rendering the proper services;
- 41.12 Shall receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions;
- 41.13 Are entitled to further education and training for professional development in accordance with the relevant provisions of this legislation and policies of the University; and
- 41.14 Shall have the right to be promoted and assume new academic rank on the basis of merit in accordance with the pertinent provisions of this Legislation and in accordance with national norms and standards the Ministry may issue as necessary;

Article 42. Duties and Responsibilities of Academic Staff

- 42.1 An academic staff of the University is required to be a scholar with full devotion to the advancement of the frontiers of knowledge in accordance with the best traditions developed by great scholarly circles. It shall be his primary duty to carry out his functions in the best interest of the University and that of the Nation, having due regard to the rules of his profession.
- 42.2 Without limitation to the generality of the provisions of sub-Article 1 of this Article, a member of the academic staff shall undertake to:
- 42.2.1 Give course lectures and other forms of instruction to students related to the contents of the course in line with the policies and general guidelines set forth by his academic unit;
- 42.2.2 Endeavor to stay abreast of the latest thinking in his area of specialization and shall periodically update his teaching material, within the resources available;

- 42.2.3 Encourage, guide and permit students to freely and rationally question and examine issues and various lines of thoughts in the course of their study;
- 42.2.4 Refrain from any act of discrimination against any individual or group on the basis of race, ethnicity, sex or creed, disabilities or any other unreasonable ground;
- 42.2.5 Refrain from imposing his political views and religious beliefs on his students within the University premises in any form;
- 42.2.6 Avoid acts and situations that are intimidating to students;
- 42.2.7 Develop relationship of mutual respect with the University Community;
- 42.2.8 Observe the code of ethics relevant to his profession;
- 42.2.9 Conduct research work and publish for the advancement of knowledge, having regard to the development and democratization needs of the country;
- 42.2.10 Participate in the affairs of the University;
- 42.2.11 Organize, direct and develop the activities of his academic unit where such is required by the University;
- 42.2.12 Without prejudice to the provisions of the Proclamation concerning joint appointment, devote his energy, working time and attention to teaching, research and community services;
- 42.2.14 Conduct classes regularly and inform his immediate supervisor and students in advance in the event he is not available for teaching on justifiable grounds and give make-up classes afterwards;
- 42.2.15 Not handover a course he is assigned to teach to any other person without the prior approval of the department head;
- 42.2.16 Make himself available for consultation, student advisement, academic guidance and counseling;
- 42.2.17 Submits examinations, marked examination papers and grades on time to his department;
- 42.2.18 Accept teaching assignments in continuing and distance education programs whenever circumstances warrant;
- 42.2.19 Takes good care of all University property under his possession;
- 42.2.20 Accept additional teaching assignments with due compensation when compelling circumstances arise; and
- 42.2.21 Accept instructions of his superiors where such instructions are not contrary to the law and the terms and conditions of his contract of employment.

Article 43. Rights and duties of non-full time academic staff

The rights and duties of academic staff provided for in Articles 41 and 42 of this Legislation shall, *mutatis mutandis*, apply to the rights and duties of non-full time academic staff of the University. In particular, such provisions shall apply to academic staff in adjunct, collegiate and visiting professorship rank series. The relevant University body shall formulate policies and enact rules and regulations pertaining specifically to such non-full time academic staff of the University following international good practice.

Article 44: Academic Ranks

44.1 The University shall have the following academic rank hierarchy (in an ascending order):

44.1.1 Academic Staff

- i. Lecturer
- ii. senior lecturer
- iii. Assistant Professor
- iv. Associate Professor
- v. Professor

44.1.2. Academic and Research Assistant

- i. Academic and research assistant
- ii. Senior Academic and research assistant
- iii. Chief Academic and research assistant I
- iv. Chief Academic and research assistant II

44.2 An academic staff member joining the university as a full-time instructor/researcher shall be assigned an academic rank, in accordance with the general criteria established by the university policy. Each academic or research staff assigned to a rank shall be eligible for promotion in accordance with the procedures and rules as set forth in the university policy.

44.3 Additional academic/research ranks may be assigned to qualified part-time instructors on the basis of the university's general policy applicable on the appointment and promotion for full-time instructors.

44.4 Unless specific contractual arrangements are made to the contrary, an instructor joining the University for the first time shall be subjected to a probationary period during his first year with the University in which time the University may, on one semester's notice, inform the instructor that he will not be re-employed in the following year.

Article 45: Salary Scale

45.1 The university salary scale providing for salary ranges, to be fixed in accordance with a scheme applicable to all full-time university academic staff, shall be determined based on set forth policy on appointment, Promotion, and determination of salary of academic staff and academic & research assistant.

45.2 This salary scale shall take into account assigned university ranks and other factors including academic and related experience and prior professional position. It will thus be used to establish a proper salary level for each academic staff in the University.

Article 46. Salary Increment and Benefits

46.1 It shall be the policy of the University to propose to the Government salary increments based on performance.

46.2 The University shall, within the limits of its fiscal resources and mandate, put in place incentive mechanisms for its academic staff. Such incentive schemes shall be based on meritorious performance. The University shall also periodically revise its incentive schemes to adjust costs of living.

Article 47: Payment for Extra-Workload

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

Article 48: Housing and Other Benefits

48.1 The University may, subject to a general scheme which takes into account academic rank, provide housing and other allowances to academic staff.

48.2 The University may provide residential house giving prior to academic staff subject to a general scheme, which takes into account academic rank, service year, family size, etc.

48.3 University tuition fees will be waived in programs in which the cost sharing Scheme is not instituted for spouses and children of academic staff who served a minimum of three years. The family of retired or deceased Academic staff will also enjoy this privilege provided

that he/she had served the University for a Minimum of 10 years before his death or retirement directly from the university.

- 48.4 Spouses and children of academic staff who served the university for a period of at least two years shall have the privilege of being placed at the university programs provided that they meet the admission requirement (the minimum cutoff point required for a student to seat for university entrance exam) without being forced to pass the entrance exam.

CHAPTER FIVE
PROMOTION REGULATIONS FOR ACADEMIC STAFF AND ACADEMIC &
RESEARCH ASSISTANT

Article 49: Principles and Procedures for Promotion

49.1 General Provisions

Requests for promotion for academic staff and academic & research assistant including expatriates from all Schools/CoEs shall be based on ASTU Academic Staff, Academic and Research Assistant Recruitment and Promotion Guidelines.

49.2 Types of Academic staff promotion

There shall be two types of academic staff promotion: promotion with sub scales (horizontal promotion) and promotion from one academic rank to another (vertical promotion).

49.2.1 Promotion within sub scales (horizontal promotion)

This promotion of academic staff shall not bring a change in the academic rank of the staff, but it resulted in different salary sub-scale within the same academic rank.

49.2.2 Promotion from one academic rank to another (vertical promotion)

This promotion shall mean basic academic staff promotion both in academic rank and salary increment.

49.2.3 Without limitation of generality of the provisions of sub-articles 2.1 and 2.2 of these articles guideline set forth in line with university policy.

Article 50: Criteria for Recruitment, and Promotion of Academic staff and Academic & research assistant

50.1 Recruitment

The recruitment shall be subject to general guidelines set forth that may include criteria considering publication, CGPA, service years, industry experiences, demonstration presentation, interview, etc.

50.1.1 Principles Governing Appointments and Promotions

The length of service with a given rank, effectiveness in teaching, research, publications, participation in the affairs of the University and services 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 the guideline.

50.1.2 Service years

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.

50.1.3 Effective Teaching/research

Effectiveness in teaching/research of an academic staff shall be measured by the evaluations of his students, colleagues, directors and the department head, or unit coordinator at the end of each semester or academic year as the case may be. The measure and the assessment shall be set forth in the guideline.

50.1.4 Publications

Publication is a research or any other professional output in the form of book(s), journal(s) and/or patents, conference proceedings prepared and disseminated for the public to promote professional excellence. The weight and calculation of points for publications shall be set forth in the guideline.

50.1.5 Participation in the Affairs of the University and Professional Activity

This requirement may be fulfilled by holding a post of academic administration at departments, School, CoEs and/or university level work in standing or ad-hoc committees and taking assignments when called upon by the department, School or University administration. Participation in activities such as in journal editing, organizing workshops, reviewing, etc. that enhance one's profession shall also count towards the fulfillment of this criterion. The relative weights to be assigned to the components of this criterion shall be set forth in the guideline.

50.1.6 Community and consultancy Service

50.1.6.1 Participation in local, regional and national committees whenever called upon to do so.

50.1.6.2 Consultancy service refers to any form of professional or technical service rendered through the appropriate university channel or through links created or initiated by individual faculty member with any organization or individual from outside university.

CHAPTER SIX

LEAVES AND OTHER ADMINISTRATIVE MATTERS

Article 51: Study Leave

- 51.1 Any academic staff who is given a study leave through the University or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a reputable foreign university leading to a higher degree in his field of specialization and who is not more than forty five years old may be granted a study leave provided that it is in line with the staff development scheme worked out by his department or School.
- 51.2 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 his employment or reinstatement after a study leave. However, under special circumstances, the university can grant a study leave in less than the specified time.
- 51.3 The University may cover round trip air-fare for a foreign scholarship grantee who takes study leave as provided in this Article subjected to the resource availability of the University.
- 51.4 Payment of salaries to staff members on study leave shall be governed by the applicable Government policy during the tenure of the leave or any other rules that may be issued by the University.
- 51.5 Staff member who is on a study leave shall keep the University informed of his progress by means of biannual reports starting from the end of the first six months into his leave. These regular reports shall in all cases be endorsed by the academic advisor or the major professor of the member of staff in the University or School he has joined as a student. Failure to submit such reports may result in the discontinuation of payment of salary that may be due or other appropriate actions.
- 51.6 For acceptable reasons, an academic staff, who cannot complete his studies within the originally granted study period, has to formally request the university for an extension of leave.
- 51.7 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 this Article.
- 51.8 An academic staff who fails to return to the University to resume his work after completing his/her study shall lose his/her standing with the university.
- 51.9. The study leave shall not be granted for horizontal degree except for short term trainings.

Article 52: Research Leave

52.1 A full-time academic staff who has served the University for a Minimum of four consecutive years may be granted to a research leave for a maximum period of six months provided if he has not taken any other academic leave during the four years preceding the anticipated starting date of the leave sought.

52.2 An academic staff requesting for research leave under this article shall present to his department head/unit chair a research related to his area of specialization that will enable him improve his capacities as a scholar. He shall further be required to issue an undertaking that he will continue his association with the University for a minimum of one year after the leave. Failure to comply with the undertaking shall be entitled the university to claim the salaries paid to the staff during the leave period plus damages.

52.3 Research leaves provided in this article shall be granted with full pay and benefits including allowances.

52.4 Application for research leave shall be submitted by the staff member to the department head/unit chair six months in advance of the start of the leave. The department head/unit chair submits the decision of the respective department/unit academic council to the school dean. The dean, in consultation with the School Managing Council and the Vice President for Academic Affairs shall grant the request unless it is determined that the teaching needs of the School cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year during the next academic year.

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

52.5.1 The department/School confirms that such extension will not seriously impede its academic or research programs;

52.5.2 The School member concerned produces satisfactory evidence that the leave is necessary to complete the on-going piece of research the output of which is expected to enhance knowledge and also improve the teaching and research skills of the individual staff member; and

52.5.3 There is adequate funding for research and maintenance during the period for which the leave is sought.

Article 53: Sabbatical Leave

53.1 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:

53.1.1 A staff member requesting for sabbatical leave under this Article shall present to the respective department a program of study or research related to a particular area of specialization for scholarly development. In certain cases such a leave could be a study leave leading to work and etc.

53.1.2 The staff member shall further be required to issue an undertaking to continue his association with the certificate, diploma or higher degree, consultancy, employment, community development e 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.

53.1.3 A request for a sabbatical leave cannot be entertained if the person forwarding the request is already past the retirement age as determined by law.

53.1.4. An academic staff member who has served at least one full term as an academic administrator is entitled to a sabbatical leave at the end of six years of uninterrupted service to the University.

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

53.1.6. The Head shall convene the Department Academic Council (DAC) 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.

53.1.7 The decision of the School Managing Council (SMC) shall be sent to the Vice President for Academic Affairs 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.

53.1.8. Academic Staff may apply for an unpaid leave of absence for a maximum period of six months contiguous to their sabbatical leave if he/she can demonstrate to the satisfaction of their academic unit and the University that returning to full time duty would seriously prejudice the completion of his/her 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 academic 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 SMC. The Vice President for Academic Affairs shall approve the decision of the SMC before the extension is granted.

53.1.9 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 one 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.

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

Article 54: Other Leaves

54.1 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.

54.2 . 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 six months 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.

54.3. 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 15 calendar days in one semester. If such leaves are required for longer than 15 days in a semester the following conditions must be met:

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

54.3.2. The training is relevant to the professional development of the Academic Staff and the capacity building of the University;

54.3.3. The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;

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

54.3.5. Such leave of absence must be approved and endorsed by SMC, and any leave longer than 15 days at a time should be approved by the Vice President for Academic Affairs.

Article 55: Accumulating Leaves

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

Article 56: Property Clearance

56.1 The university property clearance shall be required of all members of the academic staff at the termination of their contracts or upon being granted study leaves abroad.

56.2 The university issues letters of support to the appropriate government organ, when these are required, subject to the staff's compliance with the provisions of sub-article 56.1 hereof.

Article 57: Arrest or Conviction

An academic staff member, who is arrested, charged with or convicted of any criminal offence, petty offences, shall take all reasonable measures to inform any one of his superiors.

Article 58: Use of the University's Property for Personal Purposes

The use of any university's property by an academic staff member for personal purposes is subject to the written approval of the appropriate university's officer.

Article 59: Working for other Institutions or for Private Interest

59.1 During the official working hours, an academic staff member shall give full energy and attention, to the best of his ability, to the job to which he is assigned unless the Vice President for Academic Affairs, in consultation with the responsible department head/unit chair, assigns him to perform duties for other institutions.

59.2 No academic staff member shall undertake any outside activity which may tend to impair his usefulness to the university or conflict with his/her duties.

59.3 The provisions of this article shall, however, not be deemed to constitute a bar on an academic staff member from participating in social organizations, civil societies, professional associations or consultancy services.

59.4 Consultancy service shall be governed by the university consultancy policy.

Article 60: Tenure

60.1 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.

60.2 A tenured academic staff shall have job security, and may not be dismissed from his position unless he has committed a serious breach of discipline as stipulated by this legislation.

60.3 Professors or associate professors who meet the requirements of sub-article 60.1 of this article may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus.

60.4 The retirement age of an academic staff of the university may be extended by the Ministry of Civil Service, for two consecutive sets of terms of three years each, where:

60.4.1. The staff holds a PhD Degree or above, remains in good health and has a meritorious continuous service;

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

Article 61: Criteria for Awarding Tenure

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

61.1. 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

61.2 Demonstrates a desire to continue to serve the university as a staff member; and

61.2.1. has demonstrated throughout his/ her professional career:

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

61.2.3. service of merit to the university, through contributions to the university committees or its constituents or in connection with other tasks which may have been assigned.

Article 62: Procedure for Awarding Tenure

62.1. The university may offer tenure appointments on request of the applicant, endorsement of the School Managing Council (SMC) and approval of the Senate.

62.2. The detail procedure for awarding tenure shall be developed by ASAC and shall be approved by the senate.

Article 63: The Right of the Tenured Staff

Academic Staff members awarded tenure are 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 members may be elevated, so long as the staff members do not violate any of the conditions justifying discharge of academic staff members.

Article 64: Designation of Emeritus

64.1. Traditionally, university School members have perceived themselves less as employees of the university than as partners with their colleagues and with the administration in a joint academic venture. A natural corollary of the lifetime commitment of a School member to the university is the expectation that he will be a welcomed and contributing member of the university community, even after formal retirement has occurred. The university's treatment of retired School member should be consistent with this expectation.

64.2. The designation of emeritus is offered in a university setting to individuals who have left the employment of the university and who have earned by service the privilege of such an honorific title since the honor is provided in recognition of distinguished service to the university. The major criterion for nomination and approval should be the associative benefit to the university in continuing a formal relationship with a previous staff member who has maintained a distinguished record of scholarly service to the university.

64.3. Mode of Appointment

- 64.3.1. Designation for the title of emeritus may be initiated by the departments/school in which the scholar has rendered his services, by another academic staff member of the program concerned or by appropriate groups.
- 64.3.2. The proposal, along with the recommendation of the program and the candidate's curriculum vitae, shall be submitted to the relevant School Managing Council, the recommendation of which shall further be submitted to the Vice-President for Academic Affairs for eventual approval by the Senate.
- 64.3.3. An academic staff member who fulfills the following criteria is eligible for the title of emeritus.
- a. Retires directly from the university.
 - b. Has a rank of associate professor or professor.
 - c. Is a distinguished scholar with notable publications.

64.4. Privileges

An academic staff member who is awarded the title of emeritus shall have the following privileges:

- 64.4.1. holds a university ID card which allows him/her to make full use of libraries, sports facilities, internet and any other system privilege enjoyed by the regular academic staff., such as,
- a) attending campus events that is open to other staff.
 - b) will be invited to participate in public ceremonies, commencements, processions and convocations.
 - c) participating in campus seminars, colloquia, lectures, ad-hoc committees and other scholarly pursuits as and where appropriate.
 - d) will be listed in the university's catalogue and appropriate publications together with other academic staffs.
 - e) There are no formal duties and remuneration associated with the title of emeritus.

CHAPTER SEVEN

RULES ON DISCIPLINARY MATTERS GOVERNING ACADEMIC STAFF

Article 65. Acts Constituting Breach of Duty and/or Violation of Disciplinary Regulations

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

- 65.1. Repeated and willful failure, despite warning from the dean and/or the department/unit chair specifying the conduct disapproved of, to perform anyone or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties and responsibilities specified under the provisions of Article 41 and 42 of this Legislation;
- 65.2. Repeated and willful refusal, despite warning from the dean and/or the department head specifying the conduct disapproved of, to perform assigned teaching and/or research function, University or faculty committee assignments;
- 65.3. Continuation of a willful course of conduct, despite warning from the dean and/or the program chair specifying the conduct disapproved of, that demonstrate open disloyalty to and disrespect of the University or causes unjustified embarrassment to the University and harm to its programs;
- 65.4. Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty or failure to inform such conviction by court of law;
- 65.5. Continuation of a willful course of conduct, despite warning from the dean and/or the program Chair specifying the conduct disapproved of, that demonstrate neglect of duties, breach of professional code of conduct, habitual drunkenness or similar breaches of social decorum which produce serious embarrassment to the University;
- 65.6. 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;
- 65.7. Discrimination and harassment on unjustifiable grounds such as membership of a social and political group, political opinion, race, ethnicity, religion, gender, disability, HIV/AIDS or other unreasonable status; and
- 65.8. Breaches of duty and/or violations of disciplinary regulations not specified in this Article shall, for the purpose of this Legislation, be deemed non-serious breaches or violations.

Article 66. Disciplinary Action by the school

66.1. A dean, up on the recommendation by the school discipline committee, may take anyone of the following sanctions or, when the circumstances justify, a combination of them against a staff member found to be responsible for breaches of duty and/or violation of disciplinary regulations, provided, however, that an academic staff member responsible for non-serious breaches or violations as specified under Article 65 hereof shall only be subject to reprimand or warning where such breaches or violations are committed for the first time:

66.1.1 Reprimand;

66.1.2. Warning;

66.1.3. Fine not exceeding two months' salary;

66.1.4. Recommends suspension from duty to the VPA.

66.2. Where the exigency of the measures as well as the magnitude and gravity of the breach justify the course of action, a dean may suspend from duty an academic staff who is charged with serious breach of duty and shall forthwith submit the case for consideration to the School Academic Staff Affairs Committee (ASAC).

66.3. Each department/unit shall have one discipline committee member from among the ASAC accountable to the school AC.

Article 67. Disciplinary Actions by the VPA

Upon the decision of the central discipline committee or endorsement of the same by the AC of the respective faculty, the VPA, may take anyone of the following sanctions against a staff found to be responsible for serious breaches of duty and/or violations of disciplinary regulations.

67.1.1. Postponement of salary increment for a period not exceeding two years;

67.1.2. Postponement of promotion for academic rank for a period not exceeding two years;

67.1.3. Two months' salary and a combination of the sanctions under sub-Articles 64.1 and 64.2.hereof;

67.1.4. Dismissal. (serious breach of duty and/or violation of disciplinary regulations)

Article 68. School Discipline committee (SDC)

68.1. At each School there shall be established a school Staff Affairs Committee responsible to the respective AC;

- 68.2. The SDC shall be chaired by the associate dean of the school and shall have no less than two and no more than four other members to be elected by the general staff meeting of the school from among the full-time staff for a period of three years;
- 68.3. The SDC 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 60.6 below;
- 68.4. The VPA may issue guidelines on rules of procedure to be followed by SDC/DDC
- 68.5. A complaint for the initiation of disciplinary proceedings shall be made in writing and shall contain all the allegations which are said to constitute the conduct disapproved of;
- 68.6. Proceedings before the SDC may be initiated by:
- 68.6.1. The dean and/or the department/unit head where an academic staff is said to have committed a serious breach of duty or violation of disciplinary regulations;
- 68.6.2. An aggrieved academic staff against whom anyone of the disciplinary sanctions specified under the provisions of Article 58 of this Legislation has been applied; and
- 68.6.3. Colleagues, students and/or any other officer of the University who have sufficient and substantiated reasons to believe that a staff is responsible for violation of disciplinary regulations, serious or otherwise.
- 68.7. The findings of fact of the SDC and the recommendations of the sanctions to be applied thereon shall be submitted to the respective AC for its appropriate action;
- 68.8. In its findings and recommendations, the SDC may:
- 68.8.1. Absolve the academic staff of any responsibility for the conduct complained of;
- 68.8.2. Endorse the sanction taken by the dean;
- 68.8.3. Recommend a measure lighter than the one taken by the dean; or
- 68.8.4. Recommend any one of the sanctions specified under the provisions of Article 58 and 59 of this Legislation where the disciplinary proceeding is initiated by colleagues, students and/or any other officer of the University;
- 68.9. An academic staff dissatisfied with the findings and recommendations of the FSAC on the basis of which a disciplinary action is taken by the dean may appeal for reconsideration of the case by the VPA;

68.10. An academic staff dissatisfied with the sanction taken by the VPA in accordance with the provisions of Article 68 may appeal for reconsideration of the case by the President of the University whose decision shall be final;

68.11. A party intending to lodge an appeal in pursuance of the provisions of sub-Articles 60.9 and hereof shall waive his right if he fails to file his appeal to the appropriate authority within two weeks after he/she has received a written notification of the decision he/she is dissatisfied with.

Article 69. University Disciplinary proceeding

69.1. Breaches of duty or violations of disciplinary regulations that are inter-school/division in nature shall be heard or investigated by an ad hoc committee of at least five academic staff to be established for this purpose by the VPA.

69.2. The central discipline committee may be utilized instead of the ad hoc committee if considered appropriate.

69.3. The provisions of Article 58 of this Legislation that pertain to the modalities of initiation of disciplinary proceedings, hearings, examinations and the recommendations to be made thereon shall apply mutatis mutandis on a case being considered by such an ad-hoc committee.

69.4. On the basis of the recommendation to be made by the ad-hoc committee, the VPA may take any one of the sanctions specified under the provisions of Articles 58 and 59 on a staff responsible for breaches of duty or violations of disciplinary regulations.

69.5. An appeal against the decision of the VPA under sub-Article 61.3 hereof may be lodged by the aggrieved staff within two weeks after he has received a written notification of the same to the President whose decision shall be final.

PART IV
ACADEMIC RULES AND REGULATIONS

CHAPTER EIGHT

PRINCIPLES OF EDUCATIONAL POLICY AND ACADEMIC CALENDAR

Article 70: Policy Premises

The University establishes relevant programs of study and research with a view geared to the mission given by MoST under the establishment of new ASTU and its vision to be a center of excellence in science and technology by 2025. In all its Schools and programs, it shall see to it that standards for the measurement of the scholastic achievement of all that go through its program are duly set up and effectively carried out. Introduction of new programs shall pass through all the required procedures of need assessment, draft document preparation, review workshop, program approval, and quality assurance. It shall also devise mechanisms for monitoring and evaluating the effectiveness of existing programs as well as their relevance to the needs of country.

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

70.1.1. At the university level need assessment is conducted centrally to understand the general needs and expectations of the stakeholders/society from the university. Information obtained at this level can be used as input for launching, revising and/or closing down of programs in the university.

70.1.2. The program level need assessment refers to the investigation of the felt and anticipated need of the society for the specific program. At this stage the feasibility of the program in view of Science and technological demand of the country is checked by preparing detailed need assessment in line with the University mission and vision. 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.

70.2. Designing curriculum

This involves the following detailed activities: -

70.2.1. identifying desired learning outcomes expressed as graduate and professional profile (detailed job and task analyses),

70.2.2. developing acceptable evidence to assure the desired results are achieved (outcome is obtained),

- 70.2.3. develop course list, course distribution over the study period (course profile) and descriptions for each course including learning and assessment strategies,
- 70.2.4. work out required resources (facilities, human resource, Information resources, etc).
- 70.2.5. Determine admission and certification/graduation requirements.
- 70.3. Review workshop: it is a forum where a completed draft curriculum is presented to internal, and external stakeholders and international professionals for further feedback and enrichment. After the review workshop the comments shall be incorporated and the final document shall be presented for final approval to the Senate through the ASQAC with its recommendation. The approved program/curriculum shall be sent for accreditation. However, the program can be launched without being delayed by the accreditation process.
- 70.4. Program approval
The program shall be approved by the university Senate following appropriate channel (approval of the SMC and recommended by the Academic Standard and Quality Assurance committee of the Senate).
- 70.5. Quality Audit
The quality of the program shall be audited by the University ASQA Directorate in accordance with the guidelines set by the Education Relevance and Quality Agency (ERQA).

Article 71: Academic Calendar

71.1. The University shall have:

- 71.1.1. A two-semester calendar of sixteen weeks of regular program classes running from September to end of June, including exam weeks.
- 71.1.2. A single semester calendar of eight to ten weeks of summer/extension program classes running from July to September, including exam weeks.
- 71.1.3. A flexible academic calendar shall be prepared in cases of irregularities by the University registrar in consultation with the Vice President for Academic Affairs, and shall be approved by the Senate.
- 71.2. The Calendar for each year shall be prepared by the University registrar and approved by the Senate. The University calendar shall contain the following: Admission, readmission and registration; adding and dropping of courses/modules, examination periods, beginning and end of semesters, inter-semester breaks, last date for submitting exam results to the registrar, instructor evaluation weeks, the regular meetings of the Senate, final thesis submissions and open defense dates, graduation date, etc.

CHAPTER NINE

ADMISSIONS AND RELATED MATTERS TO UNDERGRADUATE PROGRAM

Article 72: General Provisions on Admissions to Undergraduate Studies

- 72.1. Admissions to undergraduate regular programs of the university 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 (EHEEE).
- 72.2. The minimum cut point for entrance exam shall be set by the university in consultation with Ministry of Science and Technology (MoST).
- 72.3. 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 relevant organ.
- 72.4. Admissions are processed through special entrance examination in consultation with Ministry of Science and Technology (MoST).
- 72.5. Unless it is permitted as a special case for double major/minor a student cannot be admitted to more than one program at the same time.
- 72.6. Admissions to all undergraduate continuing and distance education programs shall be processed through departments/ units, in consultation with the University registrar, according to policies set by the Senate Student Admission and Registration Committee.
- 72.7. 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. However, criteria for such special admissions to individual programs shall be developed and recommended by SMC/DAC and endorsed by the student admission and registration committee (SARC).

Article 73: Admission Requirements for Undergraduate Degree Programs

- 73.1. Regular Admission for Full-time students
- 73.2. Applicants with pass mark in all required subjects in the Entrance Examination (EHEEE) and entrance examination of ASTU or other equivalent examination to be given as entrance criterion set by MoST each year are eligible for admission to the regular undergraduate program.

73.3. Regarding applicants with foreign examination results, the determination of equivalence of such examinations to EHEEE results is within the purview of the Admissions and Placement Committee and the University Senate.

73.4. Special Admission

73.4.1. Special admissions into some programs may be granted to attract potentially gifted or talented candidates.

73.4.2. Private applicants who fulfill admission requirements of that specific year 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 shall be approved by the SAPC.

73.4.3. People from disadvantaged areas, physically challenged people, people needing special training etc. may be granted special admission by the decisions of the University

73.4.4. Special admission may be granted without seating for entrance examination to ASTU Academic Staff's children/spouse if they fulfill at least the minimum required national examination result set for Science and Technology Universities.

73.4.5. All special admissions to regular program shall not exceed 5% of the total students admitted in such a program.

73.4.6. Special admissions may be granted to all programs. Admission criteria will be prepared by the SAPC.

Article 74: Admission Requirements for Continuing Education Programs (CEP)

74.1. The criteria for admission shall be developed by the Institute of the Continuing and Distance Education and approved by the SAPC.

74.2 Admission to all studies for CEP are processed by the academic unit, in consultation with the university Registrar office and CEI, as per the rules and regulations set by SAPC

Article 75: Admission of international students

Admission shall be given to international student who fulfills the equivalence criteria set by higher education relevance and quality assurance agency/Ministry and that pass the entrance exam given by the university. Details shall be regulated by guideline set by the University.

Article 76: Student Transfer

76.1. General transfer procedures

A student may only transfer from the ASTU Schools, or departments to another after satisfying the conditions listed below. No transfers may be authorized except in accordance with the provisions of this section:

- 76.1.1. The School Managing Council of concerned Schools must agree to the transfer.
- 76.1.2. The student requesting transfer must have met the University's general entrance requirements. A student cannot transfer from/to a program to/from that he was admitted on the basis of a special admission and vice versa.
- 76.1.3. In cases where students transfer from one program to another, be it from a degree program to a degree program their credit hours and GPA are calculated only on the basis to their course work at the second program, as approved by the SMC. All courses taken by the student will appear on the transcript, however.
- 76.1.4. Students who wish to transfer must initiate their request not later than ten days after class has begun.
- 76.1.5. These provisions may be circumvented by the student's withdrawal from the University and subsequent application for admission to another program.
- 76.1.6. A student who has been dismissed from one of the School/department of ASTU cannot be readmitted to other School/department of ASTU by applying for transfer to another program.
- 76.1.7. Any transfer request or exchange of the fields shall be effective provided that the applicant meet the minimum admission grades of CEE/CGPA in the respective program, where the transfer is requested.
- 76.1.8. All transfer requests must be supported with justifiable reasons and approved by SARC and concerned School Managing Council.
- 76.1.9. Details and specific procedure and criterion of transfer will be proposed by SARC and must be endorsed by the Senate.

76.2. External Transfer

- 76.2.1. External transfer refers to transfer of students from ASTU to other universities or from Science and Technology Universities to ASTU.
- 76.2.2. All transfer detail and specific procedures shall be set by SAPC.
- 76.2.3. In general, transfer requests from Science and Technology Universities supported by justifiable evidences will be entertained by the concerned School Managing Council of the respective School or SAPC Such case will be entertained:

- 76.2.3.1. if the evidences are justifiable such as medical board certificate, a verified letter from legal court and an appropriate transcript showing student's full performance.
- 76.2.3.2. if the School believes the courses taken correspond to the existing course offered at ASTU
- 76.2.3.3. If the School assures that there is sufficient space at the requested grade level.
- 76.2.3.4. This transfer must be agreed by the SARC, registrar and concerned School. If there is any dispute, the subject will be channeled or appealed to Vice President for Academic Affairs (and Undergraduate Studies),.
- 76.2.3.5. If the transfer is granted, acceptance letter will be given to the individual/student from the Office of the Registrar.
- 76.2.3.6. The above rules and regulation pertinent to the transfer of students can be applied to ASTU student (i.e. only on the basis of the courses taken in ASTU) and the courses taken in other university appears as an exempted. The status of the student shall be determined after taking full load (minimum of 15 cr. hrs).
- 76.2.3.7. All transfer detail and specific procedures proposed by SAPC must be endorsed by the senate.

76.3. Internal Transfer of Students

Students may transfer from one School to another or from one program to the other within ASTU provided that the concerned School Managing Council approves such transfer.

76.3.1. Program exchange

Program exchange between two students by their own will within the School shall be entertained by SMC. Such exchange requests can be applied to the school registrar in one week time after placement. No application is accepted after the due date.

76.3.2. School exchange

School exchange between two students by their own will across the School shall be entertained by SARC. Such exchange requests can be applied to the Student Admission and Registration main office in one week time after placement. No application is accepted after the due date.

76.4. Transfer from CDE to Regular Program

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 may transfer to regular programs as private students upon approval by the concerned School Managing Council (SMC) and endorsed by SAPC provided they meet the conditions set forth below.

- 76.4.1. Transfer to the regular study program is to enable CE students to complete studies quicker and will not change their admission classification from CE to a regular program and does not entail waiver of tuition fee.
- 76.4.2. Applicants must have accumulated 75% of the total credits required for graduation.
- 76.4.3. Outstanding students with a minimum Cumulative Average Number Grade (CGPA) of 3.75 and students who would complete their studies within one academic year
- 76.4.4. 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.
- 76.4.5. Transfer shall take place within the same field of study only.
- 76.4.6. Applicants who meet the requirements stated above should fill in forms prepared for this purpose by the Registrar and submit them to the Program.
- 76.4.7. Applications shall be submitted before registration in the program and the transfer should be completed within two weeks after beginning of classes.
- 76.4.8. Programs 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 SMC and forward to the Registrar.
- 76.4.9. All transferred students shall pay all fees applicable to CEP. Under exceptional conditions, such students may be allowed to take courses offered in evening, summer or regular programs as their situation warrants such an arrangement and when approved by the SMC.

Article 77: Affirmative Action

Notwithstanding the provisions of this Chapter, the Senate may, upon the recommendation of its Committee, issue guidelines on special admission criteria that would enable marginalized groups to be enrolled in the programs of the University due regard being had to maintaining the standard of excellence expected of a University as a center of learning and research.

Article 78: Illegal admission

- 78.1. Securing admission by any other means than the University admission and readmission system at any time including: after withdrawal, dropping out or dismissal is illegal. The discovery at any time leads to dismissal for good from the university.
- 78.2. Securing admission with illegal (forged) documents or other means other than the university system any time is subjected to dismissal for good and the case shall be taken to the courts.
- 78.3. A student who has been admitted once to any universities, but withdrawn, dropped out or dismissed is not allowed for new admission as a new applicant in the regular program.

Article 79: Cost Sharing

Every student admitted to the regular programs shall fulfill the requirements of the cost sharing proclamation.

Article 80: Enrollment and registration for undergraduate program

80.1. Enrollment

- 80.1.1. Candidate shall be enrolled for his formal studies at the beginning of the academic year following admission
- 80.1.2. The office of the Student Admission and Registration withholds attested copies of both EHEEE and high School and preparatory school transcript up to graduation or official withdrawal or dismissal for good.
- 80.1.3. The Student Admission and Registration Office will present the cases of students who are (granted admission) placed in the University and didn't report or register on the announced time to the vice President for academic affairs for decision.

80.2. Registration

- 80.2.1. Students admitted to any of the programs of the university must register in-person for every course to be taken in each program. Registration is conducted at each School registrar office during the dates announced by the main office for Student Admission and Registration.
- 80.2.2. There is usually a two-day late registration period after the regular registration closes during all the semesters. Late registration is subject to penalty. The Senate determines the amount of penalty. Students who fail to register within the dates set for both normal and late

registration shall withdraw and come in the corresponding semester of the next academic year.

80.2.3. Every student must register at the beginning of each semester in order to keep his file active. A student who fails to maintain continuous registration without officially withdrawing from the program shall be considered to have dropped out from the program. If such a student wishes to resume his studies, first he must fill withdrawal form and must submit application for re-admission to the School within the time limit as set by the University calendar. The program for a readmitted student shall be governed by the rules and regulations in place at the time of re-admission.

80.2.4. A student registering at the University is issued a non-transferable Identification Card with a unique and permanent registration number. The card which is a very valuable document and which requires careful handling is a means to services and facilities in the University. The registration number, often called identification number, which should appear on all student documents, is required every time the student requests for any of the University services, even after graduation. Identification cards are issued to all new students free of charge; and lost identification cards will be replaced in payment. These cards must be:

80.2.4.1. Renewed each semester, and

80.2.4.2. Returned to the school registrar office upon graduation or discontinuation of the study by the student.

Article 81: Choice of School/Departments

81.1. Students to be placed in the various Schools and departments of the university must meet the physical fitness, if required by the respective school and department.

81.2. Regular degree students shall choose academic programs according to their desired field of study. Students, however, because of national manpower needs, enrollment pressures, and different program admission requirements, may be allocated by the university Students Admission and Placement Committee (SAPC)/SMC to schools/departments other than those of their choices respectively.

81.3. The Students Admission and Placement Committee of the Senate shall supervise the placement of students into the various academic programs according to the student interest and the criteria set for such purposes. 20% of all places shall be reserved for females in addition to their right to compete in the 80% places. In addition special provisions shall be made for other socially disadvantaged groups that require affirmative action.

81.4. Continuing and distance education program students shall be placed to the School and /or program of their choice provided that they meet the criteria of the concerned departments.

Article 82: Adding, Dropping Out, Withdrawing and Clearance

82.1. Adding and/or dropping of courses are the inclusion and/or omission of courses after the normal registration was executed within the specified period. Adding and/or dropping of courses may occur when:

82.1.1. Rearrangement of courses done by the School / department in consultation with the student admission and registration office.

82.1.2. The offering of courses is interrupted due to some factors

82.1.3. The student is allowed to remove “D” or “F” grade

82.1.4. The student is allowed to add or drop a course(s) and approved by the concerned Department head/advisor.

82.1.5. The student is exempted from courses after passing special examination

82.2. Adding and/or dropping of courses must be completed within three weeks from the normal registration.

82.3. Any student wishing to deviate from the required minimum or maximum semester load must request for special permission through his academic advisor, from the DAC in which he is affiliated and from the SMC of the concerned School

82.4. Students who intend to drop or withdraw from the university for a semester or a year must discuss the matter thoroughly with their academic advisor.

82.5. The university does not encourage dropping out or withdrawal unless the student’s problem is very serious one, and students who withdraw for inadequate reasons will be denied readmission

82.6. Application to withdraw must be made within six weeks after registration for the semester and present to the respective department head or School dean. Application for withdrawal six weeks after registration for the semester must be approved by the concerned SMC.

82.7. Reasons for withdrawal must be supported by reliable and irrefutable document(s)

82.8. The application and necessary documents for withdrawal are then forwarded to the School Managing Council for a final decision

82.9. If permission to withdraw is granted, the Office of the school registrar and/or student admission and registration must be notified immediately and the student must begin the clearance process as soon as possible

- 82.10. Upon completion of each Academic year and, upon graduation, students must undergo proper clearance procedures. If such procedures are not strictly followed, a student may latter be denied use of all university services.
- 82.11. Every student must collect three copies of the clearance form from the registrar's office of the respective School. After completing the forms and having them signed by the appropriate offices, the student should submit, one copy to the School Registrar, one to his department, and keep the last one for his own records.
- 82.12. No transcripts, degrees, diploma and letters of recommendation or other services will be issued to students who cannot produce an appropriately completed and signed clearance form.

CHAPTER TEN

ADMISSION AND RELATED MATTERS TO THE POST GRADUATE PROGRAMS

Article 83: General Admission Provisions

- 83.1. Admissions to all post-graduate programs shall be processed in accordance with the provisions in this Legislation. The criteria and rules for special admissions to individual graduate programs that shall be developed and recommended by the Academic Standard and Quality Assurance Committee (ASQAC) with the consent of the School and Program graduate committees.
- 83.2. Master's programs are based on thesis and course-work. In principles PhD programs may have both 'coursework and research'. However, PhD programs may also be by 'research only' option.
- 83.3. A student cannot be admitted to more than one program at the same time in the University.
- 83.4. Admission may take place once in a semester in given program.
- 83.5. A minimum enrollment of five graduate students is required to run a given master's program. However; there is no minimum limit for enrollment to Ph.D. program.
- 83.6. The maximum enrollment of the graduate students will be determined by respective schools or programs based on the number of potential advisors in the program.
- 83.7. All other relevant articles and sub articles related to admission and related matters of the undergraduate programs shall also apply to the graduate programs where appropriate.

Article 84: Requirements for Admission

84.1. Academic requirements:

- 84.1.1. **The** applicant must have completed the academic requirements for the bachelors' degree, in case of admission to master's programs, or be in possession of a master's degree, in case of admission to PhD programs, from the University or any other accredited institution of higher learning. Given the availability of places, admission to the Graduate Studies shall be on a competitive and competence basis.
- 84.1.2. Applicant must submit official transcript and other relevant documents prior to registration
- 84.1.3. The applicant for masters and PhD must satisfactorily pass entrance examination to be administered by the program concerned. Foreign applicants should present authenticated academic records equivalent to accredited Ethiopian Higher Learning Institutions and pass entrance examination.

- 84.1.4. For admission to PhD study by research at ASTU, the applicant should be able to write and defend his research proposal successfully. The applicant research area should be relevant to his field of studies.
- 84.1.5. Senior undergraduate students of accredited universities or Schools applying to join the graduate program immediately upon graduation may be allowed to sit for entrance examinations administered by departments provided that their CGPA at the end of the first semester of their final year is above 2.75 for male and 2.5 for female.
- 84.1.6. The School/department Graduate Committee may include additional admission requirements in conformity with University's rules and regulations specified in the guideline of PG study admission.

84.2. Non-Academic Requirements for Admission

- 84.2.1. School/Programs May, for academic reasons or special requirements of the field of study, set appropriate restrictions such as age limits subject to the approval of the ASQAC
- 84.2.2. School /Programs may also set appropriate work experience requirements after obtaining the bachelor's degree subject to the approval of the ASQAC
- 84.2.3. Applicants may be sponsored lay the other universities or organizations to cover payments of tuition and thesis/dissertation research costs as per internal rules and regulation of the University. The other regularly admitted PG students may he assigned as academic and research assistant to cover the expense.
- 84.2.4. Application, Admission, and other requirements set for regular graduate programs are applicable to Continuing, Distance, and Summer Education Graduate programs.

Article 85: Admissions to Continuions Education Graduâtes Programs

Application, Admission, and other requirements for continuous education graduate programs shall he specified in the guideline of the admission to continuous education graduate program.

Article 86: Admission and Registration to the Graduate Programs

86.1. Every student of the graduate program must register at the beginning of each semester. A student who fails to maintain continuous registration without officially withdrawing from a program shall be considered to have dropped out of the program. If such student wishes to resume his studies, application for readmission to the university registrar SGS must be submitted. The requirement for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.

CAPTER ELEVEN

RULES ON COURSES OFFERED BY THE UNIVERSITY

Article 87: General Provisions on Course Offered by the University

- 87.1. Unless otherwise provided in this Legislation or by a rule to be issued by the Senate, all courses shall be semester, block term or modules. Details shall be outlined in a guideline to be issued by the ASQAC.
- 87.2. All courses offered by the University shall be numbered and the system of numbering courses shall be provided by ASQAC.
- 87.3. A credit is defined as a lecture of 50 minute or two to three hour(s) of supervised group and/or laboratory or practical/tutorial work per week.
- 87.4. The proportion of time to be given to lectures, laboratory, and practical work for each course shall be determined by the concerned program council offering that course and approved by the School Managing Council.
- 87.5. Course description, and the semester during which the course is offered shall be indicated in the course catalogue of the University.

Article 88: Fast track, Double Major and Minor Fields of Study

Students with diverse or multiple areas of interest might consider adding breadth to their academic program by choosing to add a double major or minor. A double major is one of several ways to prepare for the complexity of real-world problems whose solutions draw on multiple disciplines. Students in good academic standing may be permitted to have a double major or minor consisting of program majors from two programs.

- 88.1. Bachelor degree programs may provide students with opportunities for double major and minor area of concentration. Double major and minor shall be worked out in ways that enable students to acquire acceptable degrees of specialization in both disciplines.
- 88.2. For the double major, a student has to successfully complete all courses specified by the second major program for the double major while taking all courses required by the first major program.
- 88.3. Credit requirements for double major
- Credit points for a program in SoCEA, SoEEC and SoMCM
 - Credit points for a program of SoANS
- 88.4. For the minor, a student has to successfully complete all courses specified by the second program for the minor, while taking all courses required by the major program.

88.5. Credit requirements for minor

27 credit points for a program in SoCEA, SoEEC and SoMCM

21 credit points for a program of SoANS

88.6. The deadline to declaring a double major shall be in the registration date of a student's first semester of the fourth year for engineering programs and first semester of third year for science programs.

88.7. Eligibility requirements

88.8. 3.50 CGPA or higher of the primary major to apply and completed minimum three semesters in the primary major program.

88.9. The student who has been approved to pursue a double major or minor may exceed the normal maximum credit points for each semester set by the University. However, he/she may petition ahead of time to determine whether this will be approved.

88.10. Application process shall be as per the guideline for double major and minor

88.11. Total duration of study may not exceed 12 semesters for programs of SoCEA, SoEEC and SoMCM, and 10 semesters for SoANS.

88.12. Details of Fast track, double major and minor fields of study will be regulated by a guideline to be issued by the Senate.

Article 89: Curriculum Structure

89.1 All students admitted to the University shall take University requirement courses regardless of their field of study that is designed to:

89.1.1 Enable students acquire necessary communication and analytical skills, culture of inquisitiveness, critical thinking, innovation and creativity that enhance their capacities to benefit from their specialized training;

89.1.2. Instill in the students democratic values and knowledge of a democratic society, and civic duties, such as tolerance, democracy and multiculturalism;

89.1.3. Enable students to acquire skills of new technologies such as IT;

89.1.4. Develop sound awareness in students of the physical and social environment in which they live and work; and

89.1.5. All students pursuing undergraduate degree programs in ASTU shall satisfy the University requirements of this article.

89.2 All students placed to a school shall take School requirement courses regardless of their department of choice

89.3 All students who joined a department shall take all program requirement courses to earn a degree on that program

Article 90: Elective Courses

Each School may provide its students with opportunities to take a certain number of elective courses so that students design their own curriculum.

Article 91: Repeating Courses

91.1. Opportunity to repeat a course for which a student has not obtained an “F” shall not be granted as a matter of right, except in those cases where a particular grade is fixed as a minimum achievement permissible in that course.

91.2. Only a borderline student in his final year may be allowed to repeat courses in which he had obtained a “D” grade at the discretion of the program, but no such course may be repeated more than once, except in those cases where the minimum requirements stated in the provision of sub-Article 81.1 of this Article apply.

91.3. Any student who had obtained an “F” grade upon repeating a course or which he has previously obtained a “D” grade shall be considered as having failed twice in that course and shall be subject to the provisions of sub-Articles 91.4 through 91.6 of this Article.

91.4. A student who has obtained an “F” grade in a course may repeat the course for up to two times.

91.5. Students who have failed to achieve acceptable levels of performance in any course and who are permitted to repeat the course shall register and attend all activities pertaining to the course like other regular students unless the School Managing Council, in consultation with the instructor, agrees to waive certain requirements.

91.6. A previous grade or grades of “F” or “D” shall be recorded and crossed-over shall not be included in any computation of GPA.

91.7. A new grade of “B⁺” and above on repeated course shall be recorded as “B” and any grade recorded as “C” and below “C” shall be recorded as it is.

Article 92: Course Allergic

When a student after taking a course three times (one as normal and two by repeating) and is unable to score a pass grade, the case is considered as course allergic. The student shall be required to take equivalent course (s) as determined by the School Managing Council of the School in which he is enrolled. When this is not possible articles 93 of this legislation may be applied to handle the case.

Article 93: Course Waiver

- 93.1. Where unique reasons exist, the School Managing Council of the respective School, may at the request of a student or his advisor, permit waiver of a course (s) for the particular student. However, the decision of the School Managing Council shall be endorsed by the senate.
- 93.2. Course waiver shall not be allowed at all for major area courses and any course is a prerequisite to other course.
- 93.3. Course waiver request shall only be entertained for students who have completed all other graduation requirements.
- 93.4. The maximum number of courses to be waived shall not exceed two courses.
- 93.5. A student who scored an “F” grade for any course for third time shall be dismissed for good if substitute course does not exist and the course waiver is not granted.

Article 94: Phased-out and Substituted Courses

- 94.1. Phased out courses are courses that are no more offered in the University.
- 94.2. Substituted Courses are courses that are similar but with some modification to the phased out courses
- 94.3. Students who have taken and passed phased-out courses in the University system are not required to take new replacement courses upon readmission.
- 94.4. Students who have scored “F”s” in phased-out courses shall be required to remove their “F”s” by taking equivalent courses as determined by the School Managing Council of the School in which they are enrolled.
- 94.5. When a course replaces two or more other courses with varying credits and,
- 94.5.1. An “F” grade is earned in each of such courses, the grade earned in the substitute course shall replace the “F” in both the previous courses; or
- 94.5.2 An “F” grade is earned in only one of the two courses; both grades go into his transcript but only the grade earned for the substitute course goes into the computation of his CGPA.

Article 95: Semestre Load of Regular Under graduâtes Surdents

- 95.1. Unless expressly provided in this Legislation and other rules issued by the Senate, the minimum credit hours for full-time regular students shall be 15 per semester. The maximum load shall not exceed 19 credit hours. A student who has justifiable reasons for deviation from the normal load has to secure a special permission, not exceeding 22, from SMC and DAC if he:

- 95.1.1. is in his year of graduation; or
- 95.1.2. has completed an equivalent course work corresponding to one academic year and has a CGPA of 2.75,
- 95.2. The maximum semester load for fast track, double major/minor students shall be 26 credit hours. This maximum semester load shall not apply to first year fast track students who passed special examinations
- 95.3. Graduation failures and readmitted students may take below the minimum semester load.

Article 96: Semester Load of Continuing Education Students

- 96.1. The normal load in evening & weekend programs shall be 8 to 12 credit hours per semester unless otherwise prescribed in the course catalogue. A student may be allowed to take a load of up 15 provided that he:
 - 96.1.1. Is in his year of graduation; or
 - 96.1.2. Has completed at least an equivalent course work corresponding to one academic year and has a CGPA of 2.75, and
- 96.2. The normal load for evening and weekend students in a summer semester shall be 6 to 9 credit hours
- 96.3. The normal semester load in the summer in service students shall be 12 to 15 credit hours.
- 96.4. For the purpose of determining academic status of evening students, two semesters of study are equivalent to one regular semester's study.
- 96.5. For the purpose of determining academic status of summer in- service students one summer session is called summer in- service semester. The three summer semesters are equated with one regular academic year.

Article 97: Course Load at the PG

- 97.1. Regular postgraduate (M.Sc.) students shall carry 9-15 credit hours per semester.
- 97.2. Summer postgraduate students shall carry 6-9 credit hours per summer.
- 97.3. A total of 9 to 12 credit hours per semester shall normally be regarded as full load for full time PhD (Regular postgraduate) candidate.
- 97.4. A total of 6 credit hours shall be allotted to Master Thesis and 12 credit hours for PhD Dissertation.
- 97.5. Notwithstanding the provisions of sub-articles 1 hereof, the credit requirements for each semester for candidates shall be determined by the advisor.

97.6. Notwithstanding the provisions of sub-articles 1 and, the total credit requirements for graduation shall be determined by the SGCB/DGC and approved by the GSC.

Article 98: Duration of Study and Validity of Courses in Undergraduate Programs

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

- 98.1. The duration of study for undergraduate degrees in regular programs shall be from four to five years, but for double major or minor there may be a one year extension.
- 98.2. The duration of study for undergraduate degrees in the continuing education programs shall be five to eight years depending on the program.
- 98.3. The maximum length of time students may stay in their study, calculated from the date of initial enrolment, shall not exceed twice the normal duration of study in their respective programs.
- 98.4. Schools shall work out residency schemes that would bring students enrolled in Kiremt in-service programs into regular programs for a period of up to one year to shorten the length of stay in such programs.
- 98.5. The maximum length of stay permitted in a program shall also be the maximum length of time for which courses taken in that particular program shall be valid. Thus, if a course is taken in a four-year degree program, it will be valid for eight years after the semester in which it was taken.
- 98.6. A student who fails to complete his studies before the expiry of the maximum length of time permitted shall be dismissed from that program. However, the student will be certified for the modules successfully finished in modular course offerings.
- 98.7. A student dismissed as per the provisions of this Article may apply for admission into a different program and, if granted, may request exemption from courses taken in the previous program the validity of which has not expired.

Article 99: Duration of Study and Validity of Courses in Graduate Programs

- 99.1. The study period for post-graduate diploma shall be determined by the respective School but shall not exceed one year.
- 99.2. The duration of study for master programs for full-time students shall be two. However, in case of force majeure, the grace period can be extended by one more year which shall be

approved by the department Graduate Committee in consultation with SMC. Any further request shall be presented and decided by AC.

- 99.3. The duration of study for master study in the summer and CE programs shall be 3 years.
- 99.4. The nominal period of PhD study for full-time students shall be four years and the minimum shall be three years. However, in case of *force majeure*, there may be a grace period of one more year which shall be approved by the department Graduate Committee.
- 99.5. The maximum and minimum period of master or PhD study for part-time students shall be governed by the guideline set by the University.
- 99.6. The maximum length of time students may stay in their study, calculated from the date of initial enrolment, shall not exceed twice the normal duration of study in their respective departments.
- 99.7. A student who fails to complete his studies before the expiry of the maximum length of time permitted shall be dismissed from that department. However, the student will be certified for the modules successfully finished in modular course offerings.

Article 100: Credit Requirements for Undergraduate Studies

- 100.1. The minimum total credit points for four years bachelor program shall be 130 credit hours while the maximum is 145 credit hours.
- 100.2. The minimum total credit points for five years bachelor program shall be 150 credit hours while the maximum is 180 credit hours.
- 100.3. For dual major and minor the calculation of minimum and maximum credit point shall be governed by the guideline set by the University.
- 100.4. 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 DAC and SMC.

Article 101. : Class Attendance

- 101.1. Unless provided otherwise in this Legislation or in a rule to be issued by the Senate, a student is required to attend all lecture, laboratory and practical sessions as well as field work.
- 101.2. In situations where a student, because of reasons beyond his control, fails to attend all sessions, a minimum of 80% attendance shall be required if he is to earn credit in a given course. The above, however, does not preclude:

- 101.2.1. Schools from demanding 100% attendance where such full attendance is academically indispensable; and
- 101.2.2. Schools or departments from excluding certain portion of a course, such as laboratory or field experiences judged academically indispensable for the student, from the 20% non-attendance provision.
- 101.3. A student who has missed more than 20% attendance shall be given a grade of IA (Incomplete Attendance) and be required to provide acceptable reasons for his failure to attend classes.
- 101.3.1. If a student's incomplete attendance is proven to have been for valid reasons, his registration for the course will be cancelled and he shall be permitted to do the course afresh.
- 101.3.2. If a student's incomplete attendance was due to reasons that were not valid, the grade shall be changed to an "F" at the end of the third week of his next enrolment in the department.

Article 102: Earning Credits on the Basis of Examination

- 102.1. If a student can present sufficient and convincing evidence to the chair of the program in which he is enrolled showing that he has acquired the knowledge, insight or skills taught in any of the courses listed in the University catalogue without attending the course at the University, he shall register for the said course during the regular registration periods to obtain credits and grades through examinations only.
- 102.2. A student shall score a minimum of A-, A or A+ for a course to earn a credit through special examination and the grade shall be included to his grade calculation and transcript.
- 102.3. If a School offers courses for which it does not accept the earning of credit through examinations alone, it shall submit a list of such courses to the Student Admission and Registration office.
- 102.4. Of the total number of credit hours required by a program/School for graduation a minimum of 75% shall be taken through regular attendance. In exceptional cases, the School Managing Council of the School, with the approval of the Academic Standard and Quality Assurance committee of the Senate, may permit a student to take a lesser percentage of the required hours through regular attendance.
- 102.5. Registration to earn credits on the basis of examinations shall be approved by the SMC of the relevant School.

CHAPTER TWELVE

RULES FOR THE UNDERGRADUATE EXAMINATIONS AND GRADING SYSTEM

Article 103 : General Principle:

This policy shall be implemented through the rules on examination and grading system of the university that shall be developed by the Senate Academic Standard and Quality Assurance Standing Committee and endorsed by the Senate.

Article 104: General Provisions on Examinations.

- 104.1. There shall be at least “Final Examinations” in each course for which the student has registered, besides mid exams, term papers, laboratory activities, field works, tests, and assignments as per the description of the curriculum in each respective department.
- 104.2. The students’ semester grade in a course shall be based upon field and practical work performance and/or class participation, exercises, assignments, laboratory/shop works, projects, internships, mid examinations, tests, and final examination according to the nature of the courses.
- 104.3. The department administering the courses shall determine the proportionate weight assigned to each of the factors as described in the curriculum.
- 104.4. The instructor of a course is primarily responsible with respect to a student’s proficiency and final grade of a given course. A student may not receive a passing grade without taking examinations or without fulfilling the main requirements of the course. Respective instructors must submit their students’ grades within 5(five) days after the end of the final examination of the semester.
- 104.5. Examinations may be oral, written or practical, depending on the nature of the courses. However; in those cases where examinations are conducted orally, a written record of the student’s performance and the basis for the determination of grades shall be kept by the instructor.
- 104.6. The number, type and schedule of exams or tests in a course are determined by the instructor/s of the course but shall be stated on the course outline to be issued to students at the beginning of the course.
- 104.7. A course outline shall be prepared by the subject matter instructors, and shall include, among other things, information on components of continuous assessment

providing the distribution of marks with a performance assessment criterion among various types of exams and other works in percentage terms. A copy of the course outline shall be submitted to the program at the beginning of each course and shall be distributed to students upon approval by the program chair;

- 104.8. Copies of all mid and final exams shall be deposited in exam bank of the program immediately following the administration of the exams.
- 104.9. In those cases where a course is being offered by the same instructor for more than one sections of students in the same program, examinations shall be of the same form and content. Furthermore the same scheme of grading shall also be employed.
- 104.10.A common examination paper shall be prepared in cases where more than one instructor teaches a course with the same title and credit hours to one or more sections. In such cases the program shall assign a course coordinator from senior instructors.
- 104.11.Where common examination(s) have to be given for course(s) offered by more than one instructor, the department 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 department that offer such courses shall design procedures by which reviews of exam questions for such courses will be carried out by conducting a transparent discussion with those instructors who have been involved in teaching the courses. Instructors are expected to participate on the meetings in which exam questions are reviewed and determined for such types of courses.
- 104.12.Where common exams are given or, where a course is taught by more than one instructor, a marking scheme shall be worked out by a panel of instructors and a copy shall be submitted to the department before the completion of marking.
- 104.13.Examination papers prepared by the instructor or a group of instructors shall be approved by the relevant department committee for review and endorsement.
- 104.14.Final grades for all courses shall be reviewed and endorsed by the relevant department' committee.
- 104.15.Final grades shall be submitted by the instructor to the department head where the course is offered on duly signed official grade report form. This document shall be prepared legibly with no alterations or erasures.

- 104.16. A copy of grade report sheets with raw-score /mark list for all courses shall be kept at the department.
- 104.17. An official grade report form shall be filled out in four copies only by the instructor(s) who had taught the course, who had set or participated in the setting of the exam questions and who had marked the exam papers. The instructor should submit one copy of the reports to the Student Admission and Registration office, School registrar office, course offering department and the department in which the students are enrolled.
- 104.18. When, for reasons beyond control, the provisions of sub-Article 104.1-17 hereof cannot be met, the setting of examinations and the marking of exam papers shall be carried out by a qualified staff member designated by the department head.
- 104.19. In case grades are submitted online a hard copy shall be submitted only to the course offering department, school registrar, and the department in which the students are enrolled.
- 104.20. In those cases where the department head has to designate someone other than the instructor who had taught the course to either set or mark the examination, he shall immediately present the case to the relevant department committee for endorsement.
- 104.21. All marked final examination papers, along with marking schemes, shall be submitted to the Student Admission and Registration and shall be kept for a period of at least one semester for regular and extension programs and one summer for continuing education program.
- 104.22. For all courses for which, on the basis of department decision, correct and complete answers can be worked out, such a list of answers shall be officially posted for a period of at least the first twenty-four hours after the end of the exam.
- 104.23. Official grade report forms shall be prepared by the Student Admission and Registration office and shall carry all the names of students who have been on the official class list for the course.
- 104.24. Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
- 104.25. Grades shall officially be announced to students by the department/school where the students are enrolled and this may be done by posting the sealed tear-off section of the grade report forms on official notice boards.

104.26. Students shall have the right to have a look at their corrected exam papers on demand before the letter grades have been posted.

104.27. Academic achievement in any of the departments shall be on the letter grading system.

Article 105: Exam Administration

105.1. A list of candidates sitting for an examination shall be prepared in advance of the examination by department to which the students belong and such a list shall be handed over to the invigilators for purposes of checking attendance during the exam.

105.2. The course coordinator must submit the exam paper a day before the starting time of the exam and collect the exam papers 15 to 20 minutes after the end time of the exam to/from the chair office of the department administering the course with the presence of the course coordinator.

105.3. The School registrar office shall assign invigilators for exams in the School. For courses offered across Schools, invigilators shall be assigned by the School registrar office from School course instructors in which the students are enrolled. The course instructor shall supervise his exam.

105.4. An invigilator must collect exam papers from the department administering the course(s) 30 minutes before the starting time of the exam.

105.5. An invigilator must arrive at the exam hall/room 15 minutes before the starting time of the exam.

105.6. An invigilator must submit the exam papers to the department administering the course(s) up to 15 minutes after the end of the exam with the presence of the course coordinator.

105.7. No student may be admitted into an exam hall 30 minutes after the beginning of the examination.

105.8. 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.

105.9. 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 him of the fact that certification from a medical doctor has to be obtained expeditiously to substantiate the claim of sickness or illness.

105.10. Upon completion of an examination the invigilator shall submit a report on the conduct of the examination by completing a form prepared for that purpose. The report shall be submitted to the department that offers the course.

Article 106: Violations of Examination Regulations

106.1. Any one of the following shall be interpreted as an act of violation of examination regulations in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays/projects and for the determination of academic status of students.

106.2. Copying from pieces of paper or any other source of information brought into an examination hall where such material is not specifically permitted;

106.2.1. Found in possession of Mobile phone, Ipad and similar electronic devices in exam hall unless open book examination is administered.

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

106.2.3. Exchanging information in the exam hall through oral, symbolic, written or any other means where these are not specifically permitted.

106.2.4. 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.

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

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

106.2.7. Submitting a work or works for which it can clearly be established that the work or part thereof is not produced by the student claiming authorship or production.

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

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

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

106.3. 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.

- 106.3.1. Being found in possession of all kinds of written material not officially permitted into the exam hall in any form (on paper, on clothing or on body parts) or of equipment and devices of all kinds not specifically permitted.
- 106.3.2. Being caught in the act of avoiding signing 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.
- 106.4. An invigilator who apprehends a student in the act of cheating in an exam or exercise shall immediately inform the student concerned of the fact that his behavior will be reported. The invigilator shall also make as detail and complete a note of the incident(s) as possible in preparation for this reporting. He shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors, etc.).
- 106.5. 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.
- 106.6. 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 his behavior will be reported. The invigilator shall collect all evidences on intent to cheat in preparation for his reporting.
- 106.7. All evidences on cheating or attempted cheating and reports in justification of decisions made by the invigilator on the spot shall immediately be submitted to the chair of the program offering the course.
- 106.8. The department head shall present the case to the relevant department committee (DAC) which shall determine if there had indeed been a clear case of cheating or of intended cheating. The DAC has authority to seek additional evidence to reach a decision, including one of requiring the candidate involved in the act of violation to testify.
- 106.9. In the event that the DAC finds a clear case of cheating, it shall recommend to the instructor of the course that the student obtain:
- 106.9.1. Zero points for that exam or work and publicizing the case when cheating is in mid exam.

- 106.9.2. "F" grade for the course if cheating is on final exam and such other disciplinary measures including suspension for at least one semester to SMC which shall be approved by Vice President for Academic Affairs.
- 106.10. If the department Committee finds a clear case of attempt to cheat, but not one of actual cheating, it shall recommend to the instructor that the student's examination paper be marked, but that the student obtains points that would place his work in a category letter grade immediately below the one he would have been in if there had been no incident.
- 106.11. The department offering the course shall pass the report, the evidence of cheating or attempted cheating with the decision of their relevant DAC to the department in which the student is enrolled for further punishment.
- 106.12. The decisions of the DAC on cheating cases, accompanied by the minutes of its deliberations, shall be submitted to the Associate dean for Academic Affairs of the respective School.
- 106.13. Where the incident of cheating has occurred for the first time in the course of a student's stay in a particular department, the Associate Dean for Academic Affairs of the School shall warn the student in writing and publicize the case within the School.
- 106.14. A student who has been reported for cheating for the second time shall be suspended for at least one academic year and he who commits such an offence for the third time while enrolled in a department shall be dismissed from the department. Dismissal shall be recommended by the School Managing Council and approval by the Vice President for Academic Affairs.
- 106.15. Where a cheating incident or attempt to cheat involves more than one student, the following procedures shall be followed:
- 106.16. If all the students happen to have been enrolled in the course in which the incident has occurred, they shall all be penalized in the same way and equally.
- 106.16.1. If any one of the students happens not to have been enrolled in the course but happens to be a student of another year in the same School or in any other School of the University system, his case shall be referred directly to the dean of the School in which he is a student and the provisions sub-articles 106.11 through 106.13 of this Article shall apply.

Article 107. Remarking of Final Examinations

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

- 107.1. The petition shall be formally submitted to the department head in accordance with the time frame set in the academic calendar of the University
- 107.2. A student can petition for remarking only for a maximum of three courses per semester.
- 107.3. . A student is allowed to apply for re-marking for a maximum of five times during his entire stay in a program of study. However, if any one of the remarking results in an upward change of student's grade, the remarking shall not be counted against him.
- 107.4. If the remarking results in a grade lower than the one previously obtained, the lower grade shall be recorded.

Article 108: Re-marking Procedure

- 108.1. Each program 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 grade he has earned.
- 108.2. Upon receipt of the petition for remarking, the department head shall, 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.
- 108.3. After having decided that a student's examination shall be re-marked, the department head shall:
 - 108.3.1. Obtain the grade distribution scale employed by the instructor;
 - 108.3.2. Obtain the answer sheets or papers written by other students in the section to which the petitioning student belongs; and
 - 108.3.3. Require receipt for the deposit of the remarking fee at the Finance Office if he is a fee paying student.
 - 108.3.4. The department head shall then call for a meeting of the DAC who shall do the remarking separately and who, if necessary, may consult with the instructor who originally did the marking and/or any other relevant instructor and report separately to him with a recommended grade.
 - 108.3.5. The department head shall then decide what grade to give to the student taking into consideration the grades given by the DAC.
 - 108.3.6. The department head submits the final result to the Associate Dean for Academic Affairs in four copies. The Associate Dean for Academic Affairs then:

- 108.3.7. Signs and sends the original copy to the office of the University Student Admission and Registration,
- 108.3.8. . Signs and sends one copy to the department head concerned; and
- 108.3.9. Keeps one copy in the School's registrar office.
- 108.3.10. The School Dean shall authorize the refund of the deposit for remarking if the student's grade is improved.
- 108.3.11. If, at the end of the remarking process, there is a conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor deliberately attempted to harm the student academically, the School dean shall take up the matter through proper channels for disciplinary action against the concerned course instructor in question.
- 108.3.12. If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor could have unfairly marked his papers, and if, upon the completion of remarking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the department head exonerating him of the allegations.
- 108.3.13. The case of a student who had leveled unfounded allegations against an instructor in connection with the marking of examination papers shall be forwarded by the department head which offers the course to the dean of the School in which the student is enrolled for disciplinary measures.

Article 109: Make-up Examinations

- 109.1. Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for a final examination for reasons beyond his control, 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. However, Make-up examinations will generally not be allowed more than two times throughout the study period.
- 109.2. Any such student, or a person representing the student, shall submit in writing valid and documented reasons for not having sat for the final examination to the department head within one week after the start of the subsequent semester.
- 109.3. Where the School Managing Council 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", GPAs shall be calculated and the status of the student shall be determined accordingly.

109.4. A student allowed to sit for a make-up examination shall normally register for the examination with other students when the final examination in the course is next administered. The department offering the course shall immediately inform the instructor concerned of the SMC's decisions on applications for make-up examination in writing so that the instructor may set a different set of examination questions for the student if he feels that there has been change in the content, in the mode of delivery or in course activity after the semester in which the student has attended the course. However, if the course is not administered in the next semester and/or if the course is pre requisite for a course to be offered in the subsequent semester, the concerned SMC may allow automatic make-up examination.

109.5. A student 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 Student Admission and Registration) before the final examination on the course is scheduled to be administered.

109.6. A Graduating student within the final semester who fails to sit for final examinations in one or more courses for valid reasons shall be allowed to sit for 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.

109.7. A student who has less than three (one or two) "I" grades in a semester and who is allowed to take a make-up examination may:

109.7.1. Continue his studies in subsequent semester if he is in good academic standing (SGPA) greater than or equal to 1.75 and CGPA greater than or equal to 2.00). For such a student, SGPA shall be calculated and his academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered. Such a student shall also apply for and sit for make-up examination in incomplete courses as in sub-Article 5 hereof.

109.7.2. Withdraw his studies in subsequent semester if he is not in good academic standing and the procedure in sub-Article 5 hereof shall apply. The grade earned through the make-up examination shall be used to compute the GPAs of the student in the semester in which the make-up examination is given.

- 109.8. A student who has three or more "I" grades in a semester and would therefore sit for a make-up examination shall, irrespective of his academic status, withdraw from the University for academic reasons and apply for make-up exam as in sub-Article 5 hereof. No GPAs shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.
- 109.9. Any "I" grade not removed within a year as per the provisions of this article shall be converted to an "F" grade.

Article 110: Supplementary Examinations (Re-exam)

110.1. Re-examinations shall be allowed for:

110.1.1 A student in any year who scored "F" grade and may not have a possibility of repeating a course(s);

110.1.2. due to discontinuity of an academic program or,

110.1.3.No substitute course

110.1.4. A readmitted student for reasons included in 1.1.1 and 1.1.2.hereof for both "D" and "F" grades,

110.1.5. A graduate failure student for "D" or "F" grade if there is no possibility of repeating a course(s);

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

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

110.2.3. The maximum number of courses shall be two, for a graduating student and a maximum of four, for a student described under 1.1 thereof ; and

110.2.4. The student's CGPA must be such that when an input of minimum "C" grade on the course is made as a result of the re-examination, the student qualifies for graduation or promotion,

110.2.4.1. During the student's tenure at the University, a student can sit for re-examination only twice in the same course and as per 1.1 and 1.2 of this article.

110.2.4.2. At a time specified in the Academic Calendar of the university

110.3. Re-examination shall be administered to graduating class students within four weeks after graduation.

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

110.5. Students shall be given not more than four weeks to prepare for supplemental examinations. The date shall be determined for each year separately, depending on available vacation time. If the time of examination extends into the next period of training, students shall be allowed for temporary registration. Depending on the results, the registration may be cancelled or retained as soon as the status is determined.

110.6. The Associate dean for academic Affairs notify re-examinees, and announce dates of re-examinations to students and Academic staff four weeks before the date of the examination..

Article 111: The Grading System

The detailed guideline regarding the grading system of the university shall be developed by the Senate Standing for Academic Standard and Quality Assurance Committee and shall be endorsed by the Senate.

111.1. Academic achievement in the undergraduate programs of the University, with the exception of courses for which special dispensation is provided by the Senate, shall be graded on the letter grade system and in the manner provided herein.

111.2. The grading system for undergraduate programs shall be as follows:

Letter Grade	Raw Mark interval 100%	Grade Point
A+	[90,100]	4.0
A	[85,90)	4.0
A-	[80,85)	3.75
B+	[75,80)	3.5
B	[70,75)	3.0
B-	[65,70)	2.75
C+	[60,65)	2.5
C	[50,60)	2.0
C-	[45,50)	1.75
D	[40,45)	1.0
F	[0,40)	0
I	Incomplete	
NG	No Grade	
W	Withdrawn	

- 111.3. Grade point averages are determined by dividing grade points earned in a semester by the number of credit hours attended in that semester.
- 111.4. A student who scored “F” shall repeat that course.
- 111.5. Semester Average Number Grade is determined by dividing grade points earned in semester by the number of credit points in that semester.
- 111.6. In a modular system, 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.
- 111.7. In cases where a student does not have full assessment/examination records, the instructor shall record “NG” for No grade. All “NG”s shall be changed to one of the following:
- 111.7.1. To an “I” (incomplete) by the SMC in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the course,
- 111.7.2. To a “W” (withdrawn) by the Registrar for a student who has formally withdrawn from the program within nine weeks (50% of the semester duration) after the beginning of the semester, or
- 111.7.3. To a “DO” (dropout) by the Registrar for a student who has not withdrawn from a department in accordance with the withdrawal procedures set forth by the University and the time limit specified in the provisions of sub-article 103.7.2 hereof or has not produced evidence justifying a failure to sit for the exam(s).
- 111.8. Neither “W” nor “DO” shall play any part in the computation of the semester grade point average.
- 111.9. The modalities of converting “I” grades to other grade forms shall be as per the procedures set forth under the Article 111 of this Legislation.
- 111.10. A student who obtains a “DO” for a course or courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by the University to the appropriate SMC within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.
- 111.11. 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) whether or not there is a change in the grade.

- 111.12. 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.
- 111.13. 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.

CHAPTER THIRTEEN

RULES ON EXAMINATION AND GRADING SYSTEM OF GRADUATE STUDIES

Article 112: General Provisions

All university-wide policies, rules and regulations shall, mutatis mutandis apply to graduate programs.

Article 113: Grading System for Graduate Program

113.1. Where a fixed grading system is applied, examinations are graded on the following letter grading system with corresponding points.

Raw Mark	Letter Grade	Grade Points
[90, 100)	A ⁺	4.0
[85, 90)	A	4.0
[80, 85)	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

113.2. To complete courses in a program and graduate, a candidate needs to obtain a minimum CGPA of 3.00.

113.3 Thesis shall be rated as provided under Article 114 sub article 114.9 of this Legislation.

113.4. The GSC may revise the grading system which shall be approved by the Senate.

Article 114: Master's Thesis and PhD Dissertation

Unless the context requires otherwise in this article, thesis shall mean Master's Thesis, Project work or PhD dissertation.

Master's thesis research work shall carry six credit hours and that of PhD dissertation 12 credit hours.

114.1. General Requirements

- 114.1.1 The general requirements and guidelines on thesis/dissertation shall be developed for all Schools by GSC.
- 114.1.2. A thesis shall constitute a partial fulfillment of the requirement for the Master's degree program or PhD program except in a program where it is not required.

114.2. Selection and Approval of Thesis Topic

- 114.2.2. The topic for thesis work shall be selected in consultation with the advisor assigned/approved by PGC. The thesis topic to be selected shall be of relevance to priority needs of the country as determined by the program and the School concerned.
- 114.2.3. Thesis topic of each candidate shall be approved by the DGC as early as possible as and not later than the time of the candidate's enrolment for the second semester of the first year of his program.
- 114.2.4. For PhD by research studies the time indicated under sub-article 2.2. Shall be in accordance the time set by the Office of Graduate Studies.

114.3. Format of Thesis

The thesis format, size, and other related requirements shall be in accordance with the guidelines set by the Senate.

114.4. Submission of Thesis

- 114.4.2. Early submission before the time set for submission shall be determined by the Department Graduate Committee (DGC).
- 114.4.3. A candidate may submit his thesis any time during or after the last semester of his coursework but no later than a grace period specified under article 99.
- 114.4.4. In exceptional cases like health and other non-academic problems a candidate may be allowed to extended time of submission following the recommendation of his advisor, DGC and School Graduate Committee (SGC) which shall be approved by Senate Graduate Studies Committee (SGSC).

114.5. Procedures for Examination and Submission of Thesis

- 114.5.2. 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 Examination 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.

114.5.3. For PhD Dissertation examination, the number of external members of the Examiners Board shall be three - one preferably from abroad who shall chair the board. However, the number of the external member of the examiner's board should not be less than two.

114.6. Copies of Thesis Required

Sufficient number of copies of the thesis shall be submitted to the office of the chairman of the program including copies to be distributed to each member of the examining board and one copy to be kept in the office of the program chair.

114.7. Thesis Presentation and Defense

114.7.2. The chairman of the DGC shall announce the thesis topic, venue and time of the defense ahead of time and the process of thesis presentation and defense shall be public and open to any member of the University.

114.7.3. The thesis presentation and defense shall be presided over by an impartial person appointed by the DGC.

114.7.4. After the defense, the examining board decides either to accept or reject the thesis.

114.8. Accepted /Rejected Thesis/ Accented with minor change /with major change

114.8.2. Accepted

114.8.2.1. Accepted with no change or some minor changes. A thesis is accepted if no change or some minor changes are recommended by the board.

114.8.2.1.1. Accepted with recommendation of significant changes. A thesis having merit may be accepted with recommendation for substantial changes which are to be made to the satisfaction of members of the examining board or its designate. The examining board shall include in its report a brief outline of the nature of the changes required, justification as to why the change is needed and indicate the time by which the changes are to be completed. A copy of such recommendations shall be given to the student.

114.8.3. Rejected

A thesis shall be rejected if:

114.8.3.1. The work does not meet the required standards; or

114.8.3.2. The work is judged as plagiarized by the examining board; or

114.8.3.3. The work has been already used to confer a degree from this or another University. However, this shall not preclude the candidate from submitting such work provided enough extra work has been done to expand the scope and depth of the subject.

114.8.4. Effect of Rejection

114.8.4.1. The fate of a candidate whose thesis has been rejected will be decided by a joint meeting of the PGC and SGC of the concerned School.

114.8.4.2. The GSC may approve guidelines providing safe exit points through awarding postgraduate certificate or postgraduate diploma to master's candidates whose thesis has been rejected or MPhil or its equivalent to PhD candidates whose thesis has been rejected.

114.8.4.3. The DGC and the SGC shall jointly convene to decide on the dismissal or suspension of a candidate whose thesis has been rejected due to plagiarism.

114.8.4.4. Without prejudice to sub article 3 hereof if the committee believes an imposition of additional disciplinary measure is necessary, it will submit its recommendation to the GSC of the senate for final endorsement.

114.9. Thesis Rating

114.9.1. Thesis Rating Scale:

- a) Schools may develop their own thesis rating scales following the format provided here under as a general guide.
- b) However, Schools' rating scale shall be submitted to the Graduate Studies Committee for its final approval for implementation

Name of the Candidate _____

Thesis Components (70%)	Points
(a) Abstract _____	(5%)
b) Problem Statement/rationale. _____	(5%)
(c) Literature Review _____	(10%)
(b) Materials and Methods _____	(15%)
(d) Result and Discussion _____	(20%)
(e) Summary and Conclusion _____	(10%)
(f) Reference _____	(5%)
Defense Examination (30%)	

- (a) Manner of presentation _____ (5%)
- (b) Confidence in the subject matter _____ (10%)
- (c) Ability of answering questions _____ (15%)
- Total** (100%)

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

Name of Examiner

Signature

Date

The Grading scales of each rank are as follows

Rank	(%)*
Excellent	[85,100]
Very Good	[75,85)
Good	[65,75)
Satisfactory	[50,65)
Fail	(0,50)

*** 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".

114.9.2 Report of Examining Board

The examining board shall submit a report of the examination including the rating and the reasons for the rating to the respective program

114.9.3. **Appeal:** A candidate has right to appeal in writings to his/her own or with consent of the advisor(s) to the SGSC through the SGC, when the dissertation is deferred or rejected by the BoE within one month after the defense examination. The office of the SGSC will examine the candidates appeal vis-à-vis the BoE decision by establishing a committee of

professionals and pass a final verdict which will be communicated to the candidate and the BoE within three months of appeal by the student.

Article 115: Advisorship

115.1. Selection of Advisor(s)

115.1.1. The DGC normally recommends the selected thesis advisor(s) to the SGC. The Thesis advisor(s) shall be:

115.1.2. A full-time academic staff with the academic rank of Assistant Professor

115.1.3. A person(s) outside of the University in the required area of specialization with a PhD degree with specialty who will be able to submit a letter of commitment in advising the students 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.

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

115.1.5. The optimum number of students that an instructor can advise shall be determined by the PGC taking into consideration the work load of the advisor, the number of students in the academic unit, and other prevailing conditions. However, the maximum number of admission in a year shall not exceed three for masters and two for PhD per advisor.

Article 116. Board of Examiners

116.1. The External Examiner Purpose and Functions

The purpose of having external examiners is to ensure that degrees awarded at ASTU are compatible in standard with those awarded by other Universities in Ethiopia or abroad, though their content does, of course, vary; and secondly to ensure that the assessment system is fair.

116.2. Selection and Appointment

116.2.1.1. The DGC shall recommend the appointment of particular persons as external examiners;

116.2.1.2. Appointment is made by the Dean of the School after the recommendation of the DGC is approved by the SGC;

116.2.1.3. The department seeking the appointment for an external examiner should submit, to the SGC, biographical data including academic achievements, publications, and experience.

116.2.1.4. In approving an external examiner, the SGC shall ascertain the following:

- 116.2.1.4.1. The external examiner shall be one with command of authority in the program of study and in all cases must have an academic rank of at least Assistant Professor (or equivalent). Exceptions shall be approved by the SGC on a case by case basis;
- 116.2.1.4.2. An external examiner in general must be external to the University. Exceptions shall be approved by the SGC on a case by case basis when presented to it by the concerned DGC;
- 116.2.1.4.3. Former staff of the department concerned cannot be invited to be external examiners before a lapse of at least two years;
- 116.2.1.4.4. The same external examiner may not be appointed for more than three consecutive years. An external examiner may be re-invited only after a lapse of two years;
- 116.2.1.4.5. External examiners outside the higher education/research system, for example from industry or the professions may be appropriate in certain circumstances as may be determined by SGC.

116.2.2. Participation in Assessment Procedures

The following constitute members of examining committee:

- 116.2.2.1 Internal Examiner
- 116.2.2.2 . Chair person
- 116.2.2.3. External Examiner
- 116.2.2.3.1. An external examiner, as a full member of the relevant board of examiners, shall be present at all examiners' meetings at which significant decisions are to be taken in his area of specialization.
- 116.2.2.3.2. The provisions of sub-Article 2.2.1 hereof shall not be applicable for an examiner through correspondence or Via ICT. Physical presence is not required where the examination employs ICT or correspondence.
- 116.2.2.3.3. The views of an external examiner are particularly decisive in the case of disagreement on the mark to be awarded for a particular unit of assessment;
- 116.2.2.4. The signature of an external examiner shall be appended to the final results of the student as evidence that he accepts the results;
- 116.2.2.5. External examiners shall give comments on the assessment process and the schemes for marking.

116.2.2.6. External examiners shall make written official reports at the end of their visits which should be available to the concerned department. The report shall include observations on teaching process, course structure and content.

116.2.2.7. The external examiner shall submit a report to the DGC and SGC. The report shall be sent to the VPA. The chairperson of the program and the dean of the School shall have the responsibility to ensure that the recommendations are considered and actions are taken.

Article 117. Final Thesis Submission

117.1. The candidate should correct the thesis in accordance with the decision of the Board of Examiners and submit it to the Chairperson of the DGC. The DGC should deliberate on the thesis and submit its recommendations to the SGC. Then the department will accept five hard copies of the typed final thesis and its soft copy, from the candidate and it will be verified by the DGC.

117.2. A soft copy of the entire accepted thesis shall be submitted to the university's main library not later than two weeks after the acceptance of the verified copies by the respective department.

117.3. Hard copies of thesis rated "Excellent" and "Very Good" shall be submitted to the university's main library by the department head on the same time specified in article 117.2 hereof.

Article 118: Publications

Normally a PhD candidate is expected to publish three articles in peer reviewed journal from the result of the dissertation work. However, no PhD candidate shall graduate without publishing at least two publications on peer reviewed journals.

Article 119: Graduation and Award of Credentials

A candidate who fulfills the requirements laid down in this Legislation and, shall be recommended to the Senate by the School dean or the University Registrar, for graduation and award of appropriate credentials by the University.

CHAPTER FOURTEEN

ACADEMIC ACHIEVEMENT AND STATUS FOR GRADUATE PROGRAMS

Article 120: Academic Standing of Graduate Students

- 120.1. A graduate student must sustain a minimum SGPA of 2.75 and a CGPA of 3.00 throughout his study period at the CGS. Thus, at the end of each semester, the respective PGC shall examine and determine the academic status of each candidate who has failed to maintain the minimum requirements of SGPA of 2.75 and/or a CGPA of 3.00 based on the following rules:
- 120.2. A first year graduate student who, at the end of the first semester, receives an SGPA of less than 2.50 shall be dismissed.
- 120.3. A first year graduate student who, at the end of the first semester, scores a Semester Grade Point Average (SGPA) between 2.50 and 2.75 (2.75 exclusive) shall be warned.
- 120.4. A first year graduate student who, at the end of the second semester, receives either an SGPA of less than 2.75 and/or a CGPA of less than 3.00 shall be warned. If the student was on warning status, during the first semester, and his SGPA is below 2.75 or CGPA is less than 3.00 the student shall be dismissed.
- 120.5. A first year graduate student who achieves a second semester GPA greater than or equal to 3.0 but, his cumulative GPA falls between 2.75 and 3.0 may be placed on probation.
- 120.6. A first year complete student, who fails to achieve either an SGPA of 2.75 or a CGPA of 3.00 at any semester, shall be warned.
- 120.7. A first year complete student, who scores either an SGPA of less than 2.75 or fails to maintain a CGPA of 3.00 for a second consecutive semester, is subject to dismissal unless put on probation.
- 120.8. Student shall be dismissed after being placed for one semester on warning and for another consecutive semester on probation, if he does not remove himself/herself from probation by bringing his CGPA to 3.00.
- 120.9. A student may be placed on a discretionary probation, if reasons exist to justify as to why the candidate failed to attain the minimum Grade Point Average requirement of 3.00, and if the SGC is convinced that he may remove the academic deficiencies in the future, and will meet the standards set by the University.
- 120.10. When a candidate is placed on probation, he shall be notified by the department head of his status and what is expected of him by way of academic performance in the future and what will be the consequences of failure to meet these conditions.

Article 121: Administration of Discretionary Probations

121.1. Each School Managing Council and/or DGCs of the Schools or department shall undertake, from time to time, to evaluate the experience and knowledge gained from the administration of these rules. The purpose of these studies will be to determine more effectively, the cause of academic failure and steps which can be taken to make probation more effective in light of its purposes.

121.2. Each School shall establish and maintain an advisory program so that each student is personally known to at least one School member who will be in a position to give a full report on any student under his charge, and competently advise those administering probation, should the question of probation ever arise. In addition, each School shall provide the most careful kind of academic orientation to all of its entering students in order to advise them of the academic performance, work and study habits expected of them.

Article 122: Repeating Courses

122.1. Only courses with grades lower than ‘B’ may be repeated.

122.2. No course may be repeated more than once.

122.3. Without the Prejudice to any article(s) of this legislation, Grades obtained on repeated courses of graduate programs shall stand as they are.

Article 123. Withdrawal and Readmission

Candidates in good academic standing wishing to discontinue their studies must fill in an official withdrawal form (in three copies).

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

123.2. Candidates suspended by the SMC qualify for automatic registration as soon as they have served the term.

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

123.4. If the candidate cannot pursue his study because of medical reasons ascertained by a valid certificate; or

- 123.4.1. If the University is unable to carry out the relevant graduate program and advises the candidate accordingly; or
- 123.4.2. If the candidate is unable to continue due to *force majeure* other than those outlined above.
- 123.5. A candidate who wishes to withdraw for reasons mentioned under sub-articles 122.3.1 and 122.3.3 hereof must petition the concerned SGC stating his reason(s) for withdrawal and the duration of absence sought. The petition must be accompanied with supporting documents such as medical certificate.
- 123.6. A SGC shall permit readmission taking into account the availability of facilities in the program concerned even where withdrawal was made as per the procedures laid down in this Article.
- 123.7. A candidate who withdraws from the graduate program without the approval of the concerned SGC shall be eligible for readmission only upon submission of a compelling reason for not securing prior approval;
- 123.8. Where withdrawal is effected with the approval of the concerned SGC, a copy of the official withdrawal form submitted to the Office of the Registrar shall be accompanied by the minutes of the meeting of the SGC in which permission for withdrawal is granted;
- 123.9. Withdrawal made with the approval of the concerned SGC does not imply automatic readmission whenever it is sought. The length of absence and the number of places available shall be taken into consideration;
- 123.10. A candidate who has been dismissed for academic reasons may apply for readmission if the student had obtained a CGPA of not less than 2.25 in the first semester a CGPA of not less than 2.75 in the second and above semester.
- 123.11. No student who has been dismissed on academic reason shall be readmitted more than once.

CHAPTER FIFTEEN

ACADEMIC ACHIEVEMENTS AND STATUS FOR UNDERGRADUATE PROGRAMS

Article 124. General Provisions

- 124.1. At the end of each semester, each School, pursuant to procedures fixed by its School Managing Council, will examine the case of each student who fails to achieve the required academic standard.
- 124.2. The academic status of students shall be determined when the credit hours are 14 and above.
- 124.3. One semester in the regular program is equivalent to two semesters in the Continuing Education and,
- 124.4. One academic year in regular program is equivalent to three semesters in the summer in-service program.

Article 125. Academic Standing of Students

125.1. **First year students**

- 125.1.1. A student who, at the end of the first semester, scores a semester grade point average (SGPA) of 1.50 up to 1.74 both inclusive shall be warned.
- 125.1.2. A student who at the end of the first semester scores SGPA of less than 1.50 shall be dismissed for academic reasons.
- 125.1.3. A student who at the end of the first semester scores SGPA of 1.75 and above is good standing student.
- 125.1.4. A student whose CGPA is greater or equal to 2:00 and SGPA is greater than or equal to 1.75 in the second semester is good standing student.
- 125.1.5. A student whose SGPA is greater than or equal to 1.50 but less than 1.75 or CGPA is greater than or equal to 1.75 and less than 2.00 at the end of the second semester shall be warned.
- 125.1.6. A student whose SGPA is less than 1.50 or CGPA is less than 1.75 at the end of the second semester shall be dismissed for academic reasons.
- 125.1.7. If a student, who has been put on warning during the first semester, fails to maintain SGPA of 1.75 and also a CGPA of 2.00 during the second semester of the academic year is subjected to dismissal unless he is put on probation.
- 125.1.8. A student who fails to achieve a semester GPA of 1.00 at any semester is subject to dismissal for good.

125.2 Second and higher year class students

- 125.2.1. A student whose SGPA is greater than or equal to 1.50 but less than 1.75 and/or whose CGPA is greater than or equal to 1.75 and less than 2.00 at the end of any semester shall be warned.
- 125.2.2. A student whose CGPA is greater or equal to 2.00 and SGPA is greater than or equals to 1.75 in any semester is good standing student.
- 125.2.3. A student who at the end of any semester scores SGPA of less than 1.50 and/or whose CGPA is less than 1.75 shall be dismissed for academic reasons.
- 125.2.4. A second year student at the end of any semester with a CGPA of less than 1.75 will be Academic dismissal for good.
- 125.2.5. A third year and above student at the end of any semester with a CGPA of less than 1.85 will be Academic dismissal for good.
- 125.2.6. A student who for second consecutive semester scores either an SGPA of less than 1.75 or fails to maintain a CGPA of 2.00 is subject to dismissal for academic reasons unless he is put on probation.
- 125.2.7. A student who fails to achieve a semester GPA of 1.00 at any semester is subject to dismissal for good.
- 125.2.8. A student is required to have a minimum overall CGPA of 2.00 and also CGPA of 2.00 in his major area of study for graduation.
- 125.2.9. A student shall not graduate with an "F" grade in any course.

Article 126. Dismissal and Probation

- 126.1. Students subject to dismissal for academic reasons shall be dismissed unless placed on probation. No student subject to dismissal may expect probation as a matter of right. Probation is a discretionary decision to allow students failing below required academic standards to continue their studies. Since the function of probation is to permit the academic rehabilitation of the student, the decision to permit a student to continue his studies on probation must be based on individual consideration of his case and a conclusion that, in view of all the relevant circumstances, there is reason to believe that the student can raise himself academically to the required levels of achievement.
- 126.2. However, a student who for two consecutive semesters (recent semester) scores a SGPA of greater than 2.00 and if his CGPA is greater or equal to 1.90, up on the decision of the respective SMC may be considered as a probation student but not pass student.

- 126.3. At the end of each semester, each School or department, pursuant to procedures fixed by its School Managing Council, shall examine the case of each student subject to dismissal on academic grounds. The inquiry shall attempt to determine why the student failed and whether there is reason to believe that he will meet required academic standards in the future. A student may be placed on probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and excuse his low academic average.
- 126.4. To the extent that an inquiry into the cause of probation indicates, those administering probation for a particular School may attach certain conditions to the granting of probation which must then be met if the student is to remain enrolled. These conditions may be restrictions designed to remove in whole or in part the cause of academic failure. Thus, where warranted, probation may entail restrictions or requirements relating to participation in sports or other extra-curricular activities, special tutoring to overcome academic deficiencies, class attendance, or to his requirements designed specifically not as punishment but to bring about the students' academic improvement.
- 126.5. Where a student is placed on probation, he shall be notified by his dean or his designate precisely of his status and what is expected of him by way of academic performance in the future and what restrictions or requirements he shall face as a condition of the probation and what will be the consequences of failure to meet these conditions. The academic advisor, Dean of Students Affairs and the Registrar shall, in each case, receive a copy of the notice thus administered to the student. The Associate Dean of Academic Affairs in collaboration with the university's concerned offices shall enforce whatever probationary restrictions may have been imposed where the restricted activity comes within the purview of his office, for example, restriction on sports or other extracurricular activities, which are under his administration.
- 126.6. The Quality Assurance and Relevance Committee of the Senate and each School shall, from time to time, undertake to evaluate the experiences acquired from the provisions of this Legislation on administration of probation and dismissal so as to determine the causes of academic failure and take appropriate measures to remedy them.

Article 127: Additional Academic Requirements

With the approval of the Senate, Schools may fix additional academic requirements for degree students and may provide that students failing to meet the standard will be subject to dismissal.

Article 128: Re-admission

- 128.1. A student who has been dismissed for good due to academic deficiencies may not seek readmission into the program from which he has been dismissed.
- 128.2. Despite the provisions of sub-Article 1 hereof, a dismissed student may apply for admission into a different field of study in continuing education program subject to availability of space and payment of tuition and other fees that are applicable at the time of admission.
- 128.3. Without prejudice to the provisions of sub- Article 1 and 2 hereof, all re-admissions shall be processed in accordance with the procedures to be laid down by the admission and Placement Committee.
- 128.4. When there are changes in the curriculum, the status of the student has to be determined accordingly at the time of his application for readmission.

128.5. Re-admission of students in good academic standing:

- 128.5.1. A student who, for reasons beyond his control, discontinues his studies after having stayed for a minimum of one semester in a program may apply for re-admission into the same program for any number of times that the maximum duration of stay in the program, counted from the date of first enrolment, has not expired or will not expire before completion of the program following re-admission. In case when a student is not readmitted due to the University's intake capacity the expiry date shall not apply.
- 128.5.2. Notwithstanding the provisions of sub- Article 5.1 hereof, re-admission of students in good standing is subject to availability of facilities and necessary budgetary allocations.
- 128.5.3. In those cases where there had been curricular changes in a program, the program may require the readmitted student to take new courses that have replaced those he had taken and passed earlier.
- 128.5.4. Upon re-admission of a student in good standing, the program shall supply him with a list of courses from which he will be exempted and of new courses substituting phased out courses which he will have to take.
- 128.5.5. Notwithstanding the provisions of Sub- Article 5.1 hereof, a student who, for medical and legal reasons, withdraws from the University without completing a minimum of a semester may be considered for re-admission.

128.5.6. A student who was dismissal due to repeated acts of violation shall not be considered for readmission unless the decision requires otherwise.

128.6. Re-admission of academically dismissed students.

128.6.1. A student may be allowed for re-admission after dismissal, provided all of the following are fulfilled:

128.6.1.1. The student applies for re-admission at least after one semester following his withdrawal from the University.

128.6.1.2. Space is available in the program and there exists likelihood that he will raise his grade point to the required level within one semester after re-admission.

128.6.1.3. The maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining courses of study.

128.6.1.4. If a dismissed student who is re-admitted and allowed to repeat a course or courses in a given semester does not attain good academic standing upon determination of status, he shall be dismissed for good. A student shall not be readmitted at ASTU more than once.

128.6.1.5. A cut-off semester grade point average (SGPA) and/or a cumulative grade point average (CGPA) for readmission of an academically dismissed student shall be as follows:

128.6.1.5.1. A first year student dismissed at the end of the first semester with an SGPA of not less than 1.25 shall be readmitted. The student may be allowed to repeat courses in which he scored “D” or “F” grades with the consent of the program without the approval of the School Managing Council.

128.6.1.5.2. A first year student dismissed at the end of the second semester with a CGPA of not less than 1.50 shall be readmitted. The student may repeat courses in which he scored “D” or “F” grades with the consent of the program without the approval of the School Managing Council.

128.6.1.5.3. A second year student dismissed at the end of any semester with a CGPA of not less than 1.75 may be readmitted. The student may repeat courses in which he scored “D” or “F” grades with the consent of the program without the approval of the School Managing Council.

128.6.1.5.4. A third year and above student, dismissed at the end of any semester with a CGPA of not less than 1.85 may be readmitted. The student may repeat courses in which he scored “D” or “F” grades with the consent of the program without the approval of the School Managing Council.

128.6.1.5.5. Readmission regulation for regular undergraduate students shall apply also to Continuing Education Program, Part-time and Advanced Standing students.

128.6.1.5.6. A student re-admitted into a program after dismissal may be entitled to dormitory and cafeteria services for the semester repeated. Students dismissed for academic reasons may be readmitted to repeat up to five scheduled courses or the equivalent of 15 credit hours during the semester of readmission.

128.6.1.5.7. A student who has been dismissed for academic reason shall not be readmitted more than once regardless of transfer from any other university.

Article 129: Graduation

129.1. The case of graduating students shall be presented to the University Senate at the end of each semester and their credentials shall bear the date of approval of the Senate.

129.2. Depending on the completion of study programs, senate of the university may approve students graduation only three times in a year- at the end of the year, at the beginning of the next academic year and in the mid of academic year.

129.3. There will be only one graduation ceremony in a year. Students who complete their studies after the date of graduation ceremony shall be allowed to attend the subsequent graduation ceremony with full privileges attached thereto. However, this privilege does not extend to students who delayed due to academic failure except, attending ceremony, receiving gown and invitation card for the ceremony.

Article 130. Graduation Failures

130.1. Graduation Failures due to “F” or “D” grades for an undergraduate student who fails in an examination (“F” grade) may, with the permission of his School Managing Council, register and repeat the course/s/ if the course/s is/are not phased-out ones.

130.2. Graduation failures due to inadequate CGPA and MGPA

- 130.3. A student, who fails to graduate due to CGPA and MGPA (scores less than 2.00) provided that the inclusion of newly earned grades qualifies the student for graduation, may with the permission of the concerned School Managing Council, be allowed to register and repeat a maximum of three courses in which he scored a “D” grade. However, such repetition of courses should not be more than once for students who are previously readmitted and two times for those non readmitted students. In such a case the student shall pay all fees for the repeated semester(s) where applicable or sign additional cost sharing agreement.
- 130.4. This provision under 130.2 hereof shall not apply to those students who are entertained under article 110 of this legislation.
- 130.5. A student, who fails to graduate due to less CGPA and MGPA than the required or due to “F” grade and have no more chance to upgrade their CGPA and MGPA or to remove their “F” may be given certificate of attendance with their transcript stated as graduate failure.

Article 131. Graduation with Distinction, Great Distinction and Very Great Distinction.

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

- 131.1. A student with a CGPA of 3.75 or above shall graduate with Very Great Distinction,
- 131.2. A student with a CGPA of 3.5 and less than 3.75 shall graduate with Great Distinction and
- 131.3. A student with a CGPA of 3.25 and less than 3.5 shall graduate with Distinction.

Article 132. The University Medal and Special Prize

- 132.1. The University Medal is a prize awarded every year at the convocation exercises to one out standing degree student from each School. The award is made on the basis of academic excellence, character and participation in extracurricular activities. The School Managing Council of each School shall, each year nominate its outstanding student and present to the Senate for approval.
- 132.2. The University Medal shall be awarded on the basis of the following criteria:
- 132.2.1. Eligible students for the award shall be differentiated by academic excellence (95%) & extracurricular activities (5%),
- 132.2.2. A student with disciplinary record cannot be considered.
- 132.2.3. In case of a tie:

132.2.3.1. A female candidate will be given priority,

132.2.3.2. Regular student will be awarded rather than an advanced standing student, and

132.2.3.3. A student who completed his program in regular time shall get the award rather than one who has taken repeated make - up examinations.

132.2.3.4. After exhausting all the condition to differentiate a tie if there is still a tie all the students concerned will be awarded on special basis.

132.2.3.5. A special prize shall be awarded to the best CDE student of the year from each School and one best female student from each School.

132.3. The following prizes will be exercised at ASTU based on the following conditions:

132.3.1. A degree student can be a candidate for the Gold Medal award with a minimum CGPA of 3.50 ; other activities like extracurricular activities character etc. could be considered maximum 5% which are to be decided by the respective program/ School.

132.3.2. Special prize shall be awarded to one best female student from each School. The minimum CGPA required by a female student to be eligible for the award competition should be 3.00.

132.4. The same procedure of this article shall apply for the award of the university trophy.

Article 133: Line up order of Schools for the annual graduation ceremony

133.1. Line up order shall be on the basis of alphabet.

133.2. The lineup order for both graduate and undergraduate programs shall be as follows:

- School of Applied Natural Science
- School of Civil Engineering and Architecture
- School of Electrical Engineering and Computing
- School of Humanities and Social Sciences
- School of Mechanical, Chemical, and Materials Engineering

133.3. Programs within Schools which offer regular degree programs shall line up in alphabetical order

133.4. The senate will determine the number of students who receives their credentials from the guest of honor.

Article 134: Issuance of transcripts, degrees, diplomas, and other credentials

134.1. Transcripts:

- 134.1.1. Transcripts are records of a student's academic performance. They are the most valuable private and sensitive documents. Utmost care is taken in the recording of student transcript:
- 134.1.2. No student records are shown or given to a third party without the written consent of the student. The university may make discretionary exceptions to this.
- 134.1.3. No transcripts will be issued for requests made through third parties, that is friends, relatives or representative, agencies, etc
- 134.1.4. In exceptional cases transcripts, degrees, diplomas and other credentials are given to the third parties if the third party meets the following conditions:
 - 134.1.4.1. The third party must have the power of legal representation,
 - 134.1.4.2. The third party does not demand that the transcripts be given to him. The third party must sign an affidavit to the effect that it assumes full responsibility for any disputes arising from the possibility that the Registrar's Office is misled into sending transcripts to persons who have no legal claims over the document,
 - 134.1.4.3. The third party will be required to put his thumb impression on the said affidavit,
 - 134.1.4.4. The third party produces a photograph of the student he is representing and one of himself and
 - 134.1.4.5. International Committee for Red-cross (ICRC) when holding the letter of delegation from the student or the graduate.
- 134.1.5. All students who have dropped out, withdrawn, graduated or been academically dismissed from the University must present the official clearance sheet issued by the University in order to obtain their transcripts and other services. Third parties action on behalf of such students must also provide the clearance sheet of the student they represent. The official clearance form or its equivalent clears the students from all their financial and other obligations to the University.
- 134.1.6. Transcripts issued by the Office of the Registrar are of two types: an official copy and a student copy. Official copies carry the Registrar's seal and signature and are usually forwarded directly to institutions or

organizations, on request and at a student's instructions. Student copies do not carry the Registrar's seal and signature.

134.1.7. Student copies shall be issued a week after the decision of the senate on the graduation status of students.

134.1.8. Students check lists shall be prepared by the respective School registrar office and respective programs within two days after the dead line for grade submission of graduating class students.

134.2. Degrees:

134.2.1. The Office of the Student Admission and Registration issues degrees.

134.2.2. The office of the Student Admission and Registration issues temporary certificates of completion a week after graduation or approval to graduation by the School Managing Council of concerned School and the Senate and upon presentation of official clearance sheets,

134.2.3. The Original degrees later on replace temporary certificates.

134.2.4. Original degrees carry the Student Admission and Registration's seal, SAR dean and the president signatures. Degrees and diplomas are given to the individual and not to a third party.

134.2.5. No new degrees will be issued for the lost credential. Graduate who lost his/her credentials have to produce a letter from the court to get replacement letter for the lost degrees.

CHAPTER SIXTEEN

RULES ON ACADEMIC ADVISING

Article 135: Academic Advising

135.1. Objectives of Academic Advising

The objectives of academic advising shall be to:

- 135.1.1. Establish one to one contact between staff member and a small group of students by assigning an academic advisor to each student,
- 135.1.2. Help understand and recognize individual student's learning needs and goals,
- 135.1.3. promote and facilitate a learning process of students/ group of students, and
- 135.1.4. Provide an additional source of help, guidance and support in the academic pursuits of students requiring such support in addition to those provided by the normal channels.

135.2. Selection of Advisors

Academic staff members are assigned for the responsibility of academic advising based on the following criteria:

- 135.2.1. Appropriate academic specialization in the respective broad area of study of the student assigned to him.
- 135.2.2. A short orientation and training program in academic advising shall be conducted for all academic advisors to initiate effective advising for students of the concerned age group and area of specialization.
- 135.2.3. Each academic staff member shall be assigned a group of students from within the program of studies under the School. The number of students assigned to each advisor shall be limited to a reasonable number, such that the objective of the academic advising are achieved. Such number shall in no case exceed 20.

135.3. Roles of Academic Advisors

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

- 135.3.1. interact with their assigned students on a regular basis, according to mutually agreed frequency and duration,
- 135.3.2. understand the strengths and weaknesses of their group through continuous and regular monitoring of their academic performance,
- 135.3.3. help these students develop personal academic goals or learning plans and facilitate their progress towards their goals,

- 135.3.4. advise those students who express a desire or need for individual attention and shall help them in their learning process. This may be initiated either by the students or by the Academic Advisors,
- 135.3.5. act as learning consultants to their assigned group, In this role, they shall help students develop strategy for learning, studying, improving academic standards and developing competence in their selected programs of study,
- 135.3.6. Wherever, necessary, these advisors shall network with other Academic staff members and help students use all available resources to meet their learning and developmental needs.
- 135.3.7. help students choose their program of study, major, minor, elective, and specialization if applicable,
- 135.3.8. keep copies of academic and other necessary records required for advising their assigned group of students,
- 135.3.9. help provide advice to a student's academic difficulties

135.4. Role of School Associate Deans for Students' Affairs

- 127.1 The School Associate Dean for Students' Affairs shall initiate and finalize plans for assigning all the students to appropriate School members selected as advisors.
- 135.4.1. The School Associate Dean for Students' Affairs shall obtain from academic advisors, progress reports and action plans regarding process of academic advising twice in each semester. The plan shall be evaluated for its effectiveness and perceived deficiency in consultation with academic staff members and program chairs at the end of each semester. Based on such evaluation changes and modifications may be made as improvement on the earlier process. The decision for improvement shall be recorded.
- 135.4.2. The School Associate Dean for Students' Affairs and department head shall also organize and plan orientation sessions for students and academic advisors, for each new entry. The objectives of these programs are to:
 - 135.4.2.1. help create an awareness about the need for academic advising,
 - 135.4.2.2. help clarify the mutual roles and responsibilities of students and academic staff members,
- 135.4.3. Provide all relevant records to the concerned advisors and the Students' Affairs Office. Such records include:
 - a) Admission details,
 - b) Grades secured in qualifying examination,

- c) Scores in assessment results,
- d) Attendance records; and
- e) Evaluation and improvements of the Academic Advising System.

135.5. department shall organize an advisory committee which will be in charge of advising graduate students.

135.6. Evaluation

The usefulness of the Academic Advising system is evaluated as follows:

135.6.1. Analysis of students' performance,

135.6.2. Feedback from the advisees about the effectiveness of the advisor and the Academic advising program, and suggestions for improvement,

135.6.3. Feedback from teaching staff about progress in performance of students in class work and examinations,

135.6.4. Comments from concerned department head and Schools Deans.

135.7. Improvements

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

135.7.2. The areas of improvements are identified by the Associate Dean for Students' Affairs of the School and discussed with the appropriate committees or sub-committees formed for the specific purpose.

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

135.7.4. Department head and Academic Advisors shall also suggest specific plans for modification in the program for the purpose of improving its effectiveness.

135.8. Guidelines on Student Academic Advising

Student advising shall take place in accordance with the guidelines set by the Academic affairs office of the University.

CHAPTER SEVENTEEN
TEACHING AND RESEARCH LOAD

Article 136: Teaching and Research Load

136.1. The teaching load of an academic staff, in both the regular and extension programs, shall be expressed in terms of Lecture Equivalent Hours (LEHs). For this purpose, course credit (lecture), lab/tutorial sessions, senior project/essay, thesis, dissertation, advising are expressed in terms of LEHs according to the following category:

a) One undergraduate Course Credit	1.0 LEH
b) One Graduate Course Credit	1.5 LEH
c) One hour Lab/Tutorial Session	0.67 LEH
d) One undergraduate student/group senior project/essay advising	0.67 LEH
e) One graduate student project/seminar advising	1.0 LEH
f) One Graduate Student Thesis Advising	1.5 LEH
g) One Graduate Student Thesis Co-advising	1.0 LEH
h) One PhD student Dissertation Advising	2.0 LEH
i) One PhD student Dissertation Co-advising	1.5 LEH
j) One Practical attachment, supervising, advising and evaluating per student where the number of students shall not exceed 10	0.4 LEH

136.2. Class size per Section

The class size for courses offered on the basis of lecturing, tutorials, skill courses, and laboratory works are recommended to be as follows:

- | | |
|--|------------------|
| a) Lecture type classes in the first year except language courses | 40-50 students |
| b) Lecture type classes above the second year | 40-50 students |
| c) Language courses | 25 students |
| d) Tutorial classes | 20-25 students |
| e) Lab class | 20 – 25 students |
| f) Skill courses | 20-25 students |
| g) Graduate program | 20 student |
| h) Under graduate student senior project group size shall be from 3 to 5 unless permitted by special decision of DAC and approved by SMC. However, Schools may determine their own class size which shall be submitted to the ASQAC for senate approval. | |

136.3. The class size shall not generally exceed 50 students in a continuous assessment practices.

136.4. Full Teaching Load

- 136.4.1. Teaching staff is academic staff that devotes his time 75% for teaching and 25% for research activities. However this percentage is subject to change depending on the available teaching staff vis-a-vis students.
- 136.4.2. Research staff is an academic staff devoting 75% of his time for research and 25% for teaching activities.
- 136.4.3. The teaching load is the number of hours an academic staff is required to work in the institution.
- 136.4.4. Any academic/research staff is expected to spend about 39 hours in teaching, research, administrative work, student advising, committee works, etc. per week.
- 136.4.5. 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 9-12 credit hours (LEHs) depending on the number of courses he is offering. This is assuming that each lecture requires two hours of preparation and a one hour of delivery, which is equivalent to three hours of work load. Therefore 9-12 credit hours are equivalent to 27-36 hours for teaching/research work per week and the remaining 13-4 hours constitute , research, advising, committee works, and consultation activities in a week.
- 136.4.6. Full teaching load in the regular program of the University for a Single Course is 12 LEHs regardless of the number of sections the teaching academic staff may have.
- 136.4.7. Full teaching load in the regular program for 2 and above courses shall be 9 LEHs regardless of the number of sections the teaching academic staff may have. However, an instructor under normal condition should not teach more than two different courses in one semester.
- 136.4.8. Full teaching load in the regular program for full time expatriate academic staff shall be 9-12 LEHs defined as 136.4.6 and 136.4.7.
- 136.4.9. The maximum teaching load in the regular program for research staff shall be 6 LEHs.
- 136.4.10. The teaching load of academic staff member with additional administrative duties, School level officers (Associate dean, department head, School registrars, other officers) shall be 6 LEHs per week.

136.4.11. The full teaching load in the regular program of academic staff with additional administrative duties, Deans/Directors/ and other central office holders shall be a maximum of 4.5 LEHs. per week.

136.4.12. The maximum teaching load for Director General/deputy director general shall be 3.5 LEHs hours per week.

136.4.13. The maximum teaching load for Vice Presidents shall be 3 LEHs hours per week.

136.4.14. The maximum teaching load in the extension program shall be 9 LEHs per week.

136.4.15. Full Teaching load in the regular program shall be 12 LEHs where any deviation from this amount needs the approval of Dean of the School and/or the approval of the Vice President for Academic Affairs.

136.5. Overload in Teaching Assignment.

136.5.1. An overload in teaching assignment is a teaching load in the regular programs above maximum teaching load specified in this article.

136.5.2. As the full teaching load is determined on the premise that a teaching load in excess of those specified above will negatively affect the quality of instruction and the research activity of the individual academic staff, programs shall make effort not to exceed the maximum limit specified in sub-article 7 of this article.

136.5.3. In case where academic programs have serious shortage of staff and it can be demonstrated that there are no other alternatives, an additional 3 more LEHs hours may be approved by the Dean of each School and/or his designate.

136.5.4. In case, where it can justifiably be demonstrated that the maximum limit cannot strictly be adhered to, additional LEHs may be recommended and be approved by the Academic Vice President or his designate in addition to sub article 5.3 thereof.

136.5.5. At any circumstance the overload in the regular program shall not exceed 6 LEHs

136.5.6. The 12 LEHs is used for the purpose of determining the overload of the full time teaching staff with no additional administrative responsibilities.

136.5.7. An academic staff member who is assigned teaching duties in excess of the maximum specified above in the regular program shall be remuneratively compensated at the prevailing rate of a University for a semester.

136.5.8 Average Teaching Load and Academic Staff Requirement

136.5.9 An average teaching load of nine LEHs in the undergraduate programs and six LEHs in the graduate programs be employed as the basis for determining program staff requirements.

136.5.10. The average teaching load will be determined on an annual basis and not on semester basis. Thus, the average annual teaching load will be 18 LEHs in the undergraduate programs and 12 LEHs in graduate programs.

136.6 Reporting Teaching Load

All programs shall report academic staff (full time or part-time) teaching load through their deans, to the Dean of Academic Affairs every semester on forms prepared for this purpose before the end of the second weeks after the start of classes. Justification have to be provided in writing in instances where the teaching load on academic staff is below the minimum (3 LEHs) or above the maximum (12 LEHs).

Article 137: Research Load

137.1 Without prejudice to the generality of the foregoing provision, it is a requirement that a staff undertakes research activities either personally or in collaboration with others in the institute, School or organizations outside the University.

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

137.2.1. Project formulation and preparation;

137.2.2. Conducting full time research, research administration or coordination of research activities of the institute;

137.2.3. Research management by each project leader;

137.2.4. Data management by each project participant;

137.2.5. Reporting by each project participant;

137.2.6. Preparation of publications by each researcher or research group; and

137.2.7. Seminars/Workshops or training programs organized or conducted by specified staff.

137.2.8. Others to be determined by the appropriate University authority.

137.2.9. Unless otherwise stipulated under a contract between the employee and a university unit, the time allocation for research and teaching shall be governed as provided under Article 135 of this legislation.

137.2.10. The amount of time available to research staff in the institutes to carry out any combination of the above components of research is about 34 hours per week. The tasks in which a research staff will be engaged in any given semester may vary from

semester to semester. The breakdown or distribution of the total weekly hours for undertaking any of the tasks enumerated above may therefore vary for a particular staff.

137.2.11. The director of the relevant institute shall prepare the research load of staff in terms of the number of hours per week spent on the various components of research activity by the staff.

137.2.12. Without prejudice to the generality of the foregoing provision, it is a requirement that a staff undertakes research activities either personally or in collaboration with others in the institute, School or organizations outside the University.

137.2.13. One research project for an academic staff shall carry 3 credit hours and calculated as equivalent teaching load Subject to an approval of SMC.

PART V
CHAPTER EIGHTEEN

THE INTERNAL ORGANIZATION OF THE UNIVERSITY
UNIVERSITY SCHOOLS, INSTITUTES, DIVISIONS AND DEPARTMENTS

Article 138: General Provision on the Organizations of Academic Units, Centers and Institutes

138.1. Currently the University has the following Schools and Departments.

138.1.1. School of Civil Engineering, and Architecture (SoCEA)

- Architecture Department
- Civil Engineering Department
- Water resource engineering Department

138.1.2. School of Mechanical, Chemical and Materials Engineering (SoMCME)

- Mechanical Engineering Department
- Chemical Engineering Department
- Materials Science and Engineering Department

138.1.3. School of Electrical Engineering and Computing (SoEEC)

- Computer Science and Engineering Department
- Electronics and Communication Engineering Department
- Electrical Power and Control Engineering Department

138.1.4. School of Applied Natural Science(SoANS)

- Applied Biology Department
- Applied Chemistry Department
- Applied Geology Department
- Applied Mathematics Department
- Applied Physics Department

138.1.5. School of Humanities and Social Science (SoHS)

- Language Unit
- Liberal Arts Unit
- Social Sciences Unit

138.1.6. Up on the request of schools the university senate may approve additional departments, programs and centers to be launched or upgrade the units to departments.

138.2. **Division of Freshman Program:** It serves as home base for students who are taking first year courses until they are assigned to their respective schools/departments.

138.3. **Centers:**

- Centers of Excellence
- STEM Center
- Cement Technology Center
- Entrepreneur Development Center

138.4. **Institutes:**

- Institute of Sustainable Energy
- Continuing Education Institute

Article 139. Academic Positions and Support Services in Schools, Divisions, Institutes and Centers

139.1. Schools shall have the following academic offices:

- Dean's Office
- Associate Dean for Academic Affairs Office
- Associate Dean for Students Affairs Office
- Associate Dean for Research and Technology Transfer Office
- School Registrar Office
- School Deputy Registrar Office
- Department Head's Office
- unit chairs and coordinators office

139.2. Centers of Excellence shall have the following offices:

- CoE Director General Office
- CoE Deputy Director General Office
- CoE Director Office
- CoE Deputy Director Office
- Research Team Head

139.3. Institutes and other centers shall have the following offices

- CEI Dean Office
- Associate Dean Office

Article 140: Terms of Office for Office Holders

140.1. Terms of Office shall mean the period for which the officer is in charge of his duties and responsibilities as per this legislation.

140.2. The Terms of Office shall be subjected to the periodic performance evaluation which may result in the termination of the term if it is less than 75%.

Article 141: School Managing Council

For each School, there shall be a School Managing Council (SMC) which is accountable to School Dean.

141.1. Membership

The SMC shall consist of:

- o Dean of the School..... Chairperson
- o Associate DeansMember/secretary
- o School Student admission and registration..... Member
- o Department Heads Member
- o One elected Senior Academic StaffMember
- o One students’ RepresentativeMember
- o However, SoHS is different by involving unit coordinators.

141.2. Organization

141.2.1. The terms of service of elected members of the SMC shall be two years.

141.2.2. The SMC shall have its own rules of procedures

141.2.3. The SMC shall have the following standing committees, whose duties and responsibilities shall be set by the relevant senate standing committee.

141.2.3.1. Academic Staff Affair Committee (ASAC)

141.2.3.2. Student Affairs Committee (SAC)

141.2.3.3. School Research and Publications Committee (CRPC)

141.2.3.4. Academic Standard, Quality Assurance and Relevance Committee (ASQARC)

141.2.3.5. School Exam Committee (SEC)

141.2.3.6. School Graduate Committee (SGC)

141.2.4. The chair-person of each standing committee is an office bearer and may represent his School in the relevant Senate Standing Committee.

141.2.5. When necessary, the SMC may establish other standing and/or ad-hoc committees to perform different/specific tasks.

141.2.6. The SMC may, from time to time, designate other persons to attend its meetings.

However, such persons shall not have voting rights.

141.3 Meetings

141.3.1 The SMC shall meet generally once every week at fixed date and time and shall maintain a proper system of agendas and minutes for its meetings.

141.3.2. The Meeting may be called at any time by the dean or when requested in writing by one-third of its membership.

141.3.3. The quorum shall consists of more than half (50% +1) of the members including the chair person.

141.4. Duties and Responsibilities of School Managing Council

The SMC shall be the highest body of a School for educational/research matters and shall exercise such powers as may be bestowed upon it by the Senate or the President/VPs.

Without prejudice to the generality of the foregoing, the SMC shall:

141.4.1. Recommend to the Senate through relevant Senate standing committee, the establishment of new programs and modifications of existing programs pertaining to studies and research in the School,

141.4.2. consider and recommend all appointment and promotion cases presented to it through the ASAC,

141.4.3. recommend all leaves of academic staff members,

141.4.4. promote research works within the School; issue guidelines on their execution on the basis of regulations issued by the Senate and follow-up/monitor their implementations,

141.4.5. review the missions and objectives of the School on a periodic basis and monitor their realization,

141.4.6. promote the welfare of staff and students and insure observance of discipline,

141.4.7. review grades and determine academic status of students of the School every semester,

141.4.8. recommend to the Senate the graduation of students of the School,

141.4.9. review and recommend budget proposals and allocate approved budgets for the various activities of the School,

141.4.10. develop or cause to be developed staff development schemes for the School;

141.4.11. prioritize training programs for the staff and recommend candidates for training,

- 141.4.12. propose guidelines on conditions of engagement and remuneration for consultancy services in the School in line with the general University policies,
- 141.4.13. receive and assess the results of the periodic evaluation of performance of the staff members of the School and advise the dean on possible actions to be taken as a result of the evaluation,
- 141.4.14. issue guidelines for promotion of links with relevant external bodies and organizations with a view to enhance the School's academic/research functions in line with the rules and regulations of the University,
- 141.4.15. initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the School,
- 141.4.16. determine the allocation and appropriate utilization of the physical resources of the School based on considered recommendations of the dean,
- 141.4.17. issue guidelines and procedures on the functions and activities of the subcommittees established.
- 141.4.18. perform such other functions relevant to the betterment of the teaching learning processes and promotion of research in the School.

Article 142: Deans

The School Dean is the chief executive officer of the school/division and shall exercise authority over all academic and administrative matters in the school.

142.1. Appointment

142.1.1 . The Dean shall have at least a rank of Assistant Professor who has served the School for at least one year.

142.1.2 The Vice President for Academic Affairs with the School Managing Council may nominate three candidates and present to the president for final appointment, or

142.1.3 . The Dean may be appointed by the President following open competition which must take into account his experience, performance evaluation (evaluation by students, staff, and his immediate supervisor), and his year of service.

142.2 .Terms of Office

The Terms of Office of a Dean shall be two years. However, a dean shall not serve for more than two consecutive terms.

142.3. Powers and Duties

- 142.3.1. The dean, as the chief executive officer of a School, shall exercise authority over all academic and administrative matters in the school/division.
- 142.3.2. The Dean shall be accountable to the Vice President for Academic Affairs.
- 142.3.3. He shall be the chairperson of the SMC and Academic Staff Affairs Committee (ASAC);
- 142.3.4. Execute or cause to be executed all decisions of the SMC with respect to appointment, Development, and promotion, renewal of contracts, admission of students, graduation etc. in accordance with the rules and regulations of the University;
- 142.3.5. Endeavor to promote multidisciplinary academic/research programs;
- 142.3.6. A school dean Propose to the SMC the establishment of new programs; revision of existing programs; dissolution or amalgamation of programs, etc.
- 142.3.7. Co-ordinate the preparation of School plans, programs and budgets in collaboration with Associate Deans and program/unit heads and submits to the SMC for review and endorsement and also recommend to the SMC schemes for the allocation of the approved budget among the various units of the School and follow-up on the implementation of the SMC's decisions;
- 142.3.8. Administer and oversee the proper utilization of the physical and other resources of the School;
- 142.3.9. Issue rules and procedures for the proper administration of the School in line with the overall policies and regulations of the university;
- 142.3.10. Ensure that the policies, rules and regulations of the University are well known by the staff and students of the School;
- 142.3.11. Endeavor to foster good working relationships with the relevant research institute and other Schools of the university;
- 142.3.12. Promote the good image of the School with clients of the University by providing appropriate and full information on the activities of the School; and seek the participation of professionals from outside in support of teaching and research in the School;
- 142.3.13. Plan and implement schemes and programs that promote academic excellence;
- 142.3.14. Carry out other relevant tasks assigned to him by the Vice Presidents/President and the SMC;

142.3.15. Initiate external relations with a view of forging partnerships with academic and research institutions, donors, and the industry as well as promoting community service in line with applicable rules and regulations of the University;

142.3.16. Delegate his duties and powers as appropriate to the Associate Deans and/or other School academic officers; and submit an annual report to the Academic and /or Research Vice Presidents and the SMC on the activities of the School.

Article 143: Case of Two Deans

Schools may have tandem dean system - one Foreign Tandem Dean and the other Local tandem dean. The President appoints foreign tandem dean in consultation with the Board.

143.1. Both deans have power and duties listed in article 142 of this legislation and are accountable

to Vice President for Academic Affairs.

143.2. Decisions on School matters are always made by mutual consensus. However, the local dean is considered to be a leading dean.

Article 144: Associate Dean for Academic Affairs

Schools and/or institutes running academic program shall have Associate Dean of Academic Affairs. Associate Dean of Academic Affairs should have at least a rank of senior Lecturer who has served the School for at least one academic year.

144.1. Appointment

Associate Dean for Academic Affairs shall be appointed in either of the two ways:

144.1.1. The Dean together with the School Managing Council may nominate three candidates and presents to the Vice President for Academic Affairs for final appointment, or

144.1.2. The Associate Dean for Academic Affairs may be appointed by the Vice President for Academic Affairs following open competition considering his experience and performance evaluation results.

144.2. Accountability

The Associate Dean of Academic Affairs is accountable to the School Dean.

144.3. Terms of Office

The Associate Dean of Academic Affairs serves for two years. However, he may be reappointed for the second term.

144.4. Duties and Responsibilities

- 144.4.1. Follow-up on the periodic review and improvement of curricula and recommend changes to the SMC,
- 144.4.2. Ensure the proper maintenance of student records in the School in accordance with guidelines to be set by the Office of Student Admission and Registration;
- 144.4.3. Direct and co-ordinate the activities of the teaching programs and other units of the School,
- 144.4.4. Monitor continuing and distance education programs, professional development courses, seminars, workshops and similar other non-formal educational programs,
- 144.4.5. Co-ordinate the formulation of criteria for admission of students to the school and programs and participate in the allocation of such students,
- 144.4.6. Plan and execute schemes and programs that promote academic excellence and welfare of both staff and the students,
- 144.4.7. Ensure and oversee the proper conduct of examinations and under take all activities related to examination and evaluation of undergraduate and post graduate students in the School,
- 144.4.8. Promote and coordinate inter School course delivery and
- 144.4.9. Co-ordinate the formulation of criteria for admission of postgraduate students to the School and programs,
- 144.4.10. Ensure and oversee the proper conduct of examinations and thesis/dissertation defense in the graduate programs of the School,
- 144.4.11. Carry out other relevant tasks assigned to him by the Dean and the SMC.

Article 145: Associate Dean for Research and Technology Transfer

There shall be an Associate Dean for Research and Technology Transfer with an academic rank of at least senior lecturer and served the school for at least a year.

145.1. Appointment

145.1.1. The Dean together with the School Managing Council may nominate three candidates and presents to the Vice President for Research and Technology Transfer for final appointment, or

145.1.2. The Associate Dean for Research and Technology Transfer may be appointed by the Vice President for Research and Technology Transfer following open competition considering his experience, and performance evaluation results.

145.2. Terms of Office

The Associate Dean for Research and Technology Transfer serves for two years. However, he shall not serve for more than two consecutive terms.

145.3. Accountability

The Associate Dean for Research and Technology Transfer shall be accountable to the School Dean.

145.4. Duties and Responsibilities

145.4.1. Organize workshops, seminars, and symposiums;

145.4.2. Initiate academic staff members of the School to engage in research undertakings,

145.4.3. Follow up and ensure the dissemination of research output;

145.4.4. Direct, co-ordinate and monitor the research and technology transfer activities of the school;

145.4.5. Represents his School in the Senate Research and Publication Standing Committee;

145.4.6. Carry out other relevant tasks assigned to him by the Dean and the SMC.

Article 146: Associate Dean for Student Affairs

There shall be an Associate Dean for student affairs with an Academic rank of at least Senior Lecturer who has served the School for at least a year. He is responsible for students' internship activities, other students' services and extracurricular activities of students where applicable.

146.1. Appointment

Associate Dean of Students' Affairs shall be appointed either of the two ways:

146.1.1. The Dean together with the School Managing Council will nominate three candidates and presents to the Vice President for Academic Affairs for final appointment, or

146.1.2. The Associate Dean for Student Affairs may be appointed by the Academic Vice President following open competition considering his experience, and performance evaluation result.

146.2. Terms of Office

The Associate Dean for Student Affairs serves for two years. However, he may be reappointed for the second term.

146.3. Accountability

The Associate Dean for Student Affairs shall be accountable to the School Dean.

146.4. Duties and Responsibilities

146.4.1. Assists the Dean to carry out activities related to students,

- 146.4.2. Leads and coordinates the students internship activities in the School in collaboration with teaching Program,
- 146.4.3. Organize workshops, seminars, and symposiums in internship related matters,
- 146.4.4. Liaise the School with enterprises, different organizations in order to acquire internship opportunity in the Schools study fields,
- 146.4.5. Maintain a good and long term relationship with different enterprises and organization in relation to students internship,
- 146.4.6. Maintain a catalogue of enterprise and internship opportunities,
- 146.4.7. Evaluate and oversee internship practices in the School,
- 146.4.8. Coordinate supervisions of the internists in collaboration with teaching Program,
- 146.4.9. Coordinates evaluations of the internists up on their completion of the internship program in collaboration with teaching Program,
- 146.4.10. Periodically prepare and submit reports on internship activities of the School to the School Managing Council/Dean and
- 146.4.11. Carry out other relevant tasks assigned to him by the Dean and the SMC

Article 147: School Registrar

In each School, there shall be a School Registrar Office, headed by a School Registrar who is an academic staff and shall be a member of the respective School Managing Council. The School Registrar shall have an academic rank of at least senior lecturer who has served the School for at least a year. The School Registrar shall have Deputy School registrar who shall be appointed by the school dean. He/she is entitled to benefit equivalent to department head.

147.1. Appointment and Remuneration

147.1.1. The School Registrar shall be appointed by the School Dean in consultation with the Office of Students Admission and Registration.

147.1.2. The School Registrar shall receive all benefit and remuneration equivalent to Associate Deans.

147.2. Accountability

The School Registrar is accountable to the School Dean and registrar.

147.3. Terms of Office

The School Registrar serves for two years. However, upon the decision of the School Dean, he may be reappointed for the second term.

147.4. Duties and Responsibilities

- 147.4.1. Process admissions, placement and registration of all students in the School.
- 147.4.2. Issue identification cards to students of the School as per the guidelines issued by the university registrar.
- 147.4.3. Maintain an accurate and up to-date inventory of class rooms, lecture halls and laboratory facilities and their utilization.
- 147.4.4. Schedule course offerings and examination.
- 147.4.5. Process withdrawal/clearance of students of the School, as per the regulation of the University.
- 147.4.6. Create and maintain academic records of students of the School.
- 147.4.7. Process and issue grade reports to students of the School as per the guide provided by the university registrar.
- 147.4.8. In collaboration with relevant body within the School, he makes sure that class offerings, laboratories and workshops are appropriately conducted according to the schedule.
- 147.4.9. Supervise exams, check and report to the School dean the presence and absence of invigilators and any exam irregularities.
- 147.4.10. Oversees the submission of grades on time.
- 147.4.11. Making sure that course is offered as per the approved curricula.
- 147.4.12. Provide summary data to the SMC for the determination of academic status.
- 147.4.13. Perform such other tasks as may be assigned to him by the respective dean and or university registrar.

Article 148: School Graduate Committee (SGC)

The School offering graduate programs leading to Masters and/or PhD degree shall have a graduate committee. The Committee functions through the DGC and is accountable to the SMC.

148.1. Membership

The School Graduate committee consists of the following members

- Dean of the SchoolChairperson
- Associate Dean for Academic AffairsSecretary
- School RegistrarMember
- Chair-person of each department Graduate Committee..... Member
- Graduate students' representativeMember

148.2. Duties and Responsibilities

- 148.2.1. Recommend to the SMC the opening of new programs and modifications of existing programs,
- 148.2.2. Review, examine and recommend various academic programs including joint postgraduate programs of the School,
- 148.2.3. Ensure postgraduate learning and research quality, standards and relevance in cooperation with the office of Academic Standard and Quality Assurance and Relevance,
- 148.2.4. Interpret polices, rules and regulation regarding graduate programs set by ASC,
- 148.2.5. Supports academic programs in provision and strengthening graduate teaching/learning and researching facilities,
- 148.2.6. Approves graduate applicants for admission to different programs within the School which are assessed and screened by DGC,
- 148.2.7. Examine and decide graduate students' academic appeals; readmission, make up examination,
- 148.2.8. Review grades and determine academic status of post graduate students of the School every semester,
- 148.2.9. Recommends the graduation of graduate students to the relevant body of the School,
- 148.2.10. Review and approves the budget proposals and allocate approved budgets for the various activities in the graduate programs of the School including PG students' research budget,
- 148.2.11. Propose guidelines on conditions of engagement and remuneration in the postgraduate programs in the School to the Academic Standing Committee,
- 148.2.12. Issue guidelines and procedures on the functions and activities of the DGC of respective Programs running graduate program and
- 148.2.13. Perform such other functions relevant to the betterment of the teaching learning processes in the post graduate program and promotion of research works in close relation with the related CoEs.

Article 149: Department Academic Council (DAC)

149.1. In each department of every School, there shall be established department academic council (DAC) having the composition, powers and duties of which are set forth as follows:

- 149.1.1. Where the number of full-time teaching staff of the department is less or equals to 10, the full-time teaching staff with the rank of lecturer and above shall constitute the DAC; Where the number of full time teaching staff of the department is greater than 10, a DAC consisting of 8 members shall be formed by

election from among the full time teaching staff with the rank of lecturer and above in a general meeting of the full-time teaching staff of the department. For the purpose of the election, 2/3 (67%) of the number of teaching staff in the department shall constitute a quorum.

149.1.2. The department head shall act as chairperson of the DAC.

149.1.3. The rules of procedure of the DAC shall be those of the SMC wherever applicable.

149.1.4. The DAC shall have the following sub-committees:

149.1.4.1. Examination Committee.

149.1.4.2. Research and publication subcommittee

149.1.4.3. The DAC, when it deems necessary, may appoint ad-hoc subcommittees, whose membership may be drawn from among itself or other staff members of the department, to perform specific tasks.

149.2. Duties and responsibilities

The DAC shall:

149.2.1. prepare the department's short and long term objectives, plans and programs, and necessary budgets for their execution and submit the same to the dean through the program head,

149.2.2. recommend to the SMC criteria for the selection of students joining the department,

149.2.3. ensure that all examinations for undergraduate courses are reviewed by the curriculum and standard sub-committee for completeness of content, rigor and soundness,

149.2.4. Plan and co-ordinate regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, and merge of courses in accordance with the rules and regulations of the university,

149.2.5. Oversees the conduct of research, proper utilization of resources, maintenance of academic standards and quality of the department.

149.2.6. Recommend to the dean, through the program head ideas regarding:

149.2.6.1. Promotion of the well-being of the staff and the students of the department,

149.2.6.2. Staff development scheme for the department and

149.2.6.3. Institution of scholarships, fellowships, prizes and other awards to students of the department

- 149.2.7. Recommend to SMC through the department head, the appointment and promotion of members of the department,
- 149.2.8. Review and approve research proposals,
- 149.2.9. Promote and co-ordinate consultancy services in the department; and insure that procedures for their proper conduct are adhered to and
- 149.2.10. Consider and decide on disciplinary cases of students pertaining to academic matters in accordance with the university's regulation.

Article 150: Department Graduate Committee (DGC)

Each department running graduate studies shall have department Graduate Committee (DGC).

150.1. Membership

- 150.1.1. The members should have an academic rank of assistant professor and above.
- 150.1.2. The DGC shall be composed of:
 - 150.1.2.1. The department head who will act as the Chairperson
 - 150.1.2.2. At least two staff with an academic rank of assistant professor and above, but not exceeding five where possible to be elected by the program staff.
 - 150.1.2.3. In case the department head is not an assistant professor, he should serve as a secretary of the DGC and the Committee elects a chairperson among its member with academic rank of Assistant professor or above.
 - 150.1.2.4. Members shall serve for a term of three years. The member can serve for two terms.

150.2. Accountability

The DGC shall be accountable to School Graduate committee.

150.3. Duties and Responsibilities of DGCs

- 150.3.1. Develop the graduate program in the department,
- 150.3.2. Review and revise the program at least every three years whenever the need arises,
- 150.3.3. Supervise and coordinate all activities of the post graduate programs,
- 150.3.4. Review and approve examination papers and grades on the basis of guidelines provided by School Graduate Committee,
- 150.3.5. Prepare semester reports on its activities and submit the same to the SGC,
- 150.3.6. Screen applicants on the basis of criteria set by the SGC and forward listed of selected candidate to the SGC for approval,
- 150.3.7. Assign instructors to the courses and approve the appointment of part-time instructors,
- 150.3.8. Approve the students research topic and proposals of graduate students,

- 150.3.9. Assign a research advisor for each graduate student,
- 150.3.10. Assign members of examining board for thesis, dissertation and other qualifying examinations
- 150.3.11. Work with related CoE to attach PG students to conduct their research, and
- 150.3.12. Accomplish all other duties assigned by the SGC and the University ASC.

Article 151: Department Head

Each department shall have a head that shall be accountable to the Dean of the School. In case of SoHS, the unit coordinator shall play the role of department *head*.

151.1 Appointment

- 151.1.1 The nominees shall be full-time teaching staff members of the department /unit with the rank of Senior Lecturer and above who has served the department /unit at least a year.
- 151.1.2 Upon the recommendation of three nominees by the DAC, the Dean appoints the department head/unit Chair ; Or
- 151.1.3 The department head /Unit chair may be appointed by the Dean following open competition considering experience and performance evaluation result

151.2 Accountably:

The department head is accountable to the dean.

151.3 Terms of Office

The Term of department head/Unit chair shall be two years and he/she shall not serve for more than two consecutive terms. He/she should have an academic rank of at least a lecturer Professor and served the University at least for a year

151.4 Duties and Responsibilities

- 151.4.1 Directs the planning, implementation, and assessment of teaching-learning processes and research activities of the department /unit.
- 151.4.2 Promotes the enhancement of the quality and relevance of teaching and research in the department /unit.
- 151.4.3 Initiates proposals for deliberations by DAC on matters within the jurisdiction on the latter.
- 151.4.4 Follows up and executes the decisions and recommendations of the SMC and the DAC.
- 151.4.5 Seeks to provide opportunities for educational and professional development of the staff and students of the department /unit.

- 151.4.6 Follows up on the processing of appointments, promotions, salary increments and the benefits of the staff members of the department in accordance with the rules and regulations of the University.
- 151.4.7 Ensures the efficient running of the department.
- 151.4.8 Prepares or causes to be prepared plans, programs and budgets for the activities of the department /unit and closely supervises the implementation of approved plans, programs and budgets.
- 151.4.9 Creates conducive atmosphere for the expansion of academic and research efforts in the department /unit.
- 151.4.10 Prepares relevant information on the teaching, research and service capabilities of the department /unit and disseminates the same.
- 151.4.11 Assigns an academic advisor for each year students to help them in their education; and advisors for senior essays or projects and examiners for the same.
- 151.4.12 Supervises the proper use of resources within the department /unit.
- 151.4.13 Ensures that teaching staff members of the department /unit submit periodic reports on their teaching and research activities and, in consultation with the DAC, takes appropriate actions on issues raised in such reports.
- 151.4.14 Keeps records of activities of every staff member of the department /unit to serve as inputs for evaluation of staff members. Such records shall, include reports on research work, publications, conference papers and talks, status of works in progress during that year, public services and participation in University affairs.
- 151.4.15 Conducts performance evaluation of each staff member at the end of each Semester.
- 151.4.16 Ensures that students' evaluations and colleague reviews of staff members of the department /unit are properly conducted and the necessary reports are submitted to the dean as per procedures on these matters.
- 151.4.17 Keeps or ensures the keeping of proper academic records of students of the department.
- 151.4.18 Delegates his powers to another full-time academic staff member of the department /unit, where necessary.
- 151.4.19 Supervise the conduct and invigilation of examination.
- 151.4.20 Carries out other relevant tasks assigned to him by the dean.

PART VI
UNIVERSITY OFFICES
CHAPTER NINETEEN
OFFICES OF THE PRESIDENT

Article 152. The Office of the President

152.1 The President of the University shall be the chief executive officer of the university.

152.2 Without prejudice to the provisions of the Proclamation 650/2009, all administrative actions are answerable to him/her; the authority of final adjudication of administrative and academic decisions resides in the Office of the President.

152.3 Without prejudice to the provisions of the Proclamation 650/2009 and Council of Ministers Regulation No 210/2011, the president may issue a presidential order that directs and guides all administrative and academic matter of the university.

152.4 The President exercises the powers vested in him under the Proclamation 650/2009 and Council of Ministers Regulation No 210/2011.

152.5 The President shall propose to the board, the organizational structure of the university as well as offices under him.

152.6 Offices under president include (President Office, Legal Matters Office, Ethics and Anticorruption, Audit office, Gender office, Central Discipline committee, grievance committee, procurement endorsing committee, Advisors to the President)

Article 153. Vice President for Strategic Managing and International relations

There shall be Vice President for Strategic Managing and International relations who leads the institutional planning, Corporate Communication, Academic Standard and Quality Assurance, and Institutional transformation issues of the university.

153.1 Appointment:

Vice President for Strategic Managing and International relations shall be nominated by the President, and approved by the supervisory board. He/she should have an academic rank of at least Assistant Professor and served the University for at least a year.

153.2 Accountability:

Vice President for Strategic Managing and International relations is accountable to the president.

153.3 Terms of Office:

Vice President for Strategic Managing and International relations shall be four years. However, he can't serve for more than two terms consecutively.

153.4 Duties and responsibilities:

153.4.1 Vice Presidents of the university shall exercise the powers and duties provided in Council of Ministers' regulation No 210/2011, in addition to those entrusted to him under the Higher Education Proclamation.

153.4.2 Coordinates and leads the preparation of university's long term and short term strategic plans.

153.4.3 Coordinates and leads institutional transformation issues and various capacity building trainings.

153.4.4 Guides and facilitates conditions for effective communication for national and International relations, and the signing of different memorandum of understandings.

153.4.5 Prepares the annual budget plan, activity plan, good governance plan and leads issues related to University legislations and prepares quarterly and yearly reports of the University.

153.4.6 Supports the administrative council by presenting up to date information on university's performance and other statistical issues.

153.4.7 Assists the president in various domestic and international policy issues and performs other activities assigned to him by the President.

153.4.8 Coordinates and leads Academic Standard and Quality assurance issues and check institutional standard.

Article 154: Director for Strategic Planning and Budget

There shall be a Strategic Planning Office headed by a Director and assisted by a team leader and experts.

154.1 Appointment:

Director for Strategic Planning and Budget shall be nominated by the Vice President for Strategic Managing and International relations and appointed by the president, and should have an academic rank of at least Lecturer and served the School for at least a year.

154.2 Terms of Office:

Director for Strategic Planning and Budget serves for two years. However he cannot serve for more than two consecutive terms

154.3 Accountability:

The director is accountable to Vice President for Strategic Managing and International relations

154.4 Duties and Responsibilities

154.4.1 Initiate and design short term, medium term and long term plan of the university;

154.4.2 Support the Vice President for Strategic Managing and International relations by acquiring, compiling, analyzing, structuring, consolidating data from within and outside of ASTU which are relevant to the ongoing strategic planning and budget.

154.4.3 Analyze and develop strategic staff development, competitor analysis, based on federal government planning and international benchmarking; and

154.4.4 Accomplish other duties assigned to him by Vice President for Strategic Managing and International relations

Article 155: Director for Institutional Transformation and Reform

There shall be institutional transformation and reform Office headed by a Director and assisted by a team leader and experts.

155.1. Appointment:

Director for institutional transformation shall be nominated by the Vice President for Strategic Managing and International relations, appointed by the president. He should have an academic rank of at least Lecturer and served the university for at least a year.

155.2. Terms of Office:

Director for Strategic Planning serves for two years. However he cannot serve for more than two consecutive terms

155.3. Accountability:

The director is accountable to Vice President for Strategic Managing and International relations

155.4. Duties and Responsibilities

155.4.1 Initiate and design short term, medium term and long term institutional plan

155.4.2 Support the Vice President for Strategic Managing and International relations on institutional good governance and transformational issues.

155.4.3 Sets different working formats, follows up development army related issues

155.4.4 Sets institutional citizen charters and follows implementation.

155.4.5 Accomplish other duties assigned to him by Vice President for Strategic Managing and International relations.

Article 156: Academic Standard and Quality Assurance Office

The University shall have Academic Standard and Quality Assurance office headed by dean.

156.1 Appointment

The Academic Standard and Quality Assurance dean should have at least a rank of Assistant Professor with experience in relevant area who has served the University for at least a year.

The dean shall be nominated by the Vice President for Strategic Managing and International relations, appointed by the president. He should have an academic rank of at least assistant professor and served the university for at least a year.

156.2. Terms of Office

The Terms of the dean for Academic Standard and Quality Assurance shall be two. The dean cannot be elected or appointed for more than two consecutive terms.

156.3. Accountability

The dean for Academic Standard and Quality Assurance shall be accountable to the vice president for strategic managing and international relations.

156.4. Duties and Responsibilities

156.4.1 Monitors and assists Schools and Programs on matters concerning academic standards, quality and relevance as related to programs and modules, infrastructure and facilities, teaching and learning, assessment including invigilation and grading, provision of services, and students' academic performance.

156.4.2 Develop quality assurance policies and procedures in consultation with Quality Assurance and Relevance Council and submit the same for senate approval; and after approval continuously follow up its implementation,

156.4.3 Develop and devise appropriate systems and mechanisms for quality assurance,

156.4.4 Monitor and evaluate the implementation of the decisions of the ASQARC,

156.4.5 Initiate and act on academic program evaluations,

156.4.6 Proposes actions following external institutional quality audit and program evaluations,

156.4.7 Determine appropriate methods and procedures for obtaining comprehensive data on standards, quality as well as on the actions taken to enhance quality,

156.4.8 Develop ways and means for identifying good practices as well as methods by which it is disseminated,

- 156.4.9 Keep documents on standards and quality assurance procedures; quality assurance reports; institutional self-evaluations; minutes of meeting of the ASQARC, etc,
- 156.4.10 Collect feedback from stakeholders on standards and qualitative outcomes of the university,
- 156.4.11 Check and continuously follow up the fulfillment of institutional requirements at all levels of program accreditation,
- 156.4.12 Continuously follow up the implementation of MoST recommendations and/or suggestions, on educational quality issues.
- 156.4.13 Produce and disseminate materials on quality, program relevance and quality assurance,
- 156.4.14 Develop manuals or guidelines for assessing quality, and relevance of programs, courses and resources,
- 156.4.15 Coordinate institutional self-evaluation,
- 156.4.16 Develop instruments for the assessment of quality and program relevance,
- 156.4.17 Analyze the experience and knowledge gained from the administration of the rules pertaining to Grading and Academic Requirements to determine more effectively the causes of academic failures and thereby recommend steps for improving the existing conditions,
- 156.4.18 Advise the senate on the establishment of courses of instruction and curricula for the various Programs and on any requests for major changes, to the approved curricula,
- 156.4.19 Keep records of minor changes of curricula as and when reported by the SMC concerned; such as the substitution of one course for another related courses in an approved curriculum; the permanent transfer of a course from one year to another, change in the number of credits for approved courses, etc., as long as these changes do not interfere with the regulation regarding majors and minors, general education requirements, etc.

Article 157: Vice President for Academic Affairs

157.1. Appointment:

Vice President for academic affairs shall be nominated by the president, and approved by the supervisory board.

157.2. Terms of Office:

The terms of office of the vice president are for four years. However, he may serve for two consecutive terms.

157.3. Accountability:

Vice President for academic affairs is accountable to the president.

157.4. Duties and Responsibilities:

157.4.1. The vice president shall exercise the powers and duties provided in Council of Ministers' regulation No 210/2011, in addition to those entrusted to him under the Higher Education Proclamation.

157.4.2 The Vice President shall carry out such other activities which may be specifically entrusted to him by the Board, the President, or the Senate.

157.4.3 The Vice President may determine the organizational structure of his office subject to approval by the President.

Article 158: Director General for Academic Affairs

There shall be an Academic Affairs Office headed by the Director General and assisted by deans.

158.1 Appointment

The Director General for Academic Affairs shall be nominated by Vice President for Academic Affairs and finally appointed by the President. He/she should have an academic rank of at least Assistant Professor and served the University for at least a year.

158.2 Terms of Office

The terms of service for Director General for Academic Affairs shall be two years. However, he cannot serve more than two consecutive terms.

158.3 Accountability

The Director General for Academic Affairs shall be Accountable to the Vice President for Academic Affairs.

158.4 Duties and Responsibilities

158.4.1 advice, assist and support the Vice President for Academic Affairs on the matter of academic affairs of the university,

158.4.2 administer all aspects of academic activities of academic staff including cost budgeting,

158.4.3 counseling and social support, appraisal and suspension related to academic activities;

- 158.4.4 coordinate educational plan, operation and supervise all matters related to the revision and maintenance of curriculum in all Schools in accordance with the relevant rules and regulation of the university,
- 158.4.5 develop the course catalogue and periodically updates the catalogue following curriculum revisions,
- 158.4.6 follow up, supervise and ensure that the academic staff recruitment is in accordance with rule and regulations of the university,
- 158.4.7 Supervise, control and direct human resource management Program's personnel who is accountable to him and ensures the proper handling of the human resource management practice of the HRM Program with respect to academic staff,
- 158.4.8 In cooperation with Schools, assess the overall academic man power requirement of the university,
- 158.4.9 Handle scholarship matters of the academic staff in accordance with the existing rules and regulation,
- 158.4.10 Facilitate the development of criteria and guidelines about the administration of academic staff scholarship and ensures its implementation,
- 158.4.11 Maintain all needed information and statistics regarding academic affairs,
- 158.4.12 Supervise the implementation of quality assurance measures in academic activities,
- 158.4.13 Coordinate and monitor the delivery of intra-School programs and courses and
- 158.4.14 Carries out other relevant tasks assigned to him by the Vice President for Academic Affairs and the Senate.

Article 159. Dean for Academic Staff Affairs

159.1 Appointment

Dean for Academic Staff Affairs shall be appointed by Academic Vice President following open competition considering his experience, and performance evaluation result.

159.2 Terms of Office

The Dean for Academic Staff Affairs shall serves for two years. However, he cannot serve for more than two consecutive terms.

159.3 Accountability

The Dean for Academic Staff Affairs shall be Accountable to the Vice President for Academic Affairs.

Duties and Responsibilities ensures

- 159.3.1 Follows up and that the academic staff recruitment is in accordance with the rulers and regulation of the university;
- 159.3.2 Supervises, controls and directs the human resource management (HRM) unit personnel to ensure the proper handling of the academic staff files and data;
- 159.3.3 Coordinates and monitors short-term and long-term trainings which are prepared for the academic staff members in-house or outside the university;
- 159.3.4 Handles scholarship matters of the academic staff in accordance with the existing staff development guideline;
- 159.3.5 Advices and supports the Director General for Academic Affairs on matters of academic staff affairs of the university;
- 159.3.6 Check and Facilitate monthly salary payment of academic staffs, overloads, part time and other extra load payments;
- 159.3.7 Arrange academic staff members' promotion cases;
- 159.3.8 Facilitates new full-time and part time academic staff appointments for the schools and divisions;
- 159.3.9 Prepares administrative reviews and manages records on candidates eligible for review or leave;
- 159.3.10 coordinates appointments made to foreign national faculty ensuring compliance with government and visa requirements;
- 159.3.11 Serves as administrative liaison in Academic Staff Affairs Office and organizes appeals and grievance process;
- 159.3.12 Prepares projection plan for the recruitment of academic staff in rank based on the demands of the schools and divisions.
- 159.3.13 Coordinates induction activities for the newly employed academic staff members.
- 159.3.14 Accomplishes other relevant tasks assigned to him by the Director General for Academic Affairs and/or vice president for academic affairs.

Article 160. Associate Dean for Academic Staff Affairs

160.1 Appointment

Associate dean for Academic Staff Affairs shall be nominated by dean for academic staff affairs, and appointed by Vice President for Academic affairs.

160.2 Terms of Office

The Associate dean for Academic Staff Affairs shall serve for two years. However, he cannot serve for more than two consecutive terms.

160.3 Accountability

The associate dean for Academic Staff Affairs shall be accountable to the Dean for Academic staff Affairs.

160.4 Duties and Responsibilities

Set criteria for appointment, academic promotion, probation, renewal of tenure, resignation, retirement and termination of appointment for academic staff and academic and research assistants

160.4.1 Prepares guidelines for academic staff recruitment, contractual matters, training and development, with equal opportunities for all;

160.4.2 Examine and recommend promotions in rank, new employments and pass the same to dean for academic staff development

160.4.3 Design ways for retention of academic staff;

160.4.4 Propose guidelines for scholarship procedures, allocation of funds for scholarship and international and extension of study leave time

160.4.5 Receive and consider complaints regarding recruitment and promotion from academic staff and academic and research assistants.

160.4.6 Perform other assignments forwarded by the dean of academic staff development.

Article 161. Dean for Undergraduate program

161.1 Appointment

Dean for Undergraduate program shall be nominated by the Director General for Academic Affairs and appointed by the vice president for academic affairs. The Dean should have an academic rank of at least assistant professor and served the University for at least a year.

161.2 Terms of Office

The Dean for Undergraduate program shall serve for two years. However, he may be reappointed for the second term.

161.3 Accountability

The Dean for Undergraduate program shall be Accountable to the Vice President for Academic Affairs.

Duties and Responsibilities

Dean for Undergraduate Program shall have the following duties and responsibilities;

- 161.3.1 Collecting and compiling students' data from a variety of sources (e.g. schools, Pre-engineering program) with the coordination of students' admission and registration office;
- 161.3.2 Ensuring the proper maintenance of student records in the School in accordance with guidelines to be set by the Office of the Students Admission and Registrar.
- 161.3.3 Planning the activities and budget for UG program and execute the plan.
- 161.3.4 Directing and monitoring the teaching learning process in the schools/programs
- 161.3.5 Supervising and reporting class delivery of UG program based on the reporting forwarded from Schools;
- 161.3.6 Compiling report coming from schools in connection with class delivery;
- 161.3.7 Making periodic review and improvement of curricula and recommending changes and
- 161.3.8 facilitating matters required for the design and revision of curriculum for new programs;
- 161.3.9 Developing the course catalogue and periodically updates the catalogue following curriculum revisions;
- 161.3.10 Ensuring and overseeing the proper conduct of examinations and undertaking all activities related to examination and evaluation of undergraduate students in the Schools;
- 161.3.11 Promoting and coordinating inter School course delivery;
- 161.3.12 Investigating the problem of teaching learning process of UG program and forward the possible solution to the problem;
- 161.3.13 Monitoring proper implementation of quality teaching in each school/department through supervision;
- 161.3.14 Preparing guideline on academic issue to increase students' and instructors' awareness on the same issues;
- 161.3.15 Facilitating local and international internship for UG students according to the requests which come from schools;
- 161.3.16 Planning and executing scheme and department that promote academic excellence and welfare of both staff and the students;
- 161.3.17 Facilitating and Coordinating the formulation of criteria for admission of students to the Schools and departments.

161.3.18 Perform additional duties assigned by general director for academic affairs and VPA.

Article 162. Associate dean for undergraduate programs

162.1 Appointment

There shall be an Associate Dean for undergraduate program with an academic rank of senior lecturer and above who has served the University for at least a year. The Associate Dean for undergraduate program shall be nominated by the undergraduate dean, and appointed by the Vice President for Academic affairs. .

162.2. Term of Office

The term of office of Associate Dean for undergraduate program shall be two years. However, the Associate Dean for undergraduate program shall not serve for more than two terms.

162.3. Accountability

The Associate Dean for Undergraduate program shall be accountable to the undergraduate program Dean.

162.4. Duties and Responsibilities:

162.4.1 Work collaboratively with the Dean in developing and implementing undergraduate activity and budget Plan.

161.4.2 Work collaboratively with the Dean and other office in collecting and compiling students' data from a variety of sources with the coordination of students' admission and registration office.

162.4.3 To work with undergraduate students and their representatives to build and develop student engagement and the student experience.

162.4.4 Work collaboratively with the Deans and program Chairs in directing and monitoring the teaching learning process to foster teaching excellence.

162.4.5 Work collaboratively with Dean and Department Chairs and Curriculum Committees in curriculum planning for new degree programs, new courses, changes in existing courses and programs and program reviews.

162.4.6 Work collaboratively with Deans, chairs and other staffs in monitoring, coordinating and facilitating workloads, course schedules, class delivery, administration of examinations and other teaching learning activities.

162.4.7 Work collaboratively with the deans, chairs and other staffs in the development of course catalogue and period review of the catalogue.

- 162.4.8 Work collaboratively with Deans, chairs and other staffs in monitoring, coordinating and facilitating inter-school course delivery, local and international internships, and student industrial and related visits;
- 162.4.9 Ensures that undergraduate learning and teaching activities of the schools are undertaken in accordance with the university legislation and developed guidelines and procedures
- 162.4.10 Work collaboratively with Deans, chairs and other staffs in the preparations of guidelines in improving operational efficiencies of the aforementioned academic activities.
- 162.4.11 work collaboratively with the existing offices to collaborate with universities to discuss best practices in undergraduate teaching, advising, a learning challenges, and so on
- 162.4.12 Perform any other activities assigned by the Dean of Undergraduate program.

Article 163: Dean for Postgraduate Studies

163.1 Appointment

Dean for postgraduate program shall be nominated by the Director General for Academic Affairs and appointed by the vice president for academic affairs. The Dean for Graduate Studies should have an academic rank of at least assistant professor and served the University for at least a year.

163.2. Terms of Office

The Terms of Office of Dean of the graduate studies shall be two years. However, the Dean of Graduate studies cannot serve for more than two consecutive terms.

163.3 Accountability

The Dean of the GS shall be Accountable to the Vice President for Academic Affairs.

163.4 Duties and Responsibilities

Dean of the graduate studies shall:

- 163.4.1 presents the annual budget of the office to the Director General for Academic Affairs
- 163.4.2 ensures effective implementation of the policies laid down by the Senate for the proper administration of graduate programs, and the welfare of students.
- 163.4.3 takes appropriate actions in consultation with the respective SGCs on recommendations with regard to departments, candidates or other academic matters.
- 163.4.4 submits to the bi-annual report and make any recommendations thereof to the Senate and other appropriate bodies of the University.

163.4.5 makes recommendations for the strengthening and development of existing programs or for commencement of new ones and carry out any other task that fosters the development of graduate studies in the University.

163.4.6 Studies and recommends the initiation of inter-disciplinary and multi-disciplinary post graduate programs and

163.4.7 Performs such other duties as may be assigned by Director General for Academic Affairs, the Senate, and the Academic Vice President for Academic Affairs.(Dean for Academic staff Affairs)

Article 164. Associate dean for postgraduate programs

164.1 Appointment:

There shall be an Associate Dean for postgraduate program with an academic rank of senior lecturer and above who has served the University for at least a year. The Associate Dean shall be nominated by the postgraduate dean, and appointed by the Vice President for Academic affairs.

164.2 Term of Office:

The term of office of Associate Dean for postgraduate program shall be two years. However, the Associate Dean for postgraduate program shall not serve for more than two terms.

164.3 Accountability

The Associate Dean for postgraduate program shall be accountable to the postgraduate program Dean.

164.4 Duties and Responsibilities:

164.4.1 Supervises all activities of the PG programs across the schools;

164.4.2 Coordinates announcement, entrance examinations and screening of candidates for graduate studies across schools;

164.4.3 Follows up and monitors proposal & thesis/dissertation defense at program and school levels;

164.4.4 Identify all academic problems related to graduate studies and makes follow up for corrective measures at university level;

164.4.5 Develops guidelines governing graduate program along with schools as required;

164.4.6 Supervises graduate programs course offerings and progresses of thesis and dissertation of graduate students across schools;

- 164.4.7 Organizes report and submits to OPS Dean on issues pertaining to postgraduate programs on quarterly basis;
- 164.4.8 Undertakes periodic evaluation and assessment of graduate programs across schools in collaboration with office of Academic Standards and Quality Assurance;
- 164.4.9 Supervises the uniform implementation of the rules governing the assignment/appointment of advisors and Examination across schools;
- 164.4.10 Organizes the enrolment data of graduate lists and the academic staff profile conducting postgraduate programs.

Article 165: Vice President for Research and Technology Transfer

165.1. Appointment:

Vice President for research and technology transfer shall be nominated by the president and approved by the supervisory board.

165.2. Terms of Office:

The term of office of the vice president is for four years. However, he may serve for two consecutive terms.

165.3. Accountability:

Vice President for research and technology transfer (VPRTT) is accountable to the president.

165.4. Duties and Responsibilities:

165.4.1 The VPRTT shall exercise the powers and duties provided in Council of Ministers' regulation No 210/2011, in addition to those entrusted to him under the Higher Education Proclamation.

165.4.2 The VPRTT shall carry out such other activities which may be specifically entrusted to him by the Board, the President, or the Senate.

165.4.3 . The VPRTT may determine the organizational structure of his office subject to approval by the President.

Article 166. Centers of Excellence

166.1. General Provisions on Centers of Excellence (CoE)

Adama Science and Technology University (ASTU) shall have various Centers of Excellence that focus on the emerging technologies. The centers are aimed at addressing the missions vested in them as a model science and technology initiatives according to the development program of

the country. Therefore, the main mission of CoEs is research and development of high tech required for the industrialization of Ethiopia. CoEs shall also support the PG programs of ASTU through their R&D activities in cooperation with related Schools (department) but shall not have PG programs by itself.

166.2. The University shall have the following centers of excellence as decided by the Board.

- Space Technology Institute (STI)
- Institute of Pharmaceutical Science (IPS)
- Institute for Water Resource and Irrigation Engineering
- Center for Advanced Material Science and Engineering
- Center for Transportation and Vehicle Engineering (CTVE)
- Center for Advanced Manufacturing Engineering
- Center for Electrical power, control and communication engineering
- Center for Urban Housing Construction and Development

166.3. Directors Council

166.3.1. Membership and Chairperson

Without prejudice to the power of the CoE Director General to include other pertinent officers, CoE Deputy Director General, CoE Directors, and other key officers in charge of CoE shall constitute the members of the Directors Council.

166.3.2 The DG shall chair the meetings of the Directors Council.

166.3.3 Responsibilities and Accountability:

166.3.3.1 The Directors Council shall advise the CoE Director General on strategic issues and on other cases that the CoE Director General believes require collective examination.

166.3.3.2 It shall also serve as a forum for monitoring and controlling, coordination, and evaluation of overall CoE operations.

166.3.3.3 The Directors Council shall be accountable to the VPRTT.

166.3.3.4 The Directors Council shall meet regularly at least every two weeks and at the time that shall be determined by the CoE Director General.

166.3.3.5 The CoE Deputy Director General shall serve as a secretary to take minutes of the meetings of the Directors Council.

166.3.3.6 CoE Scientific Advisory Committee shall be established which can encompass scientist within and outside of ASTU.

Article 167. Director General for Centers of Excellence

167.1 Appointment:

Director General for Centers of Excellence shall be nominated by VPRTT, and appointed by the president. The Director General for Centers of Excellence should have an academic rank of at least Associate Professor and served the University for at least a year.

167.2 Terms of Office:

The term of office of the Director General for Centers of Excellence is for three years. However, he/she may serve for two consecutive terms.

167.3 Accountability:

The Director General for Center of excellence is accountable to the VPRTT.

167.4 Duties and Responsibilities:

167.4.1 Coordinates and represents all Centers of Excellence;

167.4.2 oversees and advises for the establishments, operations, and R&D of CoEs.

167.4.3 draws supports and cooperation from domestic and foreign institutes in the all CoE levels.

167.4.4 develops a guideline for the standardization of the CoE operation and research activities in all CoEs.

167.4.5 facilitates the works needed in the all CoE perspective.

167.4.6 may determine the organizational structure of his/ her office subject to approval by the President.

167.4.7 carry out such other activities which may be specifically entrusted to him by the President and VPRTT.

Article 168: Deputy Director General for Centers of Excellence

168.1 Appointment:

Deputy Director General for Centers of Excellence shall be nominated by DG, and appointed by VPRTT. He/she should have an academic rank of at least Assistant Professor and served the University for at least a year.

168.2 The term of office:

The term of office for the Deputy Director of Center of Excellence shall be two years. However, he/she may serve for two consecutive terms.

168.3 Accountability:

Deputy Director General for Centers of Excellence is accountable to the Director General for CoE.

168.4. Duties and Responsibilities:

168.4.1 Work in collaboration with Director General for the smooth functioning of all CoEs.

168.4.2 Look after day to day activities at the Director General office.

168.4.3 Collect, organize and prepare all the official reports coming from each CoEs.

168.4.4 Follow up, supervise and ensure that the research staff recruitment is in accordance with the rule and regulations of the CoEs.

168.4.5 Facilitate the preparation of guidelines about the administration of research staff, scholarship, and other issues related to CoE and ensures its implementation.

168.4.6 Accomplishes other relevant tasks assigned to him by the Director General for CoE and/or VPRTT or the President.

Article 169. Offices of Centers of Excellence

169.1. The office of each Center of Excellence shall perform the following activities:

169.1.1. The office of each Center of Excellence shall deal with all activities related to science and technology development, technical support, advise services for industries and education and training support of the research staff in line with the direction of the university.

169.1.2. In its operation, each CoE shall be considered, in principle, as the level of School unless otherwise specified.

169.1.3. For its maximum efficiency and successful operation each CoE shall have autonomy as much as possible.

169.1.4. Since the main task of each CoE is to perform the R&D, it should be managed like research institute than the university school.

169.1.5. Each CoE shall establish their own CoE Managing Council. Members of CoE Managing Council shall include all the position holders of CoE with the additional necessary members.

Article 170. CoE Managing Council

170.1. Membership and Chairperson

170.1.1. Without prejudice to the power of the CoE Director to include other pertinent officers, the CoE Director, CoE Deputy Directors, Research Division Heads, and other key officers in charge of CoE shall constitute the members of the Managing Council for each CoE.

170.1.2. The CoE Director shall chair the meetings of the Managing Council for each CoE.

170.1.3. The CoE Deputy Director shall serve as secretary of the Managing Council for each CoE.

170.2. Responsibilities and Accountability:

170.2.1 The Managing Council for CoE shall advise the CoE Director on strategic issues and on other cases that the CoE Director believes it require collective examination.

170.2.2 Managing Council shall also serve as a forum for monitoring, coordination, and evaluation of CoE operations.

170.2.3 The Managing Council for each CoE shall be accountable to the CoE Director General.

170.2.2 Detail duties and responsibilities of CoE managing council shall be prepared on the guideline of CoE.

Article 171. Director for Center of Excellence

171.1. Appointment:

The President shall appoint the Director of Center of Excellence following open competition, interview results considering his/her proposal with his/her career including management philosophy, experience, skill and knowledge of the relevant scientific and technological disciplines; and should have an academic rank of at least Assistant Professor and served the University for at least a year.

171. 2. Terms of Office:

The term of office for the Director of Center of Excellence shall be two years. However, he/she may serve for two consecutive terms.

171. 3. Accountability:

The Director for Centers of Excellence is accountable to the Director General for Centers of Excellence; and shall have equal status to that of school deans.

171.4. Duties and Responsibilities

171.4.1 The Director is the Chief Executive Office for the respective CoE and make final decision on the internal CoE issues in consultation with the CoE Managing Council.

170.4.2 Shall set strategies for CoE and develop short, medium and long term plan for the center operation, growth and development.

170.4.3 Plans and execute the activities and duties of the center in collaboration with his/her staff members. Also monitor the progress towards achieving the objectives and plans.

170.4.4 Recruit research staffs in collaboration with Director General or Deputy Director General and provide support & guidance for researchers and staffs in the center, as well as manage the benefits of CoE members.

170.4.5 Ensure the establishment of the required lab equipment or instruments, and facilities with his/her staffs.

170.4.6 Promote his/her Center image to the public for its mission and activities in state, regional and national forums.

170.4.7 Prepare and submit his/her center activity plan and budget; review financial reports and facilitate the external funding interactions between Center and the financial granting organizations and sponsored research.

170.4.8 Secure budget for the sustainable success for his/her CoE.

170.4.9 Plan and execute for the establishment of infrastructure of CoE according to the approved proposal.

170.4.10 Determine the organizational structure of his/her CoE subject to approval by the Director General or VPRTT and/or the President.

- 170.4.11 Plan and execute the proposed training and education program for CoE research staffs.
- 170.4.12 Create good relationship between CoE and Schools for PG students, teaching and research staffs for teaching and collaborative research activities.
- 170.4.13 Prepare guidelines on CoE issues like those mentioned above and others to facilitate for the ease accomplishment of activities in CoE or benefits for his/her staff member.
- 170.4.14 Report the achievements and challenges of the CoE.
- 170.4.15 Plan and recruit staffs according to the proposal of CoE.
- 170.4.16 Carry out such other activities which may be specifically entrusted to him by the Director General or the VPRTT or the President

Article 172. Deputy Director

172.1. Appointment:

The VPRTT shall appoint the Deputy Director of CoE following open competition, interview results considering his/her experience, skill and knowledge of the relevant scientific and technological disciplines; and should have an academic rank of at least Assistant Professor and served the University for at least a year. The Deputy Director shall have equal status to that of school associate deans.

172.2. Terms of Office

The term of office for the Deputy Director of CoE shall be two years. However, he/she may serve for two consecutive terms.

172.3. Accountability:

The Deputy Director of CoE is accountable to the Director for CoE;

172.4. Duties and Responsibilities:

172.4.1 Co-ordinate with CoE Director for the smooth functioning of CoE

172.4.2 supervise day to day activities of CoE.

172.4.3 Collect reports from research divisions, administration division, strategic planning and management; and organize and prepare all the official reports for CoE.

172.4.4 Co-ordinate the preparation of CoE activity plans and budgets in collaboration with research team leaders.

172.4.5 Accomplishes other relevant tasks assigned to him by the CoE Director or Director General and/or VPRTT.

Article 173. Research Team head

173.1. Appointment:

The research team head shall be nominated by Director of CoE, and appointed by the Director General. The research team head shall be nominated based on the specialization area considering his/her experience, skill and knowledge of the relevant scientific disciplines for the target research team. He/she should have an academic rank of at least Senior Researcher and served the University for at least a year.

173.2. Terms of Office:

The term of office for the research team head of CoE shall be two years. However, he/she may serve for two consecutive terms.

173.3. Accountability:

The research team head is accountable to the CoE Director and has equal status to that of school department head.

173.4. Duties and Responsibilities:

173.4.1. Research Team head should technically lead the research task of the respective team and responsible for the operation of the team.

173.4.2 Provide the team with a vision of the project objectives and assign and distribute the research job of the team to the all team member.

173.4.3 Recruiting and facilitating the assignment of individuals to projects.

173.4.4 Promotes the enhancement of the quality and relevance of the projects in the team as well as provide opportunities for educational and professional development of the staff in the team.

173.4.5 Creates conducive atmosphere for the expansion of research & development efforts in the division.

173.4.6 Create an environment oriented to trust, open communication, creative thinking, and cohesive team effort as well as team consensus and win-win agreements.

173.4.7 Motivate and inspire team members and recognize the accomplishment of the team member.

- 173.4.8 Coordinate team members to develop research project proposals to secure fund for his/her research team.
- 173.4.9 Lead by setting a good example (role model) – behavior consistent with words.
- 173.4.10 Coach and help team members; help resolve dysfunctional behavior.
- 173.4.11 Facilitate problem solving and collaboration and rendering the consultant services.
- 173.4.12 Publishing and disseminating the output of the research activities.
- 173.4.13 Coordinating the involvement of the PG students in research activities.
- 173.4.14 Accomplishes other relevant tasks assigned to him by the Deputy Director.

Article 174. Recruitment and promotion of Research staff and Research Assistant for CoE

Recruitment and promotion of Research staff and Research Assistant for CoE shall be subjected to general guidelines set forth by the university.

Article 175. Teaching load for academic research staffs

A research staff shall take teaching class for not more than three hours per week unless gets approval both from the relevant school and CoE top management (Director and Director General).

Article 176: Research Affairs

176.1. General provision on research Affairs

176.1.1 The university shall have an office of Research Affairs which is supervised by VPRTT who is responsible for the development, improvement, and administration of research.

176.1.2 Research Affairs is responsible for the institutional approval of School/ Division grant research proposals and contracts relating to sponsored research, administration of research regulatory and intellectual property services.

176.2: Policy Premises on Research

176.2.1 Academic staffs in teaching faculties are expected to devote 25% of their time to research. Whereas, staff of research institutes are expected to devote at least 75% of their time to research as provided in this legislation.

176.2.2 Ways and means for the dissemination of the research findings through publication of books and periodicals, presentation of occasional papers and participation in and conduct of seminars, symposia and workshops shall always be sought.

176.2.3 The linkage between the research units in the University and the teaching units needs to be strengthened through active research undertaking of personnel as well as collaboration on joint research and teaching activities.

176.3: Research priorities

176.3.1. The university shall identify research priority areas subjected to revision when need arises.

176.3.2. Research priority areas identified shall be approved by Senate Standing Committee and Senate, respectively.

176.3.3. Research priority setting shall be the responsibility of Research Affairs office, each School/Division, each department/unit/centers.

176.3.4. In determining research priorities, the following shall take into account:

- Needs and priorities of the country;
- Missions and objectives of the university;
- Missions and objectives of the School/Division
- Missions and objectives of the department/unit/centers
- Magnitude of existing or future problem

176.4: Procedures for Initiating and Conducting Research

176.4.1 Research proposal initiation shall be set based on the research thematic and priority areas of the university;

176.4.2 Research Grant is handled as per Research Guidelines and procedures developed by research affairs office;

176.4.3 The external research grant the university gets shall go first to its own staff. However, collaborative research proposals can be initiated with staff from other universities, research centers, research institutions, and industries. In this case, the Principal Investigator shall be from ASTU staff;

176.4.4 Group proposal initiation is appreciated and can be from the same or different fields of study and from the same university or from different universities;

176.4.5 In the events where proposals to be funded externally are initiated, the guidelines for preparing such proposals shall be in line with the formats of the funding agency, if

available. If not, ASTU research guidelines and the format for proposal writing shall be used.

176.5: Research funding policies

Research funding supervision, controlling, regulation, and directing shall be governed as per Research guidelines and procedures.

176.6: Management and Administration of Research activities

176.6.1 The overall administration of research in the University is vested in the Office of the Research Affairs.

176.6.2 The Office for Research project management, publication and documentation, Deans, institute directors and Program Chairs/Section Coordinator shall have the responsibility to implement the guidelines to be issued by the Senate.

176.6.3 Researchers whose proposals have been approved and funded shall submit periodic reports to program Chairs/Section coordinator, Deans/Directors, and the Dean of the Research Affairs and Research project management officer in accordance with guidelines set.

176.6.4 All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the VPRTT and/or Dean of the Research Affairs office.

176.6.5 The financial administration of research funds shall be governed by the existing financial policy and procedure of the University and such other relevant guidelines as may be issued by the Research Affairs office and VPRTT and approved by the senate.

176.7: Procedure for publication on ASTU and other journals

176.7.1. An investigator who has completed his/her research project is encouraged to publish his/her work in a local and/or international journal

176.7.2. Publication Procedures on ASTU Journal (EJSSD) shall be treated as per research guidelines and procedures;

176.7.3. Researchers whose projects have been funded by ASTU and who have completed their research project are also encouraged to publish their work in other journals than EJSSD. Publication procedures for such case shall be handled as per Research guideline and procedures;

- 176.7.4. There shall be set rules for reputability of professional journals published and/or sponsored by the University or any one of its constituent units is to ensure that the journals maintain high levels of professional credibility and meet a minimum set of scholarly standards.
- 176.7.5. The reputability of professional journals published under the auspices of the university shall be established by the Senate upon recommendation by the RPC. To this end, the Senate shall issue regulations on the basis of which the reputability of journals is to be established.
- 176.7.6. The reputability of journals published outside the University shall be established by the relevant departments in the University having regard to guidelines to be issued by the Senate RPC.
- 176.7.7. The RPC shall, from time to time, review adherence by internal journals to the established criteria and make appropriate recommendations to the Senate on their status and reputability. Reviews under this Sub-Article shall be conducted at least once every three years.

176.8: Proprietary Rights on Research Findings and Research Property

- 176.8.1. Without prejudice to the relevant provisions of Federal and/or State Laws and unless otherwise expressly provided under individual research agreements, the University shall have proprietary rights on research findings and/or products developed as per the relevant provisions of this Legislation.
- 175.8.2. The copy right and/or ownership right should be addressed based on the Ethiopian copyright rules.

Article 177: Organization of Office of Research Affairs

There shall be an Office of Research Affairs that is led by a Dean who is autonomous to expend the funds of his department in such a fashion as to comply with the general requirements of the granting agency and of the University.

Article 178. Dean for Research Affairs

178.1. Appointment

The Dean shall be nominated by VPRTT and appointed by the President. The Dean should have an academic rank of Assistant Professor and above who has served the university at least for a year.

178. Term of Office

The Research Affairs Dean shall serve for two years. However, he/she may serve for the second term based on his/her performance.

178.3. Accountability

Dean for Research Affairs shall be accountable to the Vice president for Research and Technology Transfer.

178.4. Duties and Responsibilities

178.4.1. Direct the research and administration of the office towards the fulfillment of its stated objectives.

178.4.2. Implement the recommendations of the supervisory Board in consultation with the president or the VPRTT.

178.4.3. Search for sources of external research funds and sign support agreements as per the guidelines of the institute.

178.4.4. Establish and formulate the administrative and research responsibilities of the Office.

178.4.5. In collaboration with the stake holders identify research needs, determine research priorities and research projects.

178.4.6. Determine the need, desirability and feasibility for creating functional units within the framework of the department.

178.4.7. Prepare the annual budget and submit it to concerned body of the University.

178.4.7.8. Carry out other relevant tasks assigned by the VRTT.

Article 179: Associate dean for research project management

179.1 Appointment

The Associate Dean for Research Projects Management shall be nominated by Dean for Research Affairs and appointed by VPRTT. He/she should have at least an academic rank of lecturer and served the university at least for a year.

179.2. Term of Office

The Associate Dean for Research Project Management shall serve for two years. Based on his/ her performance he/she may be appointed for the second term.

179.3. Accountability

The Associate Dean for Research Project Management shall be accountable to the Dean of Research Affairs.

179.4 Duties and Responsibilities

- 179.4.1** Reviewing of research project proposals at office level.
- 179.4.2** Facilitating release of research fund for new and on-going research projects.
- 179.4.3** Preparing and signing of agreement for accepted research projects.
- 179.4.4** Follow up of on-going research projects.
- 179.4.5** Facilitating of liquidation of finance related to research projects.
- 179.4.6** Facilitating review of completed and on-going research projects.
- 179.4.7** Keeping records of on-going and completed research projects.
- 179.4.8** Undertake other duties assigned by the Dean of Research Affairs and VPRTT

Article 180: Associate dean for publication and documentation

180.1. Appointment

The Associate Dean for publication and documentation shall be nominated by Dean for Research Affairs and appointed by VPRTT. He/she should have at least an academic rank of assistant professor and served the university at least for a year.

180.2. Term of Office

The Associate Dean for publication and documentation shall serve for two years. Based on his/ her performance he/she may be appointed for the second term.

180.3. Accountability

The Associate Dean for publication and documentation shall be accountable to the Dean of Research Affairs.

180.4. Duties and Responsibilities

- 180.4.1. Serve as a liaison between authors and editors of the University's journals.
- 180.4.2. Coordinate the planning and development of different publications that address priority issues of the University.
- 180.4.3. Design, edit and manage a series of publications such as journal articles, reports, and newsletters concerned with ASTU's research, technology transfer and community service undertakings.
- 180.4.4. Assure the quality of the University's publications both in terms of content and format.
- 180.4.5. Contribute to the organization of conferences, seminars, and meetings pertaining to research.
- 180.4.6. Coordinate the publication of conference proceedings.

- 180.4.7. Facilitate the University's research and the dissemination of research outputs; and
- 180.4.8. Trace and document ASTU staff publication records
- 180.4.9. Communicate with the international publishers to improve the reputability of ASTU journal

Article 181: Research Park and Technology Transfer

General Provisions on University Research Park and Technology Transfer

- 181.1. University Research Park and Technology Transfer shall mean all activities related to University-Industry Linkage, on research work, and consultancy service. It includes any form of professional, technical and other related services rendered through an appropriate University channel by a staff member of the University to any organization or individual outside the university.
- 181.2. The types of services include research, transfer of new technology/knowledge, capacity building, material support and/or any other services of a professional nature to the industries and the community.
- 181.3. The office of Research Park and Technology Transfer is headed by Dean for Research Park and Technology Transfer with a rank of assistant professor and above.
- 181.4. A person who shall be assigned as the Dean for Research Park and Technology Transfer should serve the university for at least two years and he/she is accountable to the VPRTT.

Article 182: Policy Premises of Research Park and Technology Transfer

- 182.1. Academic staffs in teaching and research faculties are expected to devote their time to undertake community service, research work, and consultancy and technology transfer activities.
- 182.2. Ways and means for the dissemination of the technology transfer and community service project outputs through publication of books and periodicals, presentation of occasional papers and participation in and conduct of seminars, symposia and workshops shall always be sought.
- 182.3. The linkage between the technology transfer, consultancy, research work and community service units in the University and the teaching units needs to be strengthened through active community service and technology transfer undertaking of personnel as well as collaboration on joint community service activities.

Article 183: Research Park and Technology Transfer Priorities

- 183.1 Research Park and Technology Transfer priorities are set based on the following

guidelines. The office for Research Park and Technology Transfer in consultation with the concerned stakeholders shall prepare the priority areas.

183.2 The needs and priorities of the country,

183.3 The need of the local community and the industries,

183.4 The missions and objectives of the University, and

183.5 The magnitude of the problem (Present/future).

183.6 The Research Park and Technology Transfer shall approve the technology transfer, research work, consultancy and community service priority areas and submit to the university Senate for final approval.

Article 184: Procedures for Initiating and Conducting Research Park and Technology Transfer

184.1. A technology transfer, research work, consultancy or community service proposal of an academic staff for which internal or external funding is sought shall be submitted to the office of Research Park and Technology Transfer through respective school for review by the stakeholders.

184.2. Where funds are sought from sources internal to the University, proposals deemed accepted by the office of Research Park and Technology Transfer in consultation with the stockholders shall be forwarded to the Research and Technology Transfer Committee (RTTSC) for approval subject to availability of funds.

184.3. The RTTSC reserves the right to have proposals reviewed by independent professional associations if there need be.

184.4. Where funds are sought from sources external to the university, the proposals deemed accepted by the office of Research Park and Technology Transfer shall be reviewed and approved by the RTTSC and registered at Adama Science and Technology University, Office of Research Park and Technology Transfer.

184.5. The process of the community service or technology transfer proposal submission, reviewing, acceptance and funding shall be done following the guideline and procedures set by the office of Research Park and Technology Transfer and approved by Senate.

184.6. Technology Transfer or Community Service proposals to be submitted to the respective Schools shall be processed by the School's managing council as per the Research Park and Technology Transfer guideline developed by the office of the University.

184.7. The modalities of initiation, review, endorsement and approval of Technology Transfer and/or Community Service proposals at the various levels shall be issued in the format of

guidelines set by the office of Research Park and Technology Transfer.

Article 185: Administration of Research Park and Technology Transfer projects

- 185.1. The overall administration of Research Park and Technology Transfer projects in the University shall be the mandate of the Office of the Research Park and Technology Transfer.
- 185.2. The Office for Research Park and Technology Transfer, school/division and programs shall have the responsibility to implement the guidelines to be issued by the Senate.
- 185.3. Technology transfer or community service project owners whose proposals have been approved and funded shall submit periodic reports to their respective program, school/division, and to the Office of Research Park and Technology Transfer in accordance with guidelines set by the Office of Research Park and Technology Transfer.
- 185.4. All reports by technology transfer or community service project owners to be submitted to external funding bodies shall obtain the prior endorsement of the Dean for Research Park and Technology Transfer.
- 185.5. The financial administration of technology transfer and community service funds shall be governed by the existing financial policy and procedure of the University and such other relevant and approved guidelines may be issued by the VPRTT.

Article 186: Proprietary and Intellectual Rights on Technology Transfer or Community Services

- 186.1. Without prejudice to the relevant provisions of Federal and/or State Laws and unless otherwise expressly provided under individual community service and technology transfer agreements, the University shall have proprietary rights on community service and technology transfer outputs and/or products developed as per the relevant provisions of this Legislation.
- 186.2. The rights of the researcher/inventor and details shall be discussed in the IPR of the University.
- 186.3. Unless otherwise expressly specified in individual technology transfer or community service agreements, all materials, equipment, supplies and vehicles purchased from sources originating in technology transfer and community service agreements shall be utilized exclusively for the execution of the agreement and shall thereafter remain the University's property.
- 186.4. The respective rights on the direct and indirect intellectual products/services obtained as a result of the technology transfer or community service rendered shall be set out in the

framework of the contract or IPR policy.

Article 187: Organization of the office of Research Park and Technology Transfer

The office of Research Park and Technology Transfer shall constitute:

187.1. The Office of Industry-university linkage and consultancy service

187.2. The Office of Community Service and Technology Transfer

Article 188: Dean for Research Park and Technology Transfer

188.1. Appointment

The Dean shall be nominated by VPRTT, and appointed by the president. He/she should have an academic rank of assistant professor and above and who has serviced the university for at least one year

188.2. Term of Office

The Dean for Research Park and Technology Transfer shall serve for two years. However, he/she may serve for the second term.

188.3. Accountability

The dean is accountable to VPRTT.

188.4. Duties and Responsibilities

188.4.1. Direct the Office of Research Park and Technology Transfer and administration of the office towards the fulfillment of its stated objectives.

188.4.2. Search for sources of external funds for technology transfer, research work, consultancy service and community services and sign support agreements as per the guideline of the university.

188.4.3. Establish and formulate the administrative responsibilities of the Offices of Research Park and Technology Transfer.

188.4.4. Identify the problems, needs and set community service and technology transfer priorities in collaboration with the stakeholders (the local community and industries).

188.4.5. Develop technology transfer, research work, consultancy and community service priority areas and working guidelines,

188.4.6. Initiate collaborative project works between the industries and the local community and the university related to technology transfer, consultancy and community service issues.

- 188.4.7. Coordinate all activities related to technology transfer, consultancy and community service activities of the university.
- 188.4.8. Execute technology transfer, consultancy and community service activities.
- 188.4.9. Keep records of technology transfer, consultancy and community service rendered to the local community and industries by the university.
- 188.4.10. Disseminate technology transfer, consultancy and community service outputs and organize supporting events.
- 188.4.11. Develop short, medium, and long term plan for Office of Research Park and Technology Transfer.
- 188.4.12. Make regular follow-up and monitoring of technology transfer, consultancy and community service activities.
- 188.4.13. Create conducive environment for the technology transfer, consultancy and community service activities.
- 188.4.14. Prepare annual budget of the office and submit it to concerned body of the University.
- 188.4.15. Authorize payments as per the terms and conditions of the contract agreement.
- 188.4.16. Carry out other relevant tasks assigned by the VPRTT and the Senate

Article 189: Fiscal Power

The Office of Research Park and Technology Transfer is an integral part of the University, the University has the ultimate responsibility for the management of internal and external grants and funds, including custody of all departments' funds and final accountability thereto. However, it is recognized that a Dean of Research Park and Technology Transfer office is autonomous to expend the funds of his office in such a fashion as to comply with the general requirements of the granting agency and of the University.

Article 190: Associate Dean for Industry-university linkage and consultancy service

190.1. Appointment

The Associate Dean for Industry-university linkage and consultancy service shall be nominated by the dean for Research Park and Technology Transfer, and appointed by the VPRTT. He/she should have an academic rank of lecturer and above; and who has serviced the university for at least a year.

190.2. Terms of Office

The Associate Dean for Industry-university linkage and consultancy service shall serve for

two years. However, he/she may serve for a maximum of second term.

190.3. Accountability:

The associate dean is accountable to the Dean for Research Park and Technology Transfer.

190.4. Duties and Responsibilities

- 190.4.1. Plan, organize and lead the office Industry-university linkage and consultancy service,
- 190.4.2 Coordinates Industry-University collaboration for research work and Technological consultation
- 190.4.2. Identifies industry problems by forming team from appropriate schools
- 190.4.3. Prepares and Facilitates the signing of MoU with Industries and Institutions
- 190.4.4. Provides research facilities and offices for industry and University experts
- 190.4.5. Supports research and development conducted jointly by the industry and University
- 190.4.6. Promotes the plan of Industry-University collaborative research projects
- 190.4.7. Facilitates short training, externship and industrial skills for Industries, and governmental organizations
- 190.4.8. Follows and evaluates the implementation of completed projects
- 190.4.9. Keeps record of consultancy services rendered and disseminate the output
- 190.4.10. solving problems by a joint research, production of UIL and consultancy service guidelines, advisory and any other related services of a professional nature

Article 191: Associate Dean for Community Service and Technology Transfer

191.1. Appointment

The Associate Dean for Community Service and Technology Transfer shall be nominated by the dean for Research Park and Technology Transfer, and appointed by the VPRTT. He/she should have an academic rank of lecturer and above; and who has serviced the university for at least a year.

191.2. Terms of Office

The Associate Dean for Community Service and Technology Transfer shall serve for two years. However, he/she may serve for a maximum of two consecutive terms.

191.3. Accountability:

The associate dean is accountable to the Dean for Research Park and Technology Transfer.

191.4. Duties and Responsibilities

- 191.4.1. Facilitate the process searching, selecting, adapting and transferring of appropriate technologies,
- 191.4.2. Evaluate research project outputs that can be feasible to transfer into different industries and the society,
- 191.4.3. Identify technology need and gaps of industries,
- 191.4.4. Keep records about technology transfer and community service activities of the university,
- 191.4.5. Facilitate the growth, development, and successful transfer of new technologies to the community and industries,
- 191.4.6. Create conducive environment for ASTU communities to participate in technology transfer and community service activities,
- 191.4.7. Initiate patentable ideas and assess their commercial value through communicating with Ethiopian Intellectual Property Office,
- 191.4.8. Identify and prioritize thematic areas for the endeavors' of technology transfer and community service,
- 191.4.9. Assist and inform researchers and inventors on invention disclosure and dissemination,
- 191.4.10. Hold general awareness meetings, events, and presentations on technology transfer, community services and related issues,
- 191.4.11. Contact and visit different industries to share information and technologies on their gaps and challenges,
- 191.4.12. Prepare guidelines, plans and progressive reports of the office of Technology Transfer and community service,
- 191.4.13. Prepare proposals and undertake assessment works on achievements and challenges of technology transfer and community service related issues, and
- 191.4.14. Carry out other relevant duties assigned by Dean for Research Park and Technology Transfer.
- 191.4.15. Plan, organize, coordinate and lead the office community service and technology transfer,
- 191.4.16. Develop policies, guidelines, strategies and different formats to ensure the implementation of community service and technology transfer activities,

- 191.4.17. Search for sources of external funds for community service and technology service projects,
- 191.4.18. Facilitate liquidation of finance related to community service and technology transfer projects,
- 191.4.19. Review community service and technology transfer proposals in collaboration with the stakeholders,
- 191.4.20. Select appropriate community service and technology transfer projects in collaboration with stakeholders,
- 191.4.21. Make regular follow-up and monitoring the progress of various community service and technology transfer activities.
- 191.4.22. Arrange and organize need based capacity building trainings for the local community,
- 191.4.23. Strengthen partnerships and linkage between its office and community service and stakeholders.

Article 192: Publication and intellectual property right on consultancy service

- 192.1. The respective rights on the direct and indirect intellectual products obtained as a result of the consultancy service, technology transfer rendered shall be set out in the framework of the contract.
- 192.2 The consultant or researcher may seek the proprietor's permission to publish the research results and to use the scientific data obtained. However, in any published material the names of both the consultant or researcher and the School or institute shall appear with the proper acknowledgement to the proprietor. All intellectual rights shall belong to the proprietor unless specified otherwise in agreement between the two contracting parties in accordance with the country's laws on intellectual property rights.

Article 193: Technology Centers

193.1. General Provisions on Technology Centers

- 193.1.1 The University Technology Centers constitutes centers established to undertake a specific task related to the challenges and problems of manufacturing industries and the development of new technologies/knowledge in line with the development program of the country.

193.1.2. University Technology Centers constitute the following and other new centers that may be established based on the objectives of the university and the development need of the country:

- Cement Technology Centre (CTC)
- Entrepreneurship Development Centre (EDC)
- Science, Technology, Engineering and Mathematics (STEM) Centre, and
- Institute of Sustainable Energy (ISE)

Article 194. Organization of Office for Technology Centers

There shall be an Office of Technology Centers that is led by Dean of Technology Centers. Dean of Technology Centers office is autonomous to expend the funds of his department in such a fashion as to comply with the general requirements of the granting agency and of the University.

Article 195. Dean for Technology Centers

195.1. Appointment

The Dean for Technology Centers shall be nominated by VPRTT and approved by President. He/She should have an academic rank of Assistant Professor and above who has served the university for at least one year.

195.2. Term of Office

The Technology Centers Dean shall serve for two years. However, he/she may serve for the second consecutive terms.

195.3. Accountability

Dean for Technology Centers is accountable to the VPRTT.

195.4. Duties and Responsibilities

195.4.1. Direct and follow up the centers activity towards the fulfillment of its stated objectives.

195.4.2. Search for sources of external research funds and sign support agreements as per the guidelines of the institute.

195.4.3. Establish and formulate the administrative and technology transfer responsibilities of the Office.

195.4.4. In collaboration with the stake holders identify technology needs, determine research priorities and research projects.

- 195.4.5. Determine the need, desirability and feasibility for creating functional units within the framework of the centers.
- 195.4.6. Prepare the annual budget of the centers and submit it to concerned body of the University.
- 195.4.7. Carry out other relevant tasks assigned by the VPRTT.

Article 196: Associate Dean for Entrepreneurship Development Centre

196.1. Appointment

The associate dean shall be nominated by Dean for Technology Centers and appointed by the VPRTT. He/She shall have at least the rank of lecturer who has served ASTU at least for one year.

196.2. Term of Office

The term of office of the associate dean shall be two years. However the associate dean shall not serve the office for more than two consecutive terms.

196.3. Accountability

The associate dean for EDC is accountable for the dean for Technology Centers.

196.4. Duties and Responsibilities

- 196.4.1. Develops short, medium and long term plans of the center,
- 196.4.2. Creates conducive environments for entrepreneurial development,
- 196.4.3. Incubates business ideas of youth students, SMEs and innovative individuals,
- 196.4.4. Provides advisee services for youth students, SMEs and innovative individuals,
- 196.4.5. Selects and evaluates business ideas of youth students, SMEs and innovative individuals,
- 196.4.6. Organizes entrepreneurial trainings for youth students, SMEs and innovative individuals,
- 196.4.7. Provides technical, financial and marketing supports for business start-ups,
- 196.4.8. Provides facilities and materials for the development of prototype,
- 196.4.9. Networks the owners' of feasible business ideas,
- 196.4.10. Contributes for future employment growth, and
- 196.4.11. Promotes diversification of new and innovative ideas
- 196.4.12. Undertakes related activities given to him by Dean Technology Center and VPRTT

196.4.13. Make regular follow-up and monitoring of entrepreneurship education, training, Incubating, graduating, consulting and supporting, etc. activities and submit report to the VPRTT,

196.4.14. Make annual plan of EDC programs, tasks, activities and budget for approval of VPRTT office.

196.4.15. Take responsibility for chair of managing and consulting committee of EDC

Article 197: Associate Dean for Institute of Sustainable Energy

197.1. Appointment

The associate dean shall be nominated by dean for technology centers, and appointed by the VPRTT. He/she shall have academic rank of lecturer and above who served the university at least for one year.

197.2. Terms of Office

The associate dean for Sustainable Energy shall serve for two years. However, he/she may serve for second consecutive terms.

197.3. Accountability

The associate dean for the Office of Sustainable Energy Centre is accountable to the dean for Technology Centers.

197.4. Duties and responsibilities

197.4.1. Facilitates the activities of the institute in collaboration with staff members.

197.4.2. Secures funds; contact industries, governmental institution and NGO to work together in the area of sustainable energy/alternative energy sources.

197.4.3. Coordinates and follow up, researches and community service projects of sustainable energy

197.4.4. Provides reliable, efficient, cost effective sustainable energy supply for urban and rural areas of communities

197.4.5. Promotes use of Renewable /Environmental Friendly / Energy Efficient Technologies in the Industry wherever possible

197.4.6. Exchanges information and knowledge on Energy related problems of the Industry for their possible solution

197.4.7. Motivates the participation of staffs on energy based researches and help them to disseminate their findings to end users through, seminars, publication and other appropriate means.

197.4.8. Produces competent and ethical semi-skilled professionals in energy related fields through practice oriented, problem solving and quality trainings.

197.4.9. Creates links with national and International Universities, research institutes, and industries working on appropriate technologies on energy issues.

197.4.10. Applying practical projects, technology transfer, education, training and support to the issue of renewable/alternative energy development in the country

197.4.11. Undertakes related jobs given by dean for technology centers and VPRTT.

Article 198: Associate Dean for Cement Technology Center (CTC)

198.1. Appointment

The associate dean shall be nominated by dean for technology centers and appointed by the VPRTT. He/she shall have an academic rank of lecturer and above and who has served the university at least for a year.

198.2. Terms of office

The associate dean for Cement Technology Centre shall serve for two years. However, he/she may serve for second consecutive terms.

198.3. Accountability

The associate dean of Cement Technology Centre is accountable to the dean for Technology Centers.

198.4. Duties and responsibilities

198.4.1. Undertakes collaborative HRD system and programs both at company and national levels;

198.4.2. Forms strategic partnership for short & long-term knowledge and technology transfer as well as R&D;

198.4.3. Monitors the progress towards achieving the objectives and plans.

198.4.4. Makes Product diversification, value addition. Cement Industries

198.4.5. Organizes East African Cement Energy and Concrete Summit which is hoped to bring all stakeholders of the cement industry.

198.4.6. CTC is determined to gradually replace those with Ethiopia professionals by providing proper training supported by cement plant simulator.

198.4.7. Guide and monitor activities and employees in the centre.

198.4.8. Undertake related jobs given by VPRTT and/or dean for technology centers.

Article 199: Associate Dean for STEM Centre

199.1. Appointment

The associate dean shall be nominated by dean for technology centers and appointed by the VPRTT. He/she shall have an academic rank of lecturer and above, and who has served the university at least for a year.

199.2. Terms of office

The associate dean for STEM Centre shall serve for two years. However, he/she may serve for second consecutive terms.

199.3. Accountability

The associate dean for STEM center is accountable to the dean for technology centers

199.4. Duties and Responsibilities:

- 199.4.1. Identify and involve technical experts who will act as the back bone of the centre to provide competent technical personnel which can carry out special demonstration and instructional sessions;
- 199.4.2. Establish model of Science & Engineering Center which serves as a forum for early identification and cultivating of Scientists and Engineers
- 199.4.3. Prepare Local & National Science Fair for brightest young minds and inspiring for STEM
- 199.4.4. Establish Science Share Campus Center in ASTU for talented high school students
- 199.4.5. Develops intensive programs which are responsive to the needs of students and community;
- 199.4.6. Develops a guideline for the standardization of learning and problem based project;
- 199.4.7. Encourages the school in Adama city and its surrounding community to utilize the centre for their academic development;
- 199.4.8. Initiates and establish links with stakeholders and partnership;
- 199.4.9. Fostering student competition in STEM;
- 199.4.10. Opens new division/ lab according to a need identified;
- 199.4.11. Develops criteria for outstanding trainees/ students recommending for any kind of award;

199.4.12. Promotes discovery, problem-based learning, and project-based learning

199.4.13. Ensures the establishment of appropriate lab equipment, facilities and man power;

199.4.14. Reach out and link up with institutions of similar undertaking and foster program exchange and experience sharing;

199.4.15. Analyses the knowledge and skills provided to the students and recommend steps for improving;

199.4.16. Promotes discovery, problem-based learning, and project-based learning;

199.4.17. Undertake related jobs given by VPRTT and dean for technology centers.

Article 200: Vice President for administration and student services

200.1. Appointment:

Vice President for administration and student service shall be nominated by the president and approved by the supervisory board.

200.2. Terms of Office:

The term of office of the vice president is for four years. However, he may serve for two consecutive terms.

200.3. Accountability:

The vice president is accountable to the president.

200.4. Duties and Responsibilities:

200.4.1. Vice Presidents of the university shall exercise the powers and duties provided in Council of Ministers' regulation No 210/2011, in addition to those entrusted to him under the Higher Education Proclamation.

200.4.2. A Vice President shall carry out such other activities which may be specifically entrusted to him by the Board, the President, or the Senate.

200.4.3. A Vice President may determine the organizational structure of his office subject to approval by the President.

Article 201: Dean for Student Affairs

201.1. Appointment

Dean for Student Affairs shall be nominated by VPAS and appointed by the President. He/she shall have an academic rank of at least Lecturer and served the university at least for a year.

201.2. Terms of Office

The Dean for Student Affairs serves for two years. However, he cannot serve for more than two consecutive terms.

201.3. Accountability:

Dean for Student Affairs shall be accountable to Vice President for Administration and Student Services

201.4. Duties and Responsibilities:

201.4.1. Advise and assist VPAS on issues related to Students campus life other than academic affairs,

201.4.2. Promote students welfare and students extra curricula activities in and outside the campus,

201.4.3. Plan, organize and Administer student services,

201.4.4. Provide advocacy and support for students,

201.4.5. Administer social and cultural activities to ensure the physical and psychological well-being of students,

201.4.6. Administer university programs to provide for the maintenance of students, including supervision of all programs relating to students dormitories, feeding, health, recreation, Internship, sanitation, guidance and counseling services,

201.4.7. Assist students in resolution of problems,

201.4.8. Provide information and referral about campus resources, and promote initiatives that address student's needs and interests,

201.4.9. Support teaching, learning, research and service through facilitating student academic, personal, civic and professional growth and development; through preparing students for leadership in a global, diverse and changing society, and through cultivating a caring and supportive campus environment,

201.4.10. Facilitate provisions of required services for students that play in major sporting activities representing the University,

201.4.11. Solicit funds and provide financial assistance for needy and disabled students, including administration of student stipends obtained through such solicitations,

201.4.12. Prepare student handbooks in cooperation with the appropriate offices in the University,

- 201.4.13. Have supervisory powers and authority to operate his office. No decisions with regard to these responsibilities shall be taken without the prior knowledge and consent of the Dean for student's Affairs.
- 201.4.14. In consultation with the Committee for Student Affairs, revise and distribute handbooks on Student Code of Conduct and other documents on rules and regulations relevant to student service provision,
- 201.4.15. Develop policies for the administration of the Discipline System and procedural rules for the hearings that are consistent with the provisions of the Student Code of Conduct,
- 201.4.16. Enforce the rules and regulations pertaining to the Student Code of Conduct,
- 201.4.17. Chair the student discipline committee of the university,
- 201.4.18. Follow-up the implementation of disciplinary sanctions and other restrictions in consultation with any concerned body of the university,
- 201.4.19. Receive and entertain any question of interpretation or application of the Student Code of conduct,
- 201.4.20. Determine whether there is sufficient ground for disciplinary proceedings and implement disciplinary decisions of units of the University empowered to entertain disciplinary matters,
- 201.4.21. Ensure the chartering and registration of all students' organizations, clubs and councils in consultation with the Committee for Student Affairs and in accordance with the provisions of this Legislation and any other relevant law of the country,
- 201.4.22. Administer student organizations and oversees unions, Publications, councils and clubs that operate under the organization,
- 201.4.23. Develop, in consultation with Vice President for Administration and Student Services the Terms of Reference for Associate Deans,
- 201.4.24. Prepare annual budget for offices under his jurisdiction and control its proper utilization,
- 201.4.25. Administer budget and exercise fiscal autonomy to carryout assigned tasks,
- 201.4.26. Manage and ensure that student services are properly managed and irregularities are rectified in time,
- 201.4.27. Administer resource center on career counseling and industrial placement (internships) of students,

201.4.28. Administer different units of the Office of the Dean for Students' Affairs and the employment of his staff

201.4.29. Perform such other functions assigned to him by the Vice President for Administration and Student Service, and the Senate.

Article 202: Associate Dean for Student Service

202.1 Appointment

The Associate Dean shall be nominated by Dean for Student Affairs and appointed by the Vice President for Administration and Students Service. He/she shall have an academic rank of Lecturer and above who has served the university at least for a year.

202.2. Terms of Office

The Associate Dean for Student Service serves for two years. However, he/she cannot serve for more than two consecutive terms.

202.3. Accountability:

The Associate Dean for Student Service is accountable to Dean for Student Affairs.

202.4. Duties and Responsibilities:

202.4.1. Lead, supervise and control the functions and programs relating to student cafeteria, and dormitory.

202.4.2. Prepare annual budget to the student cafeteria and dormitory services

202.4.3. Advice and support to prepare annual menu to the students' cafeteria service,

202.4.4. Supervise the quality, nutritional content and proper provision of food services in accordance with the menu,

202.4.5. Ensure that student cafeteria and dormitory services are properly managed, maintained and irregularities are rectified in time,

202.4.6. Ensure the proper implementations of rule and regulations of cafeteria and dormitory service provisions,

202.4.7. Ensure the sanitation and hygiene of student cafeteria and dormitories,

202.4.8. Administer all personnel matters related to his office, including facilitation of employment of his staff;

202.4.9. Manage students' non-café payment;

202.4.10. Supervise the quality of food and food items delivered by suppliers;

- 202.4.11. Verify food and food items payment models
- 202.4.12. Check balance between demand (according to agreement made) and supply (actual delivery of goods)
- 202.4.13. Monitor cafeteria and dormitory service payment by students from other universities
- 202.4.14. Perform such other functions assigned to him by the Dean of Student Affairs or President and vice Presidents.

Article 203: Associate Dean for Student Holistic Development

203.1. Appointment

The Associate Dean shall be nominated by Dean for Student Affairs and appointed by the Vice President for Administration and Students Service. He/she shall have an academic rank of Lecturer and above who has served the university at least for a year.

203.2. Terms of Office

The Associate Dean for Student Holistic Development serves for two years. However, he/she cannot serve for more than two consecutive terms.

203.3. Accountability:

The Associate Dean for Student Holistic Development is accountable to Dean for Student Affairs.

203.4. Duties and Responsibilities:

- 203.4.1. Lead, supervise and control the functions and programs relating to student welfare units as well as higher health centre.
- 203.4.2. Prepare annual budget to the student welfare and health centre
- 203.4.3. Supervise the quality of service given by higher health centre and student welfare,
- 203.4.4. Ensure that student welfare and higher health centre services are properly managed, maintained and irregularities are rectified in time,
- 203.4.5. Ensure the proper implementations of rule and regulations of student welfare and health service provisions,
- 203.4.6. Plan and coordinate social and cultural activities for the benefit of students,
- 203.4.7. Facilitate sports and other recreational programs (in cooperation with the Department of Sport science) for the benefit of students,

- 203.4.8. Give advice and guidance for students to establish different clubs and associations,
- 203.4.9. Coordinate different events and activities, discussion forums exhibitions etc, which can promote students creativities and social relationships,
- 203.4.10. Design and implement mechanisms to control students' substance use and misbehavior;
- 203.4.11. Facilitate monetary and social support for student union;
- 203.4.12. Identify situations leading to student unrest and device means to maintain peaceful teaching leaning process;
- 203.4.13. Facilitate activities planned to support female students such as tutorials, relevant trainings, counseling, awards, study skills, Reproductive health, gender issues etc...
- 203.4.14. Organize and lead a resource center on career counseling and other cross-cutting issues like RH, HIV/AIDS, and Gender etc...
- 203.4.15. Implement all University-wide programs to obtain and provide financial support for students, stipends, including administration of loans, where applicable,
- 203.4.16. Organize and supervise the office for students counseling, sanitarian and health service provisions,
- 203.4.17. Supervise the quality and proper service delivery of recreation centers for students,
- 203.4.18. Deal with issues related to handicapped and needy students; soliciting funds for needy students,
- 203.4.19. Administer all personnel matters related to his office, including facilitation of employment of his staff;
- 203.4.20. Perform such other functions assigned to him by the Dean of Student Affairs or President and vice Presidents.

Article 204: Vice President for Business and Institutional Development

204.1. Appointment:

Vice President for Business and Institutional Development shall be nominated by the president and approved by the supervisory board.

204.2. Terms of Office:

The term of office of the vice president is for four years. However, he may serve for two consecutive terms.

204.3. Accountability:

The vice president is accountable to the president.

204.4. Duties and Responsibilities:

204.4.1. Vice Presidents of the university shall exercise the powers and duties provided in Council of Ministers' regulation No 210/2011, in addition to those entrusted to him under the Higher Education Proclamation.

204.4.2. A Vice President shall carry out such other activities which may be specifically entrusted to him by the Board, the President, or the Senate.

204.4.3. A Vice President may determine the organizational structure of his office subject to approval by the President.

CHAPTER TWENTY

OFFICE OF THE UNIVERSITY STUDENT ADMISSION AND REGISTRATION

Article 205: General Provisions on the Office of the Student Admission and Registration

The Office of registrar is a unit of the University responsible for all operational matters pertaining to student admissions, student selection and placement, follow up overall student registration, scheduling of courses, academic records of all the Schools and graduation. It carries on the duties and responsibilities set forth in the provisions of this Chapter in close cooperation with other offices of the University.

Article 206: Duties and Responsibilities of the Office of the Student Admission and Registration

The Office of the SAR shall:

- 206.1. Prepare the academic calendar of the University each year in consultation with the Vice President for Academic Affairs and forward the draft for comments to each School/Divisions before submitting the same to the Senate for approval.
- 206.2. Ensure that University Senate directives and guidelines on students (admission, registration, graduation, etc.) and curricula (courses, credit requirements, etc.) are equitably, uniformly and consistently interpreted and implemented.
- 206.3. Maintain up-to-date records and documents on all academic matters pertaining to students and programs of study of the University.
- 206.4. Create and maintain up-to-date, confidential, private, safe, and permanent records of all students, including drop-outs, dismissals, withdrawals, and alumni of undergraduate/graduate programs.
- 206.5. Create and maintain up-to-date and accurate information on student admissions, placement, registration, and academic performance, and attrition, graduation by level of instruction and delivery mode (regular, extension, summer in-service, etc.) and of classroom utilization.
- 206.6. In consultation with the School deans, ensure that optimum use is made of classrooms, lecture halls and laboratories and maintain accurate records of such utilizations,
- 206.7. Prepare and issue the Academic Calendar, catalogue(s), and admission prospectus and student handbooks of the University on a regular basis,
- 206.8. Issue transcripts, degrees, diplomas and certificates with the approval of the authorized body,
- 206.9. Be responsible for the custody of the Common Seal of the University,
- 206.10. support, coordinate and oversee the registrar units of the University,

- 206.11. without prejudice to the Proclamation, and upon approval of the President and Vice-Presidents, consult with the Ministry of Science and Technology on intake capacity, admission, and set university-wide general criteria for admission as per the decision of the Senate and its committee,
- 206.12. oversee all admissions of students from foreign educational institutions that are conducted as per the rules and regulations of the University,
- 206.13. prepare the list of candidates approved by the academic commissions or boards eligible for the award of degrees, diplomas, certificates and other awards,
- 206.14. Manage all finance related issues of the office,
- 206.15. Perform such other tasks consistent with the mission of the Office as may be assigned to it by the Senate, the President or the Vice President for Academic Affairs.

Article 207: The Registrar

206.1. Appointment

The Dean shall be nominated by Vice President for Academic Affairs and appointed by the President. He/she shall have an academic rank of Assistant Professor and above who has served the University at least for a year.

207.2. Term of Office

The term of office of the University Registrar Dean shall be two years. However, the Dean shall not serve for more than two consecutive terms.

207.3. Accountability:

The Dean is accountable to the Vice President for Academic affairs.

207.4. Duties and Responsibilities:

- 207.4.1. . Administer all operational matters, and, coordinate, supervise, evaluate and assess the works and personnel of the Office of the Student Admission and Registration and its various units,
- 207.4.2. submit the annual budget of the Office of the Student Admission and Registration to the Vice President for Academic affairs and administer such funds as may be placed at his disposal,
- 207.4.3. Be responsible for the implementation of the policies and directives laid down by the Senate pertaining to students (admission, placement, registration, academic performance, attrition, graduation, etc.) and curricula (courses, credit requirements, etc.),

- 207.4.4. Continually analyze and evaluate all existing rules and regulations on registration, (academic performance, attrition, graduation, etc. and curricula (courses, credit requirements, etc.) and recommend modifications where necessary,
- 207.4.5. submit to the Senate, after approval by SMC the names of candidates eligible for the award of certificates, diplomas and degrees in conformity with University rules and regulations,
- 207.4.6. Maintain such files and records as are necessary to provide a clear and continuous picture of the activities of the Office of the Student Admission and Registration pertaining to students (admission, placement, registration, academic performance, attrition, graduation, etc.) and curricula (courses, credit requirements, etc.),
- 207.4.7. Submit to the Senate, the President and other appropriate bodies of the University timely progress reports on student admission, placement, registration, academic performance and attrition, and make any recommendations thereon,
- 207.4.8. submit to the Senate, the President and other appropriate bodies of the University regular reports on the activities of the Office of the Student Admission and Registration and its various units, and make recommendation on how to improve the overall operations of the Office of the Student Admission and Registration and its various units; and
- 207.4.9. Each year proposes academic calendar of ASTU to Senate for its approval and monitor its implementation.
- 207.4.10. Issues Degree, Diploma and different certificates approved by the Senate.
- 207.4.11. Perform such other duties consistent with his responsibility as may be assigned to him by the Senate, the President and of the Vice President for Academic Affairs.

Article 208: Associate Dean for Registration and Records

208.1. Appointment

The University Associate Dean for Registration and Records shall be nominated by Dean for registrar and appointed by the Vice President for Academic affairs. He/she shall have an academic rank of lecturer and above who has served the University at least for a year.

208.2. Term of Office

The Associate Dean for Registration and Records shall serve for two years. However, he/she shall not serve for more than two consecutive terms.

208.3. Accountability:

The associate dean is accountable to the University registrar Dean.

208.4. Duties and Responsibilities

- 208.4.1. consolidate up-to-date statistics on admission, registration, and readmission on the basis of reports from SAR units;
- 208.4.2. Assist the SAR Units in developing and maintaining, records;
- 208.4.3. Coordinate logistical needs for the activities of the Office of the University SAR such as registration, examinations, exemption, readmission, withdrawal, etc.
- 208.4.4. Consolidate from the Office of the University SAR complete documents on all readmissions;
- 208.4.5. prepare semester reports for the University SAR in his area of responsibility;
- 208.4.6. administer matters covering personnel, finance, resources, maintenance, acquisition, and purchasing;
- 208.4.7. prepare annual work plans and activity schedules of the Office of the University SAR and ensure their timely implementation upon approval by the University SAR;
- 208.4.8. serve as public relations officer for the Office of the University SAR;
- 208.4.9. ensure that up-to-date staff records are kept;
- 208.4.10. organize trainings for staff of the SAR;
- 208.4.11. establish an efficient working mechanism to monitor and oversee the activities of SAR units;
- 208.4.12. Pick up timely issues and arrange discussion with the SAR Dean and the staff when necessary.
- 208.4.13. Perform such other duties as may be assigned to him by the University SAR Dean and the Vice Presidents

Article 209: Associate Dean for Student Admission and Academic Life

209.1. Appointment

The University Associate Dean for Student Admission and Academic Life shall be nominated by Dean for registrar and appointed by the Vice President for Academic affairs. He/she shall have an academic rank of lecturer and above who has served the University at least for a year.

209.2. Term of Office

The Associate Dean for Student Admission and Academic Life shall serve for two years. However, he/she shall not serve for more than two consecutive terms.

209.3. Accountability:

The associate dean is accountable to the University registrar Dean.

209.4. Duties and Responsibilities.

- 209.4.1. Develop and maintain admission procedures for the SAR units;
- 209.4.2 Be responsible for the implementation of the policies and directives laid down by the Senate pertaining to students (Application, admission, placement, registration, academic performance freshman, etc.) and curricula (courses, credit requirements, etc.),
- 209.4.3. Process all applications for admission in accordance with University policies and procedures;
- 209.4.4. consolidate up-to-date statistics on admission and registration of all newly admitted students each year;
- 209.4.5. Assist the preparation of the University Catalogue, admission prospectus, brochure/flyer, student handbooks and other publications related to the Office of the University SAR;
- 209.4.6. Assist the Registrar Units in developing and maintaining, records;
- 209.4.7. Coordinate logistical needs for the activities of the Office of the University SAR such as student Admission, registration, examinations, exemption, readmission, withdrawal, etc.
- 209.4.8. Consolidate from the Office of the University SAR complete documents on all new admissions and readmissions;
- 209.4.9. prepare semester reports for the University SAR Dean in his area of responsibility;
- 209.4.10. Prepare annual work plans and activity schedules of the Office of the University Registrar in collaboration with the associate dean for registration and records and ensure their timely implementation upon approval by the University SAR;
- 209.4.11. serve as public relations officer for the Office of the University SAR;
- 209.4.12. organize special occasions, educational competitions, experience sharing and inspirational speeches for students;
- 209.4.13. Organize events for students that will help them enhance their academic life
- 209.4.14. establish an efficient working mechanism to monitor and oversee the activities of SAR units;
- 209.4.15. Pick up timely issues and arrange discussion with the SAR Dean and the staff when necessary.
- 209.4.16. Perform such other duties as may be assigned to him by the University SAR and the Vice Presidents

CHAPTER TWENTY ONE
CONTINUING EDUCATION INSTITUTE

Article 210: Scope and Purpose of Continuing Education

Continuing Education Office in Adama Science and Technology University, refers to all programs provided outside the regular full-time day program. Instruction in Continuing Education includes in campus provision of Evening programs. Contents and quality of instruction including instructional material provision, procedure and administration of examination, must be the same as the full-time regular program.

Article 211: Administrative Responsibilities of Continuing Education Institute

With respect to the implementation of programs identified under the provisions of this legislation elsewhere, the University Continuing Education Directorate shall provide all administrative support services other than those specified therein. With respect to programs not specified in this legislation, complete administrative responsibility shall rest with the Continuing Education Institute, in collaboration with the concerned School.

Article 212. Dean of Continuing Education Institute

212.1. Appointment

The Continuing Education Institute (CEI) Dean shall be nominated by Vice president for academic affairs and appointed by the President. He/she shall have an academic rank of a minimum of Lecturer and above who has served the university at least for one year.

212.2. Terms of Office

The CEI Dean shall serve for two years. However, he/she cannot serve for more than two consecutive terms.

212.3. Accountability:

The Continuing Education Institute Dean is accountable to the director general for Academic Affairs.

212.4. Duties and Responsibilities

212.4.1. The programming of short term, mid-range and long range planning and monitoring of these plans compliance of all regulations regarding Continuing and Distance Education

212.4.2. Establishing and operating plans which allow continuing and distance education to be self-supporting and assuring the quality of Continuing and Distance Education programs.

212.4.3. The planning, submission and execution of budgets and human resources for the continuing and distance education division.

212.4.4. Coordinating the University distance and continuing education in collaboration with the School coordinators.

212.4.5. Processing and effecting payments as per the request of Schools and the financial laws.

Article 213: Continuing Education program manager

213.1. Appointment

The continuing education program manager shall be nominated by CEI Dean and appointed by the Vice President for Academic Affairs. He/she shall have an academic rank of a minimum of Lecturer and above who has served the university at least for one year.

213.2. Terms of Office

The continuing education program manager shall serve for two years. However, he/she cannot serve for more than two consecutive terms.

213.3. Accountability:

The continuing education program manager is accountable to the CEI Dean.

213.4. Duties and Responsibilities

213.4.1. Recording and compiling (in collaboration with the respective School officers and program chair persons) the number of students who are registered and enrolled, the number of courses offered in each of the Schools for each program in the continuing and distance education program.

213.4.2. Monitoring and controlling the day to day teaching learning activity of continuing and distance education and assuring the quality of continuing and distance education programs.

213.4.3. If need be, he provides advisory service to CDE students on academic matters or makes necessary arrangements as to how to provide advisory services to CDE students on academic matters.

213.4.4. Ensure the assignment of appropriate instructors by the respective programs for courses offered in the semester and monitor their class handling on time.

213.4.5. Oversees the proper implementation of examinations as scheduled and submission of grades on time.

213.4.6. Prepares academic schedules (exam and class) in collaboration with the concerned programs and School's registrar office.

213.4.7. In collaboration with School Registrar offices, Check and control if all students of the Program execute all tuition fees on time.

CHAPTER TWENTY TWO

THE UNIVERSITY LIBRARY

Article 214: General Provisions on the University Library

The University Library consists of a central library and such other constituent libraries as are authorized in accordance with the provisions of this chapter. The University shall not allocate funds to maintain any library which is not recognized as part of its library system. Academic units of the University may have constituent libraries.

Article 215: Property Interest in Books and Other Media

All materials purchased by, or donated to any library within the University system become automatically the property of the University and no library within the University Library System may obtain property interest in library materials separate and distinct from the University, for the University alone has the capacity to enjoy property interests in such materials. Where an item is loaned to any particular library within the Library System, the use of such loaned materials may still be made subject to general library regulations but without prejudice to the property interests retained by the lender and the observance of any restrictions imposed as conditions of loan. Excess copies of books acquired by way of gift may, however, be donated to other libraries as a resource sharing exercise.

Article 216: Creation and Dissolution of Constituent Libraries

- 216.1. The planning and development of institutional collections shall proceed in a systematic manner within the framework of this Legislation, with due consideration to the individual needs and requirements of the several Programs.
- 216.2. Constituent libraries may be authorized by the University AVP in consultation with the Head of University Library and the deans and directors concerned.
- 216.3. Any constituent library may be merged or dissolved by agreement between the Head of the University Library and the deans or directors of the involved academic units and subject to the rules set forth in the articles 217 and 218 below.

Article 217: Creation of Smaller Collections

- 217.1. Upon request, a librarian may make provisions for the deposit of a small collection of books from the relevant library to be housed within a School or Program of the University in order to facilitate academic instructions. Small collections of this nature are not constituent libraries and are governed by such arrangements as the Head of the University Library may stipulate.

217.2. Any acquisition of books or other reference materials by such units shall be duly registered and catalogued by the University Library System.

Article 218: Organizational Structure of Library

218.1. The University Library System shall have: The Technical Services Department and Public Service Department;

218.2. The Technical Service Department shall be a centralized service responsible for collection, management, coordination, cataloguing, and processing of books, journals and other library materials for the constituent libraries. The technical service department shall have library automation system, digital library system and institutional repository system coordinator. The Division shall also organize electronic resources for the constituent libraries.

218.3. The Public Service Department shall be responsible for providing direct services to users of the library. All constituent libraries come under this Division.

Article 219. Powers and Duties of the University Library

The University Library shall:

219.1. Develop the library and information resources provision policies and strategies in consultation with key stakeholders;

219.2. Develop plan for the future development of library services, and the strategic drivers that will influence the University's decisions about investment in them;

219.3. Coordinate and follow-up the formulation, implementation and monitoring of the mission, aims and objectives of information services;

219.4. Collect, manage, coordinate, and catalogue a wide range of books, monographs, journals, and reference materials in the constituent libraries;

219.5. Organize and maintain electronic libraries at the center and on various constituent libraries and make them available to users;

219.6. Ensure that key performance indicators are identified and service levels clearly specified with reference to customer satisfaction and value for money;

219.7. Plan the capital and recurrent resource requirements and provide budget management for the University Libraries, to ensure that information services effectively supports University teaching, research and community services;

219.8. Provide risk management and disaster recovery management for University Library facilities;

- 219.9. Identify and build a database of suppliers of books, periodicals and other sources of information, and develop criteria for selection of suppliers of books, periodicals and other sources of information and have the same approved by the University body concerned; and
- 219.10. Enter into partnership arrangements, with due regard to University policies, rules and procedures, to develop and support information-literate learners who can discover, access, and use information effectively, for the academic success, research, and lifelong learning.

Article 220: The Library Director

220.1 Appointment

The Library Director shall be nominated by Vice president for Academic Affairs and by appointed by the President. He/she shall have an academic rank of at least Lecturer and above who has served the University at least for a year.

220.2. Term of Office

The director shall serve for a term of two years. However, he/she cannot serve for more than two consecutive terms.

220.3. Accountability:

The director is accountable to Vice president for Academic Affairs.

220.4. Duties and Responsibilities:

- 220.4.1. Administer the library and employment and supervision of University library personnel;
- 220.4.2. Plan, budget and develop resources of all constituent libraries for teaching and research activities;
- 220.4.3. Coordinate resources within the University library system on reasonable terms to support the requirements of all University students and academic staff in meeting the academic needs of the academic unit including the constituent libraries;
- 220.4.4. Prepare annual reports including statistical information from each constituent libraries to determine the library resources and service type distribution;
- 220.4.5. Monitor all libraries within the system and take all other steps necessary and proper to secure the objectives of the library in particular and the University in general;
- 220.4.6. Advise other libraries that are outside the University library system but exist in the University about their activities in line with the University library system;

- 220.4.7. Approve and sign on all memorandums of understanding and agreements on behalf of the University on matters related to library and information related activities in full compliance with relevant University wide rules and policies in approving and signing memorandum of understanding and agreements with such libraries;
- 220.4.8. Ensure the availability of trained library staff in adequate number and quality that meet prescribed standards through employment transfer, promotion and/or appropriate training;
- 220.4.9. Ensure the proper acquisition, processing of library and information resources pertinent to teaching, learning and research of the University;
- 220.4.10. Protect the universities' interest in its properties and ensure the efficient use of library resources;
- 220.4.11. Develop risk management and disaster recovery mechanisms for University Library facilities and follow up their applicability;
- 220.4.12. Develop key performance indicators for measuring service levels specified with reference to customer satisfaction and value for money;
- 220.4.13. Ensure the development and protection of electronic libraries through digitization of existing print resources and licensing of electronic resources and make them accessible to the end users;
- 220.4.14. Coordinate and follow-up the formulation, implementation and monitoring of the mission, aims and objectives of library and information services;
- 220.4.15. Develop the library and information resources provision policies and strategies in consultation with key stakeholders;
- 220.4.16. Organize the human resource and other committees related to the University library system;
- 220.4.17. Require adherence to procedures regarding the acquisition, accession and cataloguing of all information resources; and
- 220.4.18. Require adherence to rules to assure that all materials in the University Library System are available, on reasonable terms, to all University students and academic staff, subject to the priority of meeting the academic needs of the academic unit to the constituent library.

Article 221: Weeding of Library Materials

- 221.1. The weeding process is a continual evaluation of resources intended to remove items that become obsolete, are superseded by later editions, become out-of-date, are unnecessary, unused, or are in poor physical conditions.
- 221.2. Decisions on weeding of materials shall be made by using an item-by-item procedure and requires collaboration between the library professionals in charge of the weeding process and appropriate faculty members to evaluate the material and to determine if it is up for weeding. Involvement of faculty members most directly concerned with possible future use of the materials is essential in the weeding process to assure that materials of academic, historical or research interest are not inadvertently removed.
- 221.3. The Director of the University library system, upon approval from the relevant university body, shall formulate an appropriate weeding policy in which procedures and appropriate criteria for carrying out the weeding activity are set. The director shall ensure, on the basis of such procedures and criteria, items to be weeded out from the Library are preserved in particular, to the extent possible and desirable, in soft copies in easily retrievable manner, donated to other institutions, sold as used books, or disposed of by other means.

Article 222: Budget Appropriations for the Library

- 222.1. The director shall ensure that academic units in submitting their budget request to the University shall include budgetary request for equipping, staffing, maintenance and development of the library.
- 222.2. The director, in consultation with relevant university body responsible for planning and budget, shall prevent duplication of expenses. He shall submit annual proposal on budgetary matters pertaining to the University library system to the Vice-President, to all relevant heads of academic units in order to guide the faculties in obtaining improved planning and clarification of budgetary allocation policies and maintaining a balance.

Article 223: Library Staff

- 223.1. The University Libraries shall have its staff professional librarians and other support personnel.
- 223.2. The terms of employment, promotion and termination of employment of professional librarians, deemed to be academic staff shall be governed by the rules and regulations applicable to academic staff.

223.3. Such professional librarian shall assume all the duties and responsibilities of an academic staff that include teaching courses and/or undertaking research in their areas of specialization.

223.4. Exemptions from teaching load: department head 6 LEH; library system coordinator 3 LEH from the normal teaching load.

PART VII
CHAPTER TWENTY THREE
STUDENT AFFAIRS, STUDENT RIGHTS AND DUTIES AND STUDENT
ORGANIZATIONS

Article 224: Policy Premises on Students' Affairs

- 224.1. Among the three distinguishable components of Adama Science and Technology University, none can exist independently of the others - students, academic and administration staff. In the areas of student affairs, it is not indispensable to recognize the very great interest of the government, for without its financial and legal support, neither students, staff, nor would administration exist. When several groups operate as a team towards a common educational goal, success cannot be expected unless each segment appreciates the potential and contribution of all the other parties that operate in the whole system of the university.
- 224.2. This concept of mutual respect requires that (1) each component co-operate as fully as possible with the others, and (2) each component should diligently avoid insulting or disparaging any of the others.
- 224.3. No act shall be deemed a violation of the Student Code of Conduct which is included within the rights of academic freedom. However, when a student abuses his academic freedom he may be subject to disciplinary actions in accordance with the Student Code of Conduct
- 224.4. Without prejudice to the definition given to academic freedom in this legislation, Academic freedom shall mean the right to discuss and openly express views on ideas, immediate national and global problems and issues as well as other controversial matters in class, in connection with academic work on campus in discussion groups or in print provided the expression of views are generally relevant to the subject under discussion and is consistent with rational and intellectual inquiry.
- 224.5. Academic freedoms depend on the good will and responsible behavior of all the members of the university community, who must treat each other with tolerance and respect. They must allow each other to develop the full range of their capabilities and take full advantage of the institution's resources.
- 224.6. Students admitted into Adama Science and Technology University are expected to act honorably based on integrity, common sense, and respect for the law of the land and public

morality, ethnic and cultural diversity at all times, both on and off campus settings. They assume an obligation to behave in a manner compatible with the university's function as higher educational institution.

224.7. Adama Science and Technology University strives to foster the fullest development of its students in an atmosphere of care and concern. The University aspires to create an academic environment grounded in intellectual discovery and guided by rational discourse and civility. Within our learning community, we endeavor to act on our core values of respect for one another, cooperation, creative thinking and intellectual growth.

Article 225: Intimidation, Violence, and Settlement of Grievances

225.1. Intimidation and violence are completely incompatible with an academic environment and hence it will lead directly to disciplinary action.

225.2. Student grievance - which may come to light as problems, requests, petitions, or demands - can often be settled amicably if the various parties are ready to talk and listen to each other. The principle of honest joint discussion is basic to education and all intellectual inquiry; hence, threats and ultimatum must not displace negotiation, conciliation, and arbitration in student affairs.

225.3. A boycott of classes reduces the amount of opportunity for education available to students. Furthermore, boycotts have a strong tendency to lead to the prolonged interruption of classes, and wastage of resources with no return to the nation. Therefore, it is not in the interest of the university or its students for classes to be disrupted, and no activities leading to the interruption of normal University functioning will be condoned. Loss of learning time by students is very likely to lead to lower course grades, poor quality of education or even perhaps academic failure.

225.4. In case of boycott of classes, the University may have to declare a state of crisis and take special precautions to protect its property.

Article 226: Student Rights, Duties and Discipline

226.1. Rights of Students

Subject to relevant laws, regulations and the provisions of this Legislation, students shall have the rights to:

226.1.1. Learn, understand, enquire and know,

- 226.1.2. Without any prejudice to relevant articles of the legislation and proclamation, participate in a free exchange of ideas in an open academic environment,
- 226.1.3. Avail themselves for student services that are provided by the University,
- 226.1.4. Evaluate and give opinions about academic instructors on courses and training in a format and modality as provided by the University,
- 226.1.5. Have representation in decision making organs and committees of the University in accordance with the provisions of this Legislation or the proclamation,
- 226.1.6. Give suggestions in the preparation of bylaws, regulations and directives pertaining to administrative matters,
- 226.1.7. Utilize the properties of the institution properly
- 226.1.8. All other right provided to them by the proclamation No 650/2009 article 37.

226.2. Duties of Students

- 226.2.1. Be present during classes, exam sessions, other forms of instructions and evaluation procedures in line with the policies and guidelines set forth by the School/university.
- 226.2.2. Engaged in sustainable and independent pursuit of truth, transmission and application of knowledge, and nation building in coupled interactive relationship with university scholars. It shall be student's primary duty to conform to the academic functions and regulations of the university.
- 226.2.3. Accept home works, project assignments, practical attachments, laboratories or field tasks and other forms of engagement intended by an instructor or department to create learning opportunities for the students.
- 226.2.4. Do research that would contributes to the professional growth and benefits of the society.
- 226.2.5. Cooperate with the academic department and its staff in running academic functions to meet its objectives.
- 226.2.6. Demonstrate self-discipline, respect to others ideas, tolerance of differences, non-discrimination, honesty and integrity in behavior.
- 226.2.7. Observe the rules and procedures of the University and respect the laws of the country;
- 226.2.8. Make proper use and care of University property.
- 226.2.9. Report to the concerned bodies any willful violation of rules and regulations by any members of the community.

- 226.2.10. Demonstrate belongingness to the university.
- 226.2.11. Evaluate instructors on courses and training in a format and modality as provided by the University.
- 226.2.12. Have representation in decision making organs and committees of the University in accordance with the provisions of this Legislation or the proclamation.
- 226.2.13. Give suggestions in the preparation of bylaws, regulations and directives pertaining to administrative matters.
- 226.2.14. Refrain from unlawful and unethical practices such as instigation of violence, hate speech and theft.
- 226.2.15. Respect other person's rights protected by the law.
- 226.2.16. Effect payment of fees in accordance with the relevant provision of the University.
- 226.2.17. Be held liable under relevant law for any damage they cause to the property of the institutions.
- 226.2.18. Share the costs incurred by the University to provide education and training in the University.
- 226.2.19. Abide by the rules and regulations of the university and
- 226.2.20. All other duties imposed up on them by the proclamation No 650/2009 article 38.

226.3. Rights of students with disabilities

Students with disabilities have the right of equal treatment by the University with that of students without disabilities and have the right, in as much as practicable, to lead an active and independent life. To this effect, the University shall comply with the standard of reasonable accommodation in particular, to the extent possible and in accordance with the University's Policy on Disability Services, by:

- 226.3.1. Making its facilities amenable to use with relative ease by students with disabilities;
- 226.3.2. Relocating classes, developing alternative testing procedures, and providing different educational auxiliary aids in the interest of students with disabilities;
- 226.3.3. Taking into account the interests of students with disabilities in its building designs, campus physical landscape, computers and other infrastructures
- 226.3.4. Ensuring that students with disabilities get academic assistance, including tutorial sessions, exam time extensions and deadline extensions.

226.3.5. . Policy Premises on Student Discipline

226.4.1. Self-Discipline

As a community which strives always toward the ideals of a community of scholars, a community of men of integrity, the University relies as far as possible upon a system of self-discipline founded upon mutual trust and respect to govern relationships among its members.

226.4.2. Necessity of Rules

Nevertheless, like any other community, a University requires rules to safeguard its effective institutional functioning, fair procedures for investigation of charges of violation of these rules, and sanctions to deter persons from violating the rules and to penalize those who are not deterred effectively.

Article 227: Limits of Jurisdiction

Acts committed off University premises and not connected with any University sponsored or supervised activity shall not constitute a ground for disciplinary action unless where a student is convicted by a competent court of a criminal offense which clearly demonstrates that he is unfit to be a member of an academic community.

Article 228: Student Participation in Disciplinary Matters

Students shall participate at all stages of the decision making process in disciplinary matters through their representatives as it shall be stipulated in the Student Code of Conduct.

Article 229: Responsibility to Report Violations of the Code of Conduct

It is the responsibility of every member of the University Community, whether a student or a staff member, to report to the appropriate authority any facts within his knowledge which would appear to show a violation of the Student Code of Conduct.

Article 230. Primary Responsibility for Implementation

Without prejudice to basic procedural requirements of fairness, primary responsibility for the implementation of provisions pertaining to the Code of Conduct shall rest with Schools and/or the office of the Dean of Students' Affairs.

Article 231: Policy Premises on Code of Conduct

231.1. Students of the University are expected to work with their fellow students and staff in a cordial manner, and demonstrate tolerance for diversities of all dimensions, and make proper use of university facilities. They shall in particular respect the laws of the land, university rules and regulations and such other standards of behaviour as may be set up by appropriate organs of the

University. When students fail to live up to these expectations, it may be necessary to take appropriate actions commensurate with the breach committed.

231.2. No act shall be deemed a violation of this Code of Conduct which is included within the rights of academic freedom. "Academic freedom" shall mean the right to discuss and openly express views on ideas, immediate national and global problems and issues as well as other controversial matters in class, in connection with academic.

231.3. Prohibited Acts

The following acts constitute grounds for disciplinary action:

231.3.1 Dishonest conduct such as cheating, plagiarism, abuse of computer access and lying about some important matter to other members of the University.

231.3.2 Disorderly conduct, assault, the threat of such conduct, or incitement thereto.

231.3.3 Conviction of a student by competent court which clearly demonstrates that he is unfit to be a member of the University community.

231.3.4 The dissemination, whether by oral or written means, of defamatory material concerning any other member of the University community.

231.3.5 Acts such as intimidation, bullying, sexual harassment, possession of arms and other harmful weapons;

231.3.6 Trafficking of pornographic materials and possession or use of drugs, alcohol or drug abuse.

231.3.7 Consistent, continued and calculated offensive behavior towards any other member of the University community.

231.3.8 Breach of any regulation issued in secularism, harassment and sexual abuse of females.

231.3.9 Residing and spending nights outside of university's dormitory without prior knowledge and permission of the university

231.3.10 Theft, misappropriation or willful neglect of University property or of the property of another member of the University community.

231.3.11 Serious breach of any regulation issued by a competent University authority, such as library, laboratory, cafeteria and dormitory etc

231.3.12 Without the permission of an appropriate University/ Government Organ, the initiation, organization or promotion of any student meeting or demonstration, which foreseeable will result in the disruption, through encouragement of absences from

classes or otherwise, of regularly scheduled classes or other normal School and University programs.

231.3.13 The use of mass force to interfere with any normal or legitimate activity of the university or any group of members therein.

231.3.14 Violations of Article 223, as provided therein; and

231.3.15 Violation of those acts stipulated in the Student Code of Conduct and other separate documents approved by the University Senate.

Article 232: Special Rules Relating to Defamation

Students enjoy the same right as other members of the university community to criticize the University and any of its programs. They shall observe the same limitations of that right; including the principle that one individual should not use his right to criticize in order to defame the reputation of other individual, university or its program. As used in this context, “defame” means to say or write things which are untrue about another, or if true, are said or written with the sole intent of injuring his standing and reputation.

Article 233: Authority to Supplement the above Rules

With the approval of the University Senate, the School Managing Council, Dean of Student Affairs, Senate Standing committee for student Affairs of the University may issue additional rules consistent with this Legislation to add to or elaborate on the provisions of Article 224 unless specified otherwise, a violation of such additional rules shall be treated as a violation of the Code of Conduct.

Article 234: Special Provisions for Time of Crisis

234.1. Encouragement of Expression

Within the context of the University's role to encourage the discussions of Public Affairs and the articulation of viewpoints, the University Administration and the Student Affairs Committee shall encourage and help students to express their opinions in lawful ways.

234.2. Intolerable Behavior

While the University encourages vigorous discussions on important problems, it cannot tolerate unlawful behavior, including the use of force in any way and particularly cannot tolerate the use of force to prevent the University community from carrying out their legitimate activities. Students responsible for such unlawful activities will be strictly dealt with under University rules of discipline.

234.3. Declaration of Crisis

During times of grave disturbances, including, but not by way of limitation, student boycott of classes, which prevent or imminently threaten to prevent the normal functioning of the University, the President may declare a state of crisis of the University. A decision to declare a crisis shall insofar as practicable be taken in consultation with the Senate. A declared crisis shall have duration of no more than two weeks. A crisis declaration may be renewed for such additional fifteen-day periods as may be necessary until the normal functioning of the university is restored. Each renewal of a crisis declaration shall be effected by the procedure followed for the original declaration, except insofar as practicable, the Senate shall also be consulted.

Article 235: Emergency Management Committee

235.1. Composition

In times of declared crisis a special Emergency Management Committee shall be constituted as an organ of the Senate. This Committee shall be composed of the President, the Vice-presidents, Dean for Students' Affaires, the Chairperson of the Student Affairs Committee, Chief of the University Police and two (2) student representatives one of whom is a female. The Emergency Management Committee shall continue in existence until the termination of the crisis. The Emergency Management Committee shall take decision by a two-third majority of the members to be represented. If the case found to be beyond the jurisdiction of the committee it will be referred to concerned government body, based on the support provided, the university senate will take the final decision.

235.2. Duties and Responsibilities

The Committee shall:

235.2.1 Advise the President on the course of action to be followed by the University when it is faced with declared crisis.

235.2.2 Discuss and communicate with students, Schools, the Supervisory Board and appropriate Government organs; and authorize and release prompt communications on behalf of the University.

235.2.3 Undertake any other business for which prompt and effective action is required.

235.2.4 Consult and report to the fullest extent possible and practicable with the Senate and the Student Affairs standing Committee during declared crisis. It shall inform as soon as

possible, preferably within 48 hours for the Senate for any action it has taken. It shall also discuss the issues with nearby government security offices so as to intervene to the case if it comes to be beyond the control of the university security forces. Disciplinary measures taken after serious and over all crisis of the university shall be by the senate of the university.

Article 236: Student Discipline Committee (SDC)

236.1. Students ought to know their rights, duties and responsibilities strictly, any disciplinary breach is subject for a disciplinary measures.

236.2. There shall be students' discipline committees at university, School, and department levels. Their Jurisdiction shall be determined in the students' code of conduct.

236.3. Student discipline committee at the university level shall see disciplinary cases above the jurisdiction of the School.

236.4. The university discipline committee shall be established by the Vice President for Administration and student service in consultation with dean of student affairs and it shall investigate disciplinary breaches.

236.5. The University Student Discipline Committee shall have the following members:

- | | |
|--|------------------|
| • Dean for Student Affairs | Chairperson |
| • Associate Dean for Student Holistic Development | Secretary |
| • Academic Staff Representative | Member |
| • Representative of Gender Office | Member |
| • Representative from Campus Police and Security Directorate | Member |
| • Student Union Representatives | Member |
| • School Representative of the Concerned Case | Alternate Member |

234.6. Students have the right to appeal disciplinary decision cases to the president for reconsideration when they feel the decision by discipline committee is unfair.

Article 237. Students Organization

237.1. Policy Premises on Student Organizations

237.1.1. As students constitute a vital component of the university community, they shall be provided with the means and forums for enhancing self-government and participation in the decision-making process of the university particularly by forming student organizations promoting academic pursuits and their personal development.

237.1.2. By virtue of the powers vested in it by relevant laws of the country as well as by virtue of its title of ownership on premises and facilities, the University has the responsibility of

overseeing all the activities that are being undertaken on its campuses. Student organizations and their activities are no exception.

Article 238: General Provisions on Student Organizations

238.1. Student Organization means any number of students joined together in the pursuit of a common purpose, which is in support of the mission, goals, and values of the University and that has been recognized by the concerned body of the university.

238.2. Without prejudice to the general objectives set forth in this chapter, student organizations may be formed by students of the University on University-wide, School wide or departmental level representing students within their respective constituency.

238.3. Student organizations may also be formed by special interest groups wishing to organize for the promotion of such causes or interests as the promotion of academic excellence, democratic culture, development, prevention and control of HIV/AIDS, the promotion of the interests of disadvantaged groups such as female students, and students with disabilities or students from emerging cultural communities.

238.4. University-wide student organization may be formed consisting of students of Adama Science and Technology University either through the direct membership of individual students or through the union of student organizations referred to in sub-Article 235 of this Legislation.

238.5. The office of the Dean for Students' Affairs shall ensure that all members of the student body including those enrolled in continuing and distance education programs and graduate programs are represented in the student union that officially represents the whole population of the student community.

238.6. The student body shall be represented in the governance of the University including the Senate, its various committees, School Managing Councils, department academic committees, other academic decision-making bodies and bodies engaged in the delivery of services chiefly directed to students.

238.7. In order to have effective participation of students in university governance, the University shall ensure that the Student Union genuinely represents the interests of all students.

238.8. The Dean for Student Affairs shall devise a mechanism for the organization of the Student Union in a manner conducive for a democratic representation of students and inclusive of all student interest groups.

Article 239: Objectives of Student Organization(s)

Student organization(s) may be formed to pursue the objectives set forth below:

- 239.1. Participate in the overall governance of the University as provided under this legislation and the proclamation.
- 239.2. Promotion of academic excellence, research, intellectual culture of tolerance to diverse opinions.
- 239.3. Encourage debates on public issues in varied forms including discussions and publications.
- 239.4. Supplementing the University curricula by promoting such activities as lectures, panel discussion, debates, seminars, field trips, theatre, films, art exhibitions and other recreational activities among members of the University community and the society at large.
- 239.5. Promotion of mutual respect, understanding, tolerance and co-operation among University students, other members of the University community between University administrations.
- 239.6. Fostering the intellectual, social and cultural lives of students.
- 239.7. Promotion of the welfare of students; and
- 239.8. Promotion of the contribution of students to the public.

Article 240: Activities of Student Organization(s)

A recognized student organization may engage in any one of the activities set forth below:

- 240.1 Arrange gatherings outside normal class hours and, with the express permission of the relevant University offices, during normal class hours,
- 240.2 Raise funds to finance its legitimate objectives and to support the programs of the University, and make use of clear and lawful financial procedures in its utilization.
- 240.3. Present considered views, grievances, proposals and recommendations to the University authorities on academic and other University matters; and participate in the deliberation of these matters,
- 240.4. Organize intellectual and/or recreational events, trips and programs in consultation with the relevant offices of the University,
- 240.5. Discuss and express, in print or otherwise, considered views regarding issues of national and/or international interest and concern in accordance with the provisions of this chapter and laws of the country; and
- 240.6. Undertake any other relevant non-partisan activity compatible with its objectives.

Article 241: Recognition of Student Organizations

241.1. Due regard being given to the laws in force and to its overall mission, the University shall recognize and, within the limitations of its resources, provide the necessary assistance to student organizations.

241.2. No more than one student organization may be recognized by the University for the same objectives and purposes and where two or more applications are submitted for recognition to this effect, the application that is first submitted shall be granted recognition; and

241.3. The modalities and procedures of recognition to student organizations shall be as described in Article 241 below.

Article 242: Procedure for Obtaining Recognition

242.1 Recognition to a student organization may only be accorded upon submission of an application signed by founding members,

242.2 Application for recognition shall be submitted to the office of the Dean for Students' Affairs,

242.3 Application for recognition shall be accompanied by the constitution of the student organization containing, inter alia, the following particulars:

242.3.1 The name of the organization,

242.3.2. The list of its founding members as annex to the constitution,

242.3.3. A brief and precise statement of the objectives of the organization,

242.3.4. The criteria for determination of membership of the organization,

242.3.5 The procedure of election of the officers of the organization including their terms of office and the grounds for removal from office before the expiry of their term office,

242.3.6. The functions and mandates of the officers of the organization,

242.3.7. The procedure for the convening of meetings of members and of officers;

242.3.8. The applicable procedures to amendment of the constitution; and

242.3.9. The system of keeping records, maintaining and auditing the financial resources of the organization and of the preparation of its financial reports.

Article 243: Common Provisions

243.1. No student organization may admit as its member or represent any person who is not a registered student of the University,

243.2. No student organization may elect to any of its top three offices any student who has not completed at least one full year of study at the University. Students placed

- on probation are precluded from holding office. The Dean of student Affairs office may disqualify a student from holding office on established disciplinary grounds,
- 243.3. No student organization may deny membership to any student on ethnic, religious, regional, linguistic or other similar discriminatory grounds; and
- 243.4. No student organization which does not provide in its constitution for democratic election of its officers and for democratic procedures for decision-making shall be recognized.

Article 244: Actions on Application for Recognition

- 244.1. The Dean for Students' Affairs, in consultation with and the approval of the Student Affairs Committee, shall grant recognition in writing where he is satisfied that the substantive and procedural conditions for recognition prescribed in this title are fulfilled.
- 244.2. Where the Dean for Students' Affairs is of the opinion that there are still certain conditions which are not fulfilled for the time being and he believes that they can be comply with in due course by the applicant, he shall grant provisional recognition and fix a time limit within which these conditions shall be fulfilled. Failure to comply with the conditions specified in the provisional recognition may result in the withdrawal of the recognition.
- 244.3. The Dean for Students' Affairs may, in consultation with and the approval of the Student Affairs Committee, deny any application for recognition in writing where he believes that the objectives of the applicants are not lawful or the substantive and procedural conditions for recognition are not fulfilled provided, however, that the Dean of Students' Affaires shall, before making his final decision, grant an opportunity to be heard.
- 244.4. Without prejudice to the provisions of sub-Article 2 of this Article, the Dean for Students' Affairs shall act on any application requesting recognition within 30 days from the moment his office received the application provided, however, that this period may be extended by another seven days where the next week from the submission of the application is a leave week in accordance with the University academic calendar.
- 244.5. The applicant organization shall be deemed recognized unless the Dean for Students' Affairs does not notify its decision within seven days.

Article 245: Rights and Duties of Student Organizations

245.1. A duly recognized student organization has the rights to:

245.2 Engage in any lawful activity.

245.3. Represent its members before any forum within or outside the University,

245.4 Use University facilities with the prior permission of the relevant University authorities; and participate in the meetings of the organs of the University relating to academic and administrative matters directly affecting students' interests in such manner as the this legislation and the Student Affairs Committee shall determine.

245.5. A duly recognized student organization has the duties to:

245.5.1. Observe and respect rules and regulations issued by the University,

245.5.2. use University facilities with due care and sense of responsibility,

245.5.3. use funds and other resources under its custody only for the attainment of its lawful objectives,

245.5.4. Submit to the Dean for Students' Affairs a duly audited annual financial report to its members the benefit of its members,

245.5.5. Notify the Dean for Students' Affairs of the names of its newly elected officers, if any,

245.5.6. Give prior notice to the Dean of Students' affairs or his representative of any meetings other than the regular ones to be held within the premises of the University and of any use to be made of University facilities and property provided; and

245.5.7. Submit a schedule of its regular meetings every semester.

Article 246: Suspension and Withdrawal of Recognition of Student Organizations

246.1. The Dean for Students' Affairs may, in consultation with and the approval of the Student Affairs Committee, suspend for such period as he thinks fit, the recognition accorded to any student organization where he finds that such organization has materially failed to comply with this legislation.

246.2. The Dean for Students' Affairs may, in consultation with and the approval of the Student Affairs Committee, withdraw the recognition accorded to any student organization only on the following grounds:

- 246.2.1. The organization has clearly violated its constitution to the detriment of the University or its members,
- 246.2.2. The organization has ceased to exist as a result of formal dissolution or in fact,
- 246.2.3. The organization has sponsored or encouraged activities which violate the Student's Code of Conduct,
- 246.2.4. The Dean for Student Affairs shall, before suspending or withdrawing recognition, provide the concerned organization with the reason for suspension and the opportunity to be heard; and
- 246.2.5. Any student organization affected by such decision may lodge an appeal to the University Senate or the President.

Article 247: Conditions for the Use of University Facilities by Student Organizations

- 247.1. No student organization or group may use University facilities for meetings or other purposes without the prior permission of the Dean of students for Student Affairs or his designates or the School/department/ office concerned,
- 247.2. Request to make use of University facilities shall be made in writing by the concerned student organization or, in the case of a student group, by its organizers. The application shall, inter alia, specify the purpose for which the facility is to be made use of, the estimated number of users, the date and time of the use and the name(s) and address (es) of the officers or the organizers to be contacted,
- 247.3. The Dean for Student Affairs or his representative shall grant the permission unless:
 - 247.3.1. The facility applied for has been previously reserved for someone else for the same date and time; or
 - 247.3.2. The purpose for which the facility is to be used is unlawful under University rules or laws of the country or,
 - 247.3.3. He has reasonable ground to believe that damage to the facility is likely to occur if the application is granted.
- 247.4. The Dean for Student Affairs shall provide its decision in writing;
- 247.5. Permission to make use of University facilities under the preceding sub- Articles does not relieve the concerned student organization or group of its liability for damages caused to the facilities in violation of university regulations.

Article 248: Disciplinary Offences

- 248.1. Officers of any student organization who make use of the University facilities without securing the authorization of the relevant University authorities and any student who is known to participate therein shall be subject to the penalties provided for in the provisions pertaining to Students Code of Conduct.
- 248.2. Any student who engages in any activity on behalf of a student group or organization not recognized by the University or on behalf of a student organization whose recognition has been suspended or withdrawn shall, without prejudice to penalties imposed for offences against national law, be deemed to have violated the Code of Students Conduct and shall be subject to the penalty prescribed therein.
- 248.3. Disciplinary measures taken pursuant to sub-Articles 1 and 2 of this Article are without prejudice to the liability of any student organization and of any individual student to pay damages for any harm done to University facilities and property.

Article 249: University Support for Student Publications

- 249.1. Within the limitation of its resources, the University shall encourage and assist students and their organizations to exercise freedom of expression and the press.
- 249.2. The University shall establish advisory organs to assist students and their organizations to exercise the rights prescribed under Sub-Article 1 of this Article. The advisory organs shall advise students on the quality, form and legality of student publications under national laws and University regulations.
- 249.3. The Advisory Organ shall be composed of members of the Student Affairs Committee and the Dean for Students' Affairs, a member of the student union, an academic staff with journalism background, pertinent professional and staff from the legal office of the University.
- 249.4. The Advisory Organ shall set guidelines including, but not limited to, student publications noise, income generation activities, auditing, and ways of securing money from different sources.
- 249.5. Students or student organizations who issue student publications in violation of the guidelines set by the Advisory Organ shall be responsible for the consequence of their publication in accordance with the University rules and regulations as well as the law of the country.

Article 250: Oversight Power of the University

Notwithstanding the financial autonomy of a duly recognized and registered student organization, the University shall have the power to set conditions for fund raising by and oversee the financial administration of such organization.

PART XIII
CHAPTER TWENTY FOUR
MISCELLANEOUS PROVISIONS

Article 251: Forgery and False Statements

251.1 Any member of the university community, who participates in any act of forging credentials and/ or documents or who misrepresents himself in written or verbal forms, shall be liable to administrative and disciplinary measures in accordance with this legislation.

251.2. Without prejudice to sub article 251.1 of this provision, where applicable, the same act shall be subjected to criminal and civil liabilities as per the relevant provisions of the law.

Article 252: Legal Effects of this Legislation

252.3. All rules, guidelines, decisions and practices that are contrary to any provision of this legislation shall have no effect on matters covered under this legislation.

252.2. Such rules, guidelines, decisions and practices are hereby repealed and replaced by this legislation.

252.3. The 2012 Adama Science and Technology University Senate Legislation, is hereby repealed and replaced by this legislation.

Article 253: Power to Issue Rules and Guidelines

253.1 The university President as well as the Senate shall have the power to issue, amend, and repeal any rule and guidelines necessary as per the Higher Education Proclamation, the Council of Minister's Regulations, the Supervisory Board's Directives and this Legislation.

253.2 Any other University Official and organ that is expressly authorized by the law and this Legislation shall issue and publish the same as soon as he or it assumes the official responsibilities as per this legislation.

Article 254: Obligation to Comply

254.1. Every member of the University community shall have the duty to comply with each and every provision of this legislation and all laws related thereto.

254.2 Every member of the University community shall be duty bound to assist in implementation of this legislation and all related laws through respecting as well as reporting its violations to the concerned organs of the university.

254.3 Every University official shall ensure that all the staff members under his supervision know and act in accordance with the provisions of this legislation.

Article 255: Effective Date

This Legislation shall enter into force as of November _____2017.

President of Adama Science and Technology University