



DIRE-DAWA UNIVERSITY

**SENATE LEGISLATION
(Final)**

**Dire Dawa, Ethiopia
February, 2019**

Contents

1	General Provisions	4
1.1	Article 1: Short Title	4
1.2	Article 2: Definitions	4
1.3	Article 3: Issuing Authority	8
1.4	Article 4: Governance	8
1.5	Article 5: Interpretation of this Legislation	8
1.6	Article 6: Scope of Application	8
1.7	Article 7: Gender Reference	9
2	The Vision, Mission, Values and the Mandate of the University	10
2.1	Article 8: Vision of Dire-Dawa University	10
2.2	Article 9: The Mission of Dire-Dawa University	10
2.3	Article 10: The Core values of the University	10
2.4	Article 11: Mandates of the University	11
3	Policies of the University	12
3.1	Article 12: Gender Policy	12
3.2	Article 13: Policy on HIV/AIDS	12
3.3	Article 14: Non Discriminatory Policy	14
3.4	Article 15: Differently Abled Policy	14
3.5	Article 16: Open Door policy	15
3.6	Article 17: Institutional Transformation Policy	15
3.7	Article 18: Accountability to Protocols	18
4	Main Governing Bodies of the University	19
4.1	Article 19: Governing and Advisory Bodies	19
4.2	Article 20: The Board	19
4.3	Article 21: The University's Senate	20
4.4	Article 22: The President	32
4.5	Article 23: Vice-President for Academic Affairs (VPA)	35
4.6	Article 24: Vice-President for Research and Community Engagement (VPRCE)	36
4.7	Article 25: Vice-President for Administrative and Business Development (VPABD)	37
4.8	Article 26: Dire-Dawa Institute of Technology (DDIT)	38
4.9	Article 27: The University's Managing Council	39
4.10	Article 28: The University's Council	39
5	Internal Academic Organization of the University	41
5.1	Article 29: Granting the Status of Institute, College, School, Department	41
5.2	Article 30: General Provisions on the Organization of Colleges, Institutes, Schools, and Departments/Units	41
5.3	Article 31: Governing and Advisory Body of a School College/Institute	41
5.4	Article 32: Duties and Responsibilities of the School/College /Institute Council	42

5.5	Article 33: School/College Dean/Institute Director	44
5.6	Article 34: Quality Enhancement and Academic Program Affairs Coordinator . .	47
5.7	Article 35: Research, Community Based Education and Engagement Coordinator for CMHS	48
5.8	Article 36: Research and Community Engagement Coordinator for other Colleges	50
5.9	Article 37: Affiliated Hospital Associated Dean	51
5.10	Article 38: Pre-Clinical Coordinator	51
5.11	Article 39: Clinical Coordinator	52
5.12	Article 40: General Provisions on Institutes	53
5.13	Article 41: Department	55
5.14	Article 42: Department Assembly (DA)	55
5.15	Article 43: Department Head	57
6	Program Development, Review and Regulation of Dire-Dawa University	60
6.1	Article 44: Educational Policy Premises	60
6.2	Article 45: Education Programs	60
6.3	Article 46: Procedures for Program Development and Review	60
6.4	Article 47: Drafting the curriculum	61
6.5	Article 48: Procedures of Curriculum development	61
6.6	Article 49: Validation workshop through Stakeholders	61
6.7	Article 50: Program Approval	62
6.8	Article 51: Quality Assurance	62
6.9	Article 52: Commissioning and Approval of Textbooks, Books and Teaching Materials	62
7	Academic Calendar, Admission and Transfer of Undergraduate Students	63
7.1	Article 53: Academic Calendar	63
7.2	Article 54: General Provisions on Admissions to Undergraduate Programs	64
7.3	Article 55: Admission Requirements	64
7.4	Article 56: Admission Requirements for Continuing and Distance Education (CDE)	65
7.5	Article 57: Choice of Program of Study/Placement	65
7.6	Article 58: Part-time Students	66
7.7	Article 59: Affirmative Action	67
7.8	Article 60: Inter-University Transfer	67
7.9	Article 61: Procedures of Transfer	68
7.10	Article 62: Transfer of Credits	68
7.11	Article 63: Transfer cases from other Public Higher Education Institutions in to the University's Continuing and Distance Education program	69
7.12	Article 64: Transfer cases within the University	69
8	Academic Advising of Undergraduate Students	70
8.1	Article 65: General Provisions on Academic Advising	70
8.2	Article 66: Guidance and Counseling	71
8.3	Article 67: The Role of Deans/Deputy Director and Heads of Departments	72
9	Teaching, Research and Community Engagement Load	73
9.1	Article 68: Teaching and Research Load	73
9.2	Article 69: Class Sizes per Section	74
9.3	Article 70: Research Load	75
9.4	Article 71: Community Engagement Load	76

10 Rules on Courses Offered by the University	77
10.1 Article 72: General Provisions on Modular Courses	77
10.2 Article 73: Courses in General Module Category	77
10.3 Article 74: Elective Modular Courses	78
10.4 Article 75: Phased-out Modular Courses	78
10.5 Article 76: Semester Load for Regular Students	78
10.6 Article 77: Semester Load for Continuing and Distance Education Program Students	78
10.7 Article 78: Duration of Study and Validity of Modular Courses	79
10.8 Article 79: Credit Requirements	79
10.9 Article 80: Undergraduate Grading System	80
10.10Article 81: Conversion of ECTS to Conventional Grading System	82
10.11Article 82: Earning Credits on the Basis of Examination	82
10.12Article 83: Student Academic Achievements	83
10.13Article 84: Academic Standing of Undergraduate Students	83
10.14Article 85: Graduation Failure	84
10.15Article 86: Class Attendance	86
10.16Article 87: Academic Rules and Regulations of College of Medicine and Health Science	86
11 Rules on Assessment and Evaluation	92
11.1 Article 88: General Provisions on Examinations	92
11.2 Article 89: Periodic and Exit Examination	93
11.3 Article 90: Administration of Examinations	94
11.4 Article 91: Violations of Examination Regulations	94
11.5 Article 92: Complaint Handling of Examination Results	96
11.6 Article 93: Re-marking Procedures	97
12 Rules of Adding, Dropping, Exemption, Repeating Courses and Readmission of Undergraduate Students	98
12.1 Article 94: Discretionary Probation	98
12.2 Article 95: Adding and Dropping of Courses	99
12.3 Article 96: Exemption of Courses	99
12.4 Article 97: Additional Requirements	99
12.5 Article 98: Repeating Courses	99
12.6 Article 99: Readmission	100
12.7 Article 100: Re-admission of Students in Good Academic Standing	100
12.8 Article 101: Re-admission of Academically Dismissed Students	101
12.9 Article 102: Make-up Examination	101
12.10Article 103: Re-Examination	103
12.11Article 104: Academic Deficiencies at the Completion of a Study Program	103
12.12Article 105: Withdrawals and Dropout	104
13 Graduation Requirements for Undergraduate Program	105
13.1 Article 106: Graduation Requirements	105
13.2 Article 107: Graduation with Distinction and Great Distinction	105
13.3 Article 108: Awarding University Medal for Regular Students	106
13.4 Article 109: Line-up Order for Graduation Ceremony	106
14 Academic Rules and Regulations for Graduate Studies	107
14.1 Article 110: General provisions	107
14.2 Article 111: Dean of School of Graduate Studies (SGS)	107
14.3 Article 112: Duties and Responsibilities	109

14.4 Article 113: College/School/Institute Graduate Program Coordinator	110
14.5 Article 114: Department Graduate Committee (DGC)	110
14.6 Article 115: Admission to Graduate Program (GP)	112
14.7 Article 116: Admission Requirements for Graduate Programs	112
14.8 Article 117: Provisional Admissions	113
14.9 Article 118: Transfer of Graduate Students Among Public Higher Education Institutions	114
14.10 Article 119: Enrollment and Registration to a Graduate Program	114
14.11 Article 120: Program of Study for Graduate Studies	114
14.12 Article 121: Credit Requirements and Course Load of a GP	115
14.13 Article 122: Duration of Study of a Graduate Program	115
14.14 Article 123: Grading System of a Graduate Program	116
14.15 Article 124: Academic Status of Graduate Students	116
14.16 Article 125: Repeating Courses in Graduate Program	117
14.17 Article 126: Withdrawal and Readmission to the Graduate Program	117
14.18 Article 127: Transfer from one Program to another in the Graduate Program . . .	118
15 Graduation Requirement for Graduate Study	119
15.1 Article 128: General Requirements for the Graduate Thesis/Dissertation	119
15.2 Article 129: Advisor-ship	121
15.3 Article 130: The External Examiner	122
15.4 Article 131: Selection and Appointment	122
15.5 Article 132: Participation in Assessment Procedures	123
15.6 Article 133: Graduation and Award of Credentials to Graduate Students	124
15.7 Article 134: Clearance	124
16 Human Resource Development and Management	125
16.1 Article 135: Category of the Staff	125
16.2 Article 136: Scope	125
16.3 Article 137: Planning	125
16.4 Article 138: Academic Staff	126
16.5 Article 139: University Staff Ranks	126
16.6 Article 140: Principles of Staff Recruitment	128
16.7 Article 141: Recruitment Procedures	129
16.8 Article 142: Recruitment for Academic Staff	130
16.9 Article 143: Academic Freedom	131
16.10 Article 144: Rights of the Academic Staff	131
16.11 Article 145: Duties and Responsibilities of the Academic Staff	132
16.12 Article 146: Recruitment of Research Staff	134
16.13 Article 147: Duties of Research Staff	135
16.14 Article 148: Duties and Responsibilities of Academic Staff whose retirement age has been extended	135
16.15 Article 149: Technical Support Staff	135
16.16 Article 150: Rights and Responsibilities of Technical Support Staff	136
17 Regulations for the Promotion of Academic and Technical Support Staff	137
17.1 Article 151: Academic Staff Promotion	137
17.2 Article 152: Accelerated Promotion	143
17.3 Article 153: Extra-ordinary Promotions	143
17.4 Article 154: Clinical Services as a separate requirement for promotion	144
17.5 Article 155: Joint Appointment	144
17.6 Article 156: Honorary Academic Staff Appointment	144

17.7 Article 157: Criteria for Appointment and Promotion of Professional Librarians . . .	145
17.8 Article 158: Criteria for Recruitment and Promotion of Technical Assistants . . .	148
18 Benefits and Privileges of an Academic Staff	150
18.1 Article 159: Salary Scale and Increments	150
18.2 Article 160: Extra-Work Load Payment	151
18.3 Article 161: Housing and Other Benefits	151
18.4 Article 162: Additional Benefits for Clinical Duties	152
18.5 Article 163: Scholarship	152
18.6 Article 164: Leaves	152
18.7 Article 165: Research Leave	153
18.8 Article 166: Leave up on Secondment	154
18.9 Article 167: Sabbatical Leave	155
18.10 Article 168: Occasional Leave	155
18.11 Article 169: Sick Leave	156
18.12 Article 170: Marriage Leave	156
18.13 Article 171: Mourning Leave	156
18.14 Article 172: Maternity and Paternity Leave	156
18.15 Article 173: Annual Leave	156
18.16 Article 174: Accumulating Leaves	156
18.17 Article 175: Tenure	156
18.18 Article 176: Working for Other Institutions or Private Interest	157
19 Disciplinary Measures and Grievance Procedures for Academic Staff	158
19.1 Article 177: Objectives of Disciplinary Penalties	158
19.2 Article 178: Acts Constituting Breach of Duty and/or Violation of Disciplinary Regulations	158
19.3 Article 179: Classification of Disciplinary Measures	159
19.4 Article 180: Disciplinary Actions by Department Head, Dean of College/School /Institute Director, Vice-President for Academic Affairs /Scientific Director and President	160
19.5 Article 181: Taking Disciplinary Measures	161
19.6 Article 182: Academic Staff Disciplinary Committee (ASDC)	161
19.7 Article 183: Inter-College Disciplinary Proceedings	161
19.8 Article 184: Disciplinary Procedures	162
19.9 Article 185: Suspension from Duty	163
19.10 Article 186: Period of Limitation	163
19.11 Article 187: Suspension of Pronouncement of the Penalty	164
19.12 Article 188: Establishment of Grievance Handling Committee	164
19.13 Article 189: Duties of Grievance Handling Committee	164
20 Termination of Rights and Duties	165
20.1 Article 190: Termination of Rights and Duties	165
20.2 Article 191: Relocation	165
20.3 Article 192: Property and Financial Clearance	165
21 Directorates under the Office of the president	167
21.1 Article 193: Other support offices under the President	167
21.2 Article 194: Director of President's office	167
21.3 Article 195: Planning, Monitoring and Evaluation Directorate	169
21.4 Article 196: International and Public Relations Directorate	170
21.5 Article 197: Institutional Transformation and Good Governance Directorate . . .	172

21.6 Article 198: Gender, HIV/AIDS and Special Needs Directorate	173
21.7 Article 199: Internal Audit and Inspection Service Head	175
21.8 Article 200: Ethics and Anti-Corruption Directorate	176
21.9 Article 201: Legal and Administrative Affairs Directorate	177
21.10Article 202: Liaison Office	178
22 Quality Enhancement and Academic Program Affairs Directorate	180
22.1 Article 203: Director for Quality Enhancement and Academic Program Affairs Directorate	180
22.2 Article 204: Academic Program Affairs Officer	182
22.3 Article 205: Curriculum Development and Review Expert	183
22.4 Article 206: Teachers' Professional Development Coordinator	184
23 Research Affairs (RA) Directorate	186
23.1 Article 207: Director of Research Affairs Directorate	186
23.2 Article 208: RA Council	188
23.3 Article 209: Research and Publication Officer	189
23.4 Article 210: Administration of Research	190
23.5 Article 211: Research Priorities	190
23.6 Article 212: Proprietary Rights on Research Findings and Research Property	191
23.7 Article 213: Research, Technology and Business Incubation Centers	191
24 Community Engagement Directorate	192
24.1 Article 214: Director of Community Engagement	192
24.2 Article 215: Community Engagement Directorate Council	193
24.3 Article 216: General Provisions on Consultancy Services	194
24.4 Article 217: Determination of Fee for Consultancy Services	195
24.5 Article 218: Training and Consultancy Coordinator	195
24.6 Article 219: Technology Interchange and Industry Linkage Coordinator	197
24.7 Article 220: Sub-Contracting Consultancy Service Agreements	198
24.8 Article 221: Property Ownership	199
25 Enrollment, Academic Record and Alumni Directorate (EARAD)	200
25.1 Article 222: Director of Enrollment, Academic Record and Alumni Directorate (EARAD)	200
25.2 Article 223: Deputy Director for Enrollment, Academic Record and Alumni Directorate	202
25.3 Article 224: School/College/Institute EARA Coordinator	203
25.4 Article 225: EARA coordinator of Continuing and Distance Education Program	205
26 Library and Information Services Directorate	207
26.1 Article 226: General Provisions on the University's Library	207
26.2 Article 227: Property Interest in Books and Other Media	207
26.3 Article 228: Creation and Dissolution of Constituent Libraries	207
26.4 Article 229: Creation of Smaller Collections on Loan from the Relevant Library	208
26.5 Article 230: Functions of the University's Library	208
26.6 Article 231: Director for Library and Information Services	208
26.7 Article 232: Weeding of Library Materials	210
26.8 Article 233: Budget Appropriations for the Library	210
26.9 Article 234: Internal Organizational Structure of the University's Library System	210
26.10Article 235: Library Staff	211

27 Continuing and Distance Education Directorate	212
27.1 Article 236: General Provisions	212
27.2 Article 237: Director of Continuing and Distance Education	212
27.3 Article 238: Continuing and Distance Education Council (CDEC)	214
27.4 Article 239: Extension Program Coordinator	214
27.5 Article 240: Summer and Distance Education Programs Coordinator	215
27.6 Article 241: School/College/Institute CDE Coordinator	217
27.7 Article 242: The Role of Departments in Continuing and Distance Education Program	218
28 Students' Service Affairs	219
28.1 Article 243: Establishment	219
28.2 Article 244: Director of Students' Service Affairs Directorate	219
28.3 Article 245: Duties and Responsibilities	219
28.4 Article 246: Deputy Director of Students' Service Affairs	221
28.5 Article 247: Guidance and Counseling Office	221
28.6 Article 248: Guidance and Counseling Officer	222
28.7 Article 249: Students' Discipline	222
28.8 Article 250: Students' Discipline Committee	222
28.9 Article 251: Duties and Responsibilities of the Discipline Committee	223
28.10Article 252: Meeting and Decision	223
28.11Article 253: Students' Affairs Committee	223
28.12Article 254: Emergency Management Committee	223
28.13Article 255: Foreign Students	224
29 Students' Rights, Duties, and Discipline	225
29.1 Article 256: Policy Premises on Students' Affairs	225
29.2 Article 257: Rights of Students'	226
29.3 Article 258: Duties and Responsibilities of Students	227
29.4 Article 259: Limits of Jurisdiction	228
29.5 Article 260: Students' Participation in Disciplinary Matters	228
29.6 Article 261: Responsibility to Report Violations of the Code of Conduct	228
29.7 Article 262: Primary Responsibility for Implementation	228
29.8 Article 263: Codes of Conduct	228
29.9 Article 264: Special Provisions on Academic Freedom	231
29.10Article 265 Complaints Handling	231
29.11Article 266: Range of Sanctions	232
29.12Article 267: Prohibited Acts that Constitute Grounds for Oral Warning	232
29.13Article 268: Prohibited Acts that Constitute Grounds for Written Warning	232
29.14Article 269: Prohibited Acts that Constitute Grounds for Free Service Punishment in the University	233
29.15Article 270: Prohibited Acts that Constitute Grounds for Suspension for a Period of One Academic Year	234
29.16Article 271: Prohibited Acts that Constitute Grounds for Dismissal for Good	235
30 Students' Organization	236
30.1 Article 272: Policy Premises of Students' Organizations	236
30.2 Article 273: General Provisions on Students' Organizations	236
30.3 Article 274: Objectives of Students' Organizations	237
30.4 Article 275: Activities of Student's Organizations	238
30.5 Article 276: Requirement for Obtaining Recognition	238
30.6 Article 277: Common Provisions	239
30.7 Article 278: Actions on Application for Recognition	239

30.8 Article 279: Rights and Duties of Students' organizations	240
30.9 Article 280: Suspension and Withdrawal of Recognition of Students' Organizations	240
30.10 Article 281: Conditions for the Use of University's Facilities by Students' Organization	241
30.11 Article 282: Disciplinary Offences	241
30.12 Article 283: University's Support for Students' Publications	242
30.13 Article 284: Oversight Power of the University	242
31 Bestowal of Honorary Doctorate	243
31.1 Article 285: Honorary Doctorate/Doctor Honoris causa	243
32 Supermacy of the Legislation	246
32.1 Article 286: Application	246
32.2 Article 287: Duty to Report Violation of the Legislation	246
33 Power to Issue Directives and guidelines	247
33.1 Article 288: Power to Issue	247
33.2 Article 289: Participation	247
33.3 Article 290: Review by the Senate	247
33.4 Article 291: Revocation of decisions by the President	247
34 Amendment of the Legislation	248
34.1 Article 292: Amendment of the Legislation	248
35 Transitory Provision	249
35.1 Article 293: Pending Academic Matters	249
35.2 Article 294: Custody of the Legislation	249
36 Miscellaneous Provisions	250
36.1 Article 295: Forgery and False Statements	250
36.2 Article 296: Repealed Regulations	250
36.3 Article 297: University Rules and Regulations Inconsistent with this Legislation .	250
36.4 Article 298: Obligation to Comply	250
36.5 Article 299: Effective Date	250

List of Tables

10.1	Grading Scale and Letter Grade System for Dire-Dawa University	80
10.2	Conversion of ECTS to Conventional Letter Grade system	82
10.3	The status of First Year students in the first semester.	84
10.4	The status of first year, second semester and above students, Academic Dismissal = AD, Promoted = P, Warning = Wa and PR=Probation.	85
10.5	The letter grades, scales and the credit point values.	87
17.1	Values of Scientific publications in reputable (peer reviewed) journals and books. .	139
17.2	The contribution of all co-authors and the Principal author values	139
17.3	Weighted values of publication in non-reputable journals	140

Acronyms

ASDC : Academic Staff Disciplinary Committee

AEC : Academic and Enrollment Committee

ASQE/ACC : Academic Standards, Quality Enhancement / Assurance and Curriculum Committee

BPR : Business Processes Engineering

CANG : Cumulative Average Number Grade point

CBTP : Community Based Training Program

CC : College Council

CDE : Continuing and Distance Education

CGS : Counsel of Graduate Studies

CGPA : Cumulative Grade Point Average

CMHS : College of Medicine and Health Science

DA : Department Assembly

DGC : Department Graduate Committee

DDIT : Dire-Dawa Institute of Technology

DDU : Dire-Dawa University

DO : Dropout

DVM : Doctor of Veterinary Medicine

EARAD : Enrollment, Academic Record and Alumni Directorate

ECTS : European Credits hour Transfer System

EHEE : Ethiopian Higher Education Entrance Examination

ELIP : English Language Improvement Program

GP : Graduate Program

HDP : Higher Diploma Program

HESC : Higher Education Strategic Center

HERQA : Higher Education Relevancy and Quality Agency

I : Incomplete

IA : Incomplete Attendance

IC : Institute Council

ICTDO : Information and Communication Technology Development Office

IRAB : International Research Advisory Board

LEHs : Lecture Equivalent Hours

LL.M : Master of Laws

MA : Master of Arts

MBA : Master of Business Administration

MD : Medical Doctor

MEd : Master of Education

MPH : Master of Public Health

MSc : Master of Science

M.Tech : Master of Technology

NG : No Grade

NEMI : New Medical Innovative Education

PEST : Political, Economic, Social and Technological

GPC : Graduate Post Committee

PhD : Doctor of Philosophy

QEAPA : Quality Enhancement and Academic Program Affairs

RA : Research Affair

SRAPC : Staff Recruitment, Appointment and Promotion Committee

SD : Scientific Director

SAC : Students' Affairs Committee

SC : School Council

SANG : Semester Average Number Grade

SSC : Senate Standing Committee

SRP : Students' Research Project

SWOT : Strength, Weakness, Opportunity and Threat

TTP : Team Training Program

VPAA : Vice-President for Academic Affairs

VPRCE : Vice-President for Research and Community Engagement

VPABD : Vice-President for Administrative and Business Development

W : Withdrawal

PREAMBLE

WHEREAS, recalling the expressive qualification attached to its site, the existing “Provisional Senate Legislation” was issued, some six years back, with a prime conception to provide for an interim legal framework that would efficaciously channel the modulus operandi of the internal administration and management of the then young institution-prior to its establishment assuming the current name and full-fledged University status by Dire-Dawa University Establishment of Council of Ministers Regulation No. 230/2011;

WHEREAS, cognizant of such other fundamental changes as, the enactment of the Higher Education Proclamation No. 650/2009; and, formulation of the Higher Education Academic Harmonization Policy, 2012-have taken place then-there by virtually vitiating the legitimacy of the existing Provision Senate Legislation and rendering the further extension of its tenure inappropriate;

WHEREAS, convinced of the imperative demand to revise and update the existing Provisional Senate Legislation and adopt a sufficiently intelligible and comprehensive statutes in such a manner that would complement the loopholes and rectify deficiencies encountered in the course of its implementation; and; above all, ensure its conformity with the pertinent stipulations set forth by the aforementioned Proclamation and Harmonization Policy of Higher Education, as well as other applicable laws;

WHEREAS, after having fully deliberated upon and duly validated through active participation of all the key stakeholders of the University Community the need to enhance academic, research and community services of the University and enable it to live up to the aforementioned changes;

WHEREAS, it has become necessary to lay down a statutory framework to enable the Dire-Dawa University to serve as a dynamic center of capacity building consistent with the aspirations of the peoples of Ethiopia in the context of globalization;

WHEREAS, to ensure good governance in the context of the ever expanding University, it is imperative to provide bylaw for an appropriate balance of the autonomy of the University itself and its constituent Academic Units, and the accountability of the University to Government and to public interests in general;

NOW, therefore, by virtue of Article 48(3) of the Higher Education Proclamation No. 650/2009; Article 6 of the Council of Ministers Regulation No. 230/2011, the Dire-Dawa University’s Senate Legislation 2019 is hereby proclaimed as follows.

Chapter 1

General Provisions

1.1 Article 1: Short Title

This Legislation may be cited as “Senate Legislation of Dire-Dawa University, 2017.”

1.2 Article 2: Definitions

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

- 2.1 “Academic Advisor” refers to an academic staff assigned to students to offer them academic guidance and counseling including, but not limited to, courses of study available. the content, structure and requirements of each course as well as academic status.
- 2.2 “Academic Calendar” refers to the time allotted for Teaching-Learning process as approved by the Senate.
- 2.3 “Academic Community” refers to all those individuals studying, teaching and doing research as permanent or visiting members of the University.
- 2.4 “Academic Matter” refers to issues of the Teaching–Learning process includes matters relating to admissions, course contents, course delivery, assessment, examination, grading and graduation, and it embraces related activities like, laboratory and field works, conducting tutorials, seminars, workshops and panel discussions.
- 2.5 “Academic Officer” means office holders in areas of teaching, research and community services, the Enrollment, Academic Record and Alumni Directorate and other similar officers.
- 2.6 “Academic Staff” means all teaching and research staff of the University and Professors, Associate Professors, Assistant Professors, Lecturers and Assistant Lecturers employed for teaching and research and other employees considered as Academic Staff by the decision of the Senate.
- 2.7 “Academic unit” means a School, a College, an Institute, a department, a center or unit established as a constituent unit of the University’s;
- 2.8 “Academic year” means a two semester activities or the period of the year which consists of 300 days which students attend in the University.
- 2.9 “Administrative Support Staff” refers to the personnel of the University employed to provide administrative support such as a staff work on business management, accounting, catering, maintenance, safety and security, gardening and such other services.

- 2.10 “Autonomy” means the operational freedom given to the Institute of Technology in accordance with 001/2013 directive and other relevant rules.
- 2.11 “Board” means Dire-Dawa University’s Board established in accordance with HEP N0. 650/2009, Articles 43 and 44 of the Proclamation.
- 2.12 “Campus” means a separate compound of the University’s grounds and buildings which has autonomous administration
- 2.13 “Center” means unit that is directly attached to the University for defined purpose as defined in its establishing document.
- 2.14 “Chair” Chair means the smallest functional unit in the academic structure,
- 2.15 College’ shall mean an academic unit of the University that coordinates and oversees the academic, research, and community service activities of departments/schools and centers within it which share similar resources.
- 2.16 “Credit” means a quantified means of expressing and measuring learning equivalence, awarded demonstrable achievement of learning outcome.
- 2.17 “Continuing Education” means delivery of academic programs through evening/weekend and summer modalities.
- 2.18 “Credit Hour(s)” means credit values to a course on the basis of time allocated to lecture, tutorial, laboratory works or practices in the conventional system.
- 2.19 “Credit point(s)” (CP) means values credited to a course on the basis of time allocated to lecture, tutorial, lab/practice, or home study in the European Credit Accumulation and Transfer System (ECTS).
- 2.20 “A credit value” is defined as 50 minutes in lecture or 2 to 3 hours of laboratory/practical or tutorial work or 6 hours field work per week for a given semester.
- 2.21 “Cumulative Average Letter Grade (CALG)” is Letter Grade corresponding to Cumulative Average Number Grade (CANG).
- 2.22 “Cumulative Average Number Grade (CANG)” is the ratio of sum of products of Grade Point (GP) and CP of all courses that have been taken in all previous semesters and in that particular semester.
- 2.23 “Dean” refers to the executive officer of the respective college or school who assumes the position as per this Legislation.
- 2.24 Department means a division in a School/College/Institute which is devoted to teaching, research and community engagement in a particular academic discipline and offered degree.
- 2.25 “Department Assembly” means the department assembly of each department established under the provisions of this Legislation.
- 2.26 “Department Head” means an executive manager of a department.
- 2.27 “Director” means the executive head of an institute or University Office.
- 2.28 “Directive” means IoT’s autonomy Directive 001/2013 that is issued by the Ministry of education to legislate the autonomy of Institutes of Technology (IOTs) and directives issued by the competent concerned authority of the University.

- 2.29 “Dire-Dawa Institute of Technology” means a Technology Institute in Dire-Dawa University that is established to teach and conduct research in the fields of engineering and technology and render community services.
- 2.30 “Distance Education” means delivery of academic programs through distance/virtual modality.
- 2.31 “Enrollment, Academic Record and Alumni Director” means an executive manager responsible for operations pertaining to students’ admission, placement, registration and academic records;
- 2.32 “Employee” means an individual who works at the University as a permanent and/or on a contract base.
- 2.33 “Enrollment” refers to the time and mode of attending in a given program (e.g regular, Evening, summer, distance, etc).
- 2.34 “European Credit Transfer System (ECTS)” means the European course credit and grading scale adopted at national level since 2012.
- 2.35 “Exam and Assessment Committee” refers to a committee composed of course chairs established at academic program level.
- 2.36 “Fiscal Year” means the Ethiopian fiscal year [Hamle 1 (July 8) - Sene 30 (July 7)]
- 2.37 “Full teaching load” is the number of credit hours beyond which an academic staff is not required to teach without compensation (extra pay) for extra lecture equivalent hour of work rendered.
- 2.38 “Full work load” is the number of hours that an academic staff is required to work for the university.
- 2.39 “Graduate” means a course study undertaken after completing a first degree.
- 2.40 “Institute” is a research and academic unit of the University with the principal objective of carrying out research, generating and disseminating technologies for development through offering programmes of study for undergraduate and post graduate in various fields of study.
- 2.41 ‘Institution of academic governance’ means the various academic bodies that are entrusted with the task of academic governance in their respective academic units.
- 2.42 International Research Advisory Board (IRAB) refers to an office responsible for reviewing and mentoring research development of School, Colleges, Institutes, and Departments (External Mentorship)
- 2.43 “Load” is defined as the total credit hours of teaching and related assignments an academic staff carries, which takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, student advising, administrative and other duties which the Senate or the President or Vice Presidents may consider as a load.
- 2.44 “Managing Council” means the advisory body of the president on strategic issues.
- 2.45 “Managing Director” means the executive manager of the DDIT.
- 2.46 “Module” means a set of courses that would enable one to finish a program of study and graduate thereof.
- 2.47 “President” means the business owner of Dire-Dawa University appointed in accordance with Article 52-of Higher Education Proclamation.

- 2.48 “Proclamation” means Higher Education Proclamation No. 650/2009.
- 2.49 “Program” means a graduate, and undergraduate study disciplines.
- 2.50 “Program Coordinator “ means the coordinator who provides administrative support, facilitate the teaching learning process, research and community engagement, and coordinate academic schedule.
- 2.51 “Overload” is defined as a work load in the regular program above the full work load.
- 2.52 “Regulation” means Dire-Dawa University Establishment of Council of Ministers Regulation No.230/2011.
- 2.53 “Research Staff” means a staff member employed to work most of his time as a researcher and extensionist while working some of his time as a teaching staff member.
- 2.54 “Research, Technology Interchange and Industry Linkage” means and include research extension, publication, consultancy and industry/ community-University linkage
- 2.55 “School” means an academic unit of the University which may coordinate departments sharing similar resources and resolve inter departmental issues.
- 2.56 “ School/College/Institute Council” means the School/College/Institute level decision making body.
- 2.57 “Scientific Director” means the executive officer of the Dire-Dawa Institute of Technology“(DDIT).
- 2.58 ”Semester“ means the academic calendar that lasts 16 weeks for regular, Evening and Weekend programs and 8-12 weeks for Summer programs.
- 2.59 “Semester Average Number Grade (SANG)” is a ratio of sum of products of Grade point and Cumulative point to total Cumulative in that particular semester.
- 2.60 “Semester Average Letter Grade (SALG)” is Letter Grade corresponding to SANG.
- 2.61 “Senate” means the Senate of Dire-Dawa University established under the provision of Articles 49 and 50 of the Proclamation.
- 2.62 “Student” means all persons taking courses at Dire-Dawa University, both full-time, international and part-time, pursuing undergraduate, graduate, continuing education, distance learning, professional or extension studies as well as those who attend short term trainings and/or courses at the University.
- 2.63 “Students’ 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 Dire-Dawa University.
- 2.64 “Students’ Union” means a union or association of the entire students of Dire-Dawa University duly established under the rules of the University.
- 2.65 “Support staff” means technical and/or administrative staff in accordance with Articles 35 and 36 of the Proclamation.
- 2.66 ”Technical Assistance“ means technical assistance to support the teaching learning and research process in the laboratories, computer center and related practical oriented works.
- 2.67 “Undergraduate” means the general post secondary and high school level of study which leads to a Bachelors degree as in ‘undergraduate studies’ or ‘undergraduate student’.

- 2.68 “University” means Dire-Dawa University established by Council of Ministers Regulation No. 230/2011.
- 2.69 “University Community” means all students and staff of Dire-Dawa University.
- 2.70 “University Council” means the advisory body of the president on budget, plans etc.
- 2.71 “University premises” means all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
- 2.72 “University property” means property under ownership or possession or under the control or use of Dire-Dawa University and, all campus facilities whether utilized or leased by the University or a campus auxiliary organization.
- 2.73 “Vice President” means the process owners appointed in accordance with Article 52 of the Proclamation.

1.3 Article 3: Issuing Authority

This Legislation is issued by the Senate of the Dire-Dawa University pursuant to the powers vested in it by Articles 49 and 50 of the Higher Education Proclamation No. 650/2009 and Dire-Dawa University Establishment Council of Ministers Regulation No. 230/2011.

1.4 Article 4: Governance

The University shall be governed by Board and has a President and Vice Presidents as stipulated under the higher education proclamation No. 650/2009.

1.5 Article 5: Interpretation of this Legislation

- 5.1 The Legislation shall be interpreted in good faith in accordance with the ordinary meaning to be given to the terms of this Legislation in their context and in the light of its object and purpose.
- 5.2 Interpretation of provisions of this Legislation shall be compatible with the provisions of the Higher Education Proclamation No. 650/2009 and the object and purpose of this Legislation.
- 5.3 The power to interpret any provision of this Legislation is vested on the Senate.
- 5.4 The Senate may adopt separate directives governing referral procedures for interpretation of any provision of this Legislation.
- 5.5 The Senate shall have the highest authority on any matters arising under this Legislation.

1.6 Article 6: Scope of Application

- 6.1 This Legislation shall to apply for DDU communities in their relation with the University
- 6.2 Notwithstanding sub article 6.1 of this provision, the DDIT shall be governed as per the IoT's Autonomy Directive 001/2013.

1.7 Article 7: Gender Reference

7.1 Provisions of this Legislation, set out in masculine gender shall also apply to the feminine gender.

Chapter 2

The Vision, Mission, Values and the Mandate of the University

2.1 Article 8: Vision of Dire-Dawa University

Dire Dawa University will be the premium choice in the nation, competent in Africa and internationally accredited university of science and technology by 2025.

2.2 Article 9: The Mission of Dire-Dawa University

Produce competent graduates, demand driven innovative research, technology outputs, community services through providing quality education, training, consultancy, conducting research by promoting effective entrepreneurship, democratic attitude to foster socio-cultural, economic and political transformation of the nation.

2.3 Article 10: The Core values of the University

In pursuant to its mission under this Legislation, the University shall promote and uphold:

- 10.1 pursuit of truth and freedom of expression;
- 10.2 institutional reputability based on successful accomplish of mission;
- 10.3 competitiveness in scholarship and cooperation with other institutions;
- 10.4 institutional autonomy with accountability;
- 10.5 participatory governance and rule of law;
- 10.6 justice and fairness;
- 10.7 a culture of fighting corruption;
- 10.8 quality and speedy service delivery;
- 10.9 economical use of resources and effective maintenance of assets;
- 10.10 recognition of merit;
- 10.11 democracy and multiculturalism.
- 10.12 promotion and empowerment of research and scientific practices

- 10.13 professional and personal integrity and respect of ethical rules; respect and protect nature and its diversity;
- 10.14 collaboration; and
- 10.15 innovation

2.4 Article 11: Mandates of the University

As stipulated in the Higher Education Proclamation No. 650/2009; and Dire-Dawa University Establishment Council of Ministers Regulation Number 230/2011, herein under, therefore, Dire-Dawa University has the mandate to:

- 11.1 establish, organize and determine the status, functions and responsibilities of academic units and to close down any of them when deemed necessary;
- 11.2 design and implement undergraduate, graduate and short-term training programs to meet the needs of the country;
- 11.3 award academic certificates, diplomas, degrees and other academic awards;
- 11.4 publish and disseminate research works as well as hold discussion forums to deliberate upon the results;
- 11.5 establish Senate with fair representation of all the responsible bodies of the University;
- 11.6 produce skilled manpower in quantity and quality on the basis of the needs of the country;
- 11.7 provide appropriate services to the society;
- 11.8 establish cooperative relations with different bodies including higher education institutions;
- 11.9 give recognition or award prizes to the persons of outstanding achievements or constructive contributions;
- 11.10 upgrade the qualifications of its academic staff and continuously enhance their professional competency;
- 11.11 provide consultancy and outreach services to government, industries and communities;
- 11.12 provide support for primary and secondary education institutions;
- 11.13 encourage the undertaking of research in the priority areas;
- 11.14 administer its human resources;
- 11.15 manage its financial resources subject to approval by the appropriate body;
- 11.16 generate internal revenue through provision of goods and services;
- 11.17 publish academic journals and newsletters;
- 11.18 organize and conduct seminars, workshops and symposium;
- 11.19 establish its own income generating enterprises; and
- 11.20 carry out such other activities that accord with its mission.

Chapter 3

Policies of the University

3.1 Article 12: Gender Policy

- 12.1 Dire-Dawa University applies the country's policies and laws on gender and advance the equality of males and females in its community.
- 12.2 The University shall do its best to support female staff members and students so that they can compete for all opportunities that are available for all members of the University Community
- 12.3 The University shall avail counseling services for both female staff members and students to assist them in making decision, standing their ground and making the best of their opportunities in the University.
- 12.4 The University shall also recruit women for a number of positions at all levels to maintain a happy balance particularly within the decision making and management roles of the University.
- 12.5 The University shall have various programs for the empowerment of female staff members and students so that they can have the confidence to aspire for the assumptions of various roles within the University and shall stand to protect the right accorded to them by law.

3.2 Article 13: Policy on HIV/AIDS

13.1 Students and Staffs

- 13.1.1 In accordance with Ethiopian law and Policy on HIV/AIDS, the University may not discriminate against existing or potential students or staffs members who have HIV and or AIDS or are suspected with having HIV or AIDS, based on the recognition that HIV is not transmitted by casual contact and that stigmatization is subsequently a factor in the spread of the pandemic.
- 13.1.2 In case a student or a staff member of the University acquires health condition which prevents the same from full participation in the University shall provide confidential counseling. As part of counseling, it shall suggest medical examination, including test for HIV. If after the examination, the diagnosis shows HIV-positive status, the University shall counsel the person and point him toward further assistance with antiretroviral therapy. Then, the University shall follow-up the person's compliance to the medical advice given. The people involved in the counseling and follow-up shall be designated and trained.
- 13.1.3 Information regarding the testing and result shall be kept fully confidential from other people including friends and families unless and otherwise the person gives permission.

- 13.1.4 A person diagnosed with the other medical problem is required to get immediate medical care to get the speedy recovery necessary to resume normal activity and protect others from possible infection.

13.2 Awareness raising and protection

As a demonstration of the University's preventive action, the University shall:

- 13.2.1 give education about HIV and AIDS and other sexually transmitted infections to its students and staff on a regular basis.
- 13.2.2 protect individuals at the University with HIV and AIDS from harassment.
- 13.2.3 ensure the rights of individuals with HIV and AIDS privacy.
- 13.2.4 provide counseling to staff and students on HIV and AIDS and assist in directing people where they can have Voluntary Testing and treatment.
- 13.2.5 encourage the establishment of Anti HIV and AIDS clubs and discussion.
- 13.2.6 engage in the teaching of abstinence until marriage and thereafter faithfulness to one's partner and other protective steps as measure of prevention.
- 13.2.7 teach sex education in class rooms emphasizing the aspect of responsibility.

13.3 Non-Stigmatization

- 13.3.1 The University shall ensure that HIV-positive persons may not be treated differently from those non-positive individuals.
- 13.3.2 The University shall keep a person's positive status confidential unless the person has consented in writing to disclosure and to the identity of the individual to be notified.
- 13.3.3 The University shall not discriminate in recruitment and promoted procedure or in the provision of any benefit, facilities or services on the ground of HIV and AIDS status.

13.4 Safety

- 13.4.1 Every staff member and/or student shall be made aware of how to deal with HIV and AIDS and with the general principles/guidelines (i.e. hand washing, use of protective barriers, care in the use and disposal of needles and other sharp objects) in the handling of human blood and fluids.
- 13.4.2 Every staff member and/or student shall be made aware of fluids such as tears, vomit, urine, feces are reported to present no, or a very low risk of infection unless they come with blood and those gloves should always be worn when handling body fluids.
- 13.4.3 Every supervisor shall be encouraged to use every opportunity to engage in awareness raising involving the staff and students under one's purview and to bring up situations to the management where there is laxity in safety and prevention concerns.
- 13.4.4 Where there is risk to an individual (including the HIV-positive individual) in situations where a student or a staff member has become medically unfit to fully take part in a project or work, the risk shall be assessed and the case determined for continued work or employment on an individual basis by a committee set by the VPABD and Financial Affairs in the main office and the managing director of the DDIT.
- 13.4.5 The University shall establish safety procedures in the premises of its operations to protect both the HIV positive individual and those around him.

13.5 Testing, Positive Status and Confidentiality

- 13.5.1 Neither potential nor existing employee nor students shall be required to take HIV and AIDS test as one requirement of employment or admission to the University.
- 13.5.2 No student or staff member shall be dismissed solely on the grounds that he is HIV-positive or has AIDS, or because he is considered to be especially at risk.
- 13.5.3 Where a student or a staff member becomes medically unfit to perform his duties, normal procedures shall apply.
- 13.5.4 At the same time, in clinically evident cases where HIV and AIDS is suspected, the University shall encourage the affected staff member or student to voluntarily get tested for HIV through designated staff member(s).
- 13.5.5 The designated staff member(s) shall share information with those staff members or students that are HIV positive on how to get antiretroviral drugs and counseling.
- 13.5.6 The University shall not deter those who seek help and shall cooperate in counseling.
- 13.5.7 The designated staff member(s) shall keep any information about one's status regarding HIV and AIDS absolutely confidential and may share information with certain officials of the organization following the permission of the affected only for purposes of getting help to the affected.

3.3 Article 14: Non Discriminatory Policy

- 14.1 As an institution of inclusion, the University shall never discriminate a staff member or any student on the basis of religion, socio economic status, disability, ethnicity, political affiliation, gender or any other mark of distinction save merit.
- 14.2 If staff member or student feels discriminated, he must direct his complaint to his immediate supervisor. All immediate supervisors shall examine the allegation right away and if corroborated shall communicate the matter to their immediate supervisor for rectification as well as for disciplinary step against the staff member/s who caused the discrimination.

3.4 Article 15: Differently Abled Policy

- 15.1 Any law, practice, custom, attitude, and other discriminatory situations of Dire-Dawa University employee that impair the equal opportunities of employment of a person with differently abled are illegal.
- 15.2 The University shall make, to the extent possible, its facilities and programmes amenable to use with relative ease by physically challenged students and /or staff members.
- 15.3 The University shall ensure that student and/or staff with physical challenges get to the extent necessary and feasible academic assistance, including tutorial sessions, exam time extensions and deadline extensions.
- 15.4 Building designs, campus physical landscape, computers and other infrastructures of the University shall take into account the interests of physically challenged students and/or staff.
- 15.5 The University committed to the location of people who are physically or mentally challenged. Being inclusive, the University shall avoid any form of discipline against a staff member or a student with differently abled in cases of employment, relocation, promotion, admission to any of its program or opportunities of participation

- 15.6 If a staff member or a student discriminated on account of disability, he must direct his complaint to immediate supervisor and claim for disciplinary step against the staff member(s)/student(s) who cause the discrimination.
- 15.7 With capacity allowing, the University shall make its building and facilities accessible to staff member and students with physical disabilities.
- 15.8 The University shall avail counseling service and do its best to link the disabled with community resources that may be available and support their efforts, as far as the university's capacity permits.
- 15.9 The University shall also develop and launch awareness programs that heighten sensitivity about disability and acceptance of the physical and mental challenges.

3.5 Article 16: Open Door policy

- 16.1 All staff members of the University are to open their door and certain the question, comments, ideas and curiosities of students with respect and consideration realizing that learning is not limited just to the class room. At the University, procrastination or indifference in responding to students' queries is not accepted. Students' suggestion should be taken seriously. If a staff member cannot adequately respond to or advise a student, he must direct the student to the right place right then.
- 16.2 To the extent the student is the university's client, the performance of all staff members within the University shall be judged partly on how they handle students to a student's development
- 16.3 A staff member should have to help students by giving information in his area of specialization and general information about the University
- 16.4 A staff member must be present in his designated location during work hours. If one has to go away for such reasons as duty, break or emergency, the staff has to post a sign on his door or desk indicating when he is to come back. Similarly, attitudes shall prevail in staff relations to the extent supportive relations exude the kind of energy, camaraderie and positivity that makes the University a happy place for one to work, study and develop.

3.6 Article 17: Institutional Transformation Policy

17.1 Strategic Planning

- 17.1.1 The University charts its course by engaging in strategic planning every five years. The strategic plan has to be participatory involving all stakeholders like target populations, major donors, government actors, the staff, allies, competitors, the representatives of the public at large, experts, etc.
- 17.1.2 The University shall evaluate its performance from hindsight, engage in assessment tools like SWOT, PEST, etc. to get an idea about the future and revisit its objectives, activities, strategy, policy and procedures. The strategic planning shall be completed a year before the end of the current multi annual strategic plan.
- 17.1.3 The multi-purpose plan

- 17.1.3.1 The multi-purpose annual plan, having a life time of five years, reflects the University's vision, mission and objectives and charts the course of the University during the ensuing five years. Being a mirror image of the University, it shall be the basis for planning and decision making in the University during that period.
- 17.1.3.2 The Managing Council shall give the University's offices the framework for the planning process. Based on the framework, the offices shall do their plans involving their respective management units. These draft plans shall then be discussed with members of different governing bodies.
- 17.1.3.3 After consensus is reached, the President shall submit the draft plan to the Board for the latter's adoption, which shall be done before the end of March of the last year of the current multi-purpose annual plan. At the same time, the work on the annual plan of action shall begin on the approved multi-purpose annual plan.
- 17.1.4 The annual plan of action (annual work plan)
 - 17.3.1 The annual plan of action, having a life of one year, is drawn from the multi-purpose annual plan with some adjustments to change realities that may not have been forecasted or anticipated when the strategic plan was framed. The annual plan of action is essentially what the University plans to do during the ensuing year having clear objectives and strategies.
 - 17.3.2 The University's annual plan of action shall be completed in tandem with the budget formation process and time-line set. The plan of action shall be approved by the Board and then by the Ministry of Education to be in effect.

17.2 Change Management

- 17.2.1 If there is one constant, it is change. Given this reality, both the governance and management bodies have to check constantly if they are in step with change in their priorities, ways of working and relationships with the community and attitudes. As issues of relevance, sustainability, effectiveness, accountability, flexibility and innovation are becoming important considerations in organizational transformation, the University, as a fountain of knowledge, shall not only anticipate and absorb change but also initiate it through on-going innovation and internal transformation.
- 17.2.2 To enable this ongoing adjustment, the managing council shall undertake a system check in the policies, priorities and implementation practices of the University at least once a year and pinpoint the areas where there needs to be change. If the areas identified need a change in policy change or regulation, they shall recommend these changes to the Board. If the changes sought are managerial and do not in any way contravene any provision of this legislation, they can act upon them readily following their own decisions.
- 17.2.3 As long term changes are addressed by the strategic planning exercise that are instituted, the management shall address matters of change in the interim using the various forums as its disposal to gather ideas of change and pursue their adoption following approval by the Board if necessary.
- 17.2.4 The Board shall open to change by reading up on new developments and sharing these with the university community. It shall also consult with various stakeholders including the staff and students of the University at every quarter of a year. The area of Dire-Dawa University has produced a number of names worthy professionals whose know how and experience can be tapped. These inputs shall work to make the University ahead of the change process freeing it from the danger of being stale or static.

17.3 Succession

- 17.3.1 Leadership adds value on itself when the actors involved training other leaders and to get themselves replaced. The University shall not allow a situation where a person becomes indispensable or where executives feel that they cannot be replaced. Dependence on individual is a sure way to put an organization at risk. To avoid this dead-end, each executive shall share his skills, knowhow and experience with those immediately under him in a systematic way to allow possibilities for leadership to develop from within
- 17.3.2 Notwithstanding this sub article if there is little or no leadership capacity from within, each executive shall make parallel efforts to locate leadership from outside and avail choices for the Board to consider in the event of succession.
- 17.3.3 Consequently, all executive particularly at the level of vice-presidents and above shall plan their exit after the years of service this Legislation allows. An executive shall not overstay his time even if all are going well in a public benefit organization such as the University chances for better qualified persons need to be given with an incumbent executive constantly checking oneself and being willing to resign when one feels the time is right to do so or when one gets the sense that he has outlived his usefulness.
- 17.3.4 If an executive fails to refrain from overstaying his leadership, there is all the chance that the University may begin to yearn for the kind of new blood that goes counter to the trend of inbreeding and lethargy.
- 17.3.5 In this preparation for succession, executive shall never think of putting up relatives or friends or those from whom they had some favor as possible successors as this would mean that they would continue to influence the organization and that the recruitment is done not on the basis of merit but of favoritism.
- 17.3.6 In the preparation for a successor is the search for a group of applicants who are in tune with the foundational perspective, direction and strategy of the University, who have the mental and physical energy, vision and acuity to further develop inside and outside the University. Track records have to demonstrate initiative and transformational leadership. An executive would do the University wonders if he makes an effort to locate such treasures and encourage them to apply for his replacement.
- 17.3.7 The remaining managers and supervisors should also have the same mental set of investing a lot by way of training those under them in case they feel that they are not making a difference and decide to resign. The organization has to continue despite changes in personnel. An important element in continuity is preparing capacity that can takeover.

17.4 Knowledge Management

- 17.4.1 Given the competitive nature of institutions of higher learning, the University shall be as knowledge based as possible by tapping the creativity of its staff and by exposing the staff to best practices and new ideas by ways of exposure visits, workshops, professionals, journals and training.
- 17.4.2 Each executive shall develop institutional partnerships with other organizations within country and abroad and enable teaching visit, internships, knowledge transfers and twinning arrangements for ongoing learning, information exchange, secondment, etc.
- 17.4.3 The University shall invite known and skilled professionals in a wide array of sectors and have the students shared their success.
- 17.4.4 As global as knowledge has become, the University shall do its best to provide Internet access to its staff so that they can update and develop the profession for which they

are hired. They shall use various software and online learning sources to upgrade the knowledge capacity of the staff.

17.4.5 The University shall join sectorial and cross cutting umbrella organizations to benefit from the information exchange, the various training programs and workshop that they may have.

17.4.6 The University shall also encourage scholarships and a movement for one to educate oneself by availing knowledge source such as libraries, on-line learning solutions and professional contact like professional associations.

3.7 Article 18: Accountability to Protocols

18.1 Given that an institution cannot maintain quality and freshness unless it sustains a certain standard, Dire-Dawa University stipulates that all units develop various protocols to maintain the desired level of excellence.

18.2 The University will develop protocols in as much as they deal with essential welfare of the University community and consider that other units may learn from them in developing their own units. The Protocols include the following, but not limited to;

18.2.1 Internal supervision protocol;

18.2.2 The protocol of service delivery;

18.2.3 The protocol of safety and security;

18.2.4 The protocol of sanitation;

18.2.5 The protocol of health;

18.2.6 The protocol of food service;

18.2.7 The protocol of greensward and ground management;

18.2.8 The protocol of facilities management;

18.2.9 The protocol of environment.

18.3 All supervisors shall ensure the observance of the protocols within their purview. On the other hand, if supervisors fail to do so, quality will be at risk with implications about their own performance.

Chapter 4

Main Governing Bodies of the University

4.1 Article 19: Governing and Advisory Bodies

19.1 Governing and advisory bodies of Dire-Dawa University shall consist of:

- 19.1.1 Board;
- 19.1.2 Senate;
- 19.1.3 President;
- 19.1.4 Managing council;
- 19.1.5 University council;
- 19.1.6 Institute/College/School Council;
- 19.1.7 Department Assembly;
- 19.1.8 Advisory and Standing Committees that may be established by the Board, Senate, or University Council;
- 19.1.9 DDIT shall have its own governing body as IoT's Autonomy Directive 001/2013.

19.2 Apart from other non-academic administrative offices which are accountable to the respective offices listed under sub (1) of this Article, the University consists of the offices of the Quality Enhancement and Academic Program Affairs director, Enrollment, Academic Record and Alumni director, Library and Information Services director, Continuing and Distance Education director, which are all accountable to the Office of Vice President for Academic Affairs. Research Affairs director, Community Engagement director and Centers are accountable to the office of Vice President for Research and Community Engagement. Non-academic administrative support staff are accountable to Vice-President for Administrative and Business Development. Whereas, all academic and non-academic administrative offices under the DDIT are accountable to the office of the Scientific Director.

19.3 The University has also such other offices and center necessary for its overall functions and to provide specific support for the research and community services. Such includes the Office of Legal Affairs, Office of Ethics and Anti-corruption, Office of Gender, HIV/AIDS and Special Needs, and Information and Communication Technology Development Office.

19.4 In this article nothing shall be taken to prohibit the recognition of pre-existing or the establishment of other offices and centers in accordance with this Legislation or any other law in force.

4.2 Article 20: The Board

The board is the supreme governing body of Dire-Dawa University. The powers and the responsibility, composition and quorum of the Board shall be as per Article 44-48 of HEP No.650/2009.

4.3 Article 21: The University's Senate

The senate, being the leading body of the University for academic matters and without prejudice to the responsibilities of the Board has the following powers and responsibilities.

21.1 Duties and responsibilities of the Senate shall

- 21.1.1 Determine the academic calendar of the University;
- 21.1.2 Accredite academic programmes and their curricula and supervise departments/ units to ensure the relevance and quality of education and research;
- 21.1.3 Legislate and ensure proper implementation of the university's status related to all academic and research matters in accordance with this Legislation;
- 21.1.4 Determine conditions on which degrees are awarded or revoked;
- 21.1.5 Determine the University-wide framework for quality enhancement and student assessment;
- 21.1.6 Advise the president, upon request, on appointments of academic heads;
- 21.1.7 Promote academic staff to the rank of associate professor, and recommend to the Board promotions of academic staff to the rank of professor;
- 21.1.8 Approve nominations by departments/units for employment of academic staff with the rank of professor;
- 21.1.9 Decide on the type, number, membership, and responsibilities of its specialized committees;
- 21.1.10 Award honorary degrees and other academic prizes to persons with outstanding achievements meriting recognition by the university, upon request by the president;
- 21.1.11 Examine and approve recommendations by the president in respect of opening, closure, merger or change of name of departments/units;
- 21.1.12 Implement academic general guidelines issued by the university's board;
- 21.1.13 Issue rules on students' academic and disciplinary matters in accordance with applicable provisions of the Higher Education Proclamation;
- 21.1.14 Issue and evaluate the implementation of rules on governing academic staff affairs in accordance with the applicable provisions of the Proclamation and this Legislation;
- 21.1.15 The senate may delegate its responsibilities to the appropriate organs of the university and to ad hoc or standing committees it may establish;
- 21.1.16 Perform other responsibilities which may be given to it in the established law of the University or may be referred to it by the president;

21.2 Members of the Senate

21.2.1 The following are permanent voting members of the University's Senate:

- | | |
|--|----------------------|
| a) The President | Chairperson |
| b) The Vice-Presidents and DDIT Scientific Director | Members |
| c) The Enrollment, Academic Record and Alumni Director | Member and Secretary |
| d) Two representatives of the university teachers' association (one of them is a female) | Members |
| e) Two representatives of the University's Students' Union, one of which shall be female | Member |
| f) Twelve to twenty five leaders of academic units | |

and/or academic staff selected on the basis of their individual merit and academic seniority;

Member

21.2.2 Senate members mentioned in sub-article 1 (f) of this article shall be appointed by the President through procedures established by the Board.

21.2.3 Without prejudice to the generalities of the provisions of this article, the tenure of membership of the members listed in sub-article 1 d-f of this article shall be three years; provided, however, that they may be reappointed as may be appropriate

21.2.4 The Board may, upon advice by the President, change or modify senate membership and term of office, as necessary and consistent with good practice, but solely to ensure that it shall be fit for purpose.

21.3 Sessions of the Senate

21.3.1 The senate shall determine its regular and extraordinary sessions in its own rules of procedure and internal regulations, which shall also include disciplinary rules of its members.

21.3.2 Notwithstanding the provisions under sub-article (21.3.1) of this article, the senate may hold continuous sessions upon request by the president.

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

21.3.4 The senate shall have a quorum when more than half of its members attend and shall make decisions by simple majority votes, and in case of a tie, the chairperson shall have a casting vote.

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

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

21.3.7 A Senate's decision may be reconsidered for discussion if demanded by more than two-third of the senate members.

21.4 Accountability

The University shall have a Senate which shall be accountable to the President as provided under article 49 of the HEP No. 650/2009.

21.5 Communication of Senate Decisions

Heads of Academic and Administrative units shall communicate issues on which the Senate deliberated and decided upon to their respective academic and administrative staff. Such communications shall be conducted within reasonable time after every Senate meeting through writing, meeting or any other modalities.

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

21.7 The Secretary of the Senate shall

21.7.1 Set agenda for senate meetings and dispatches letter of call for meeting to all senate members in consultation with the chairperson,.

- 21.7.2 Record minutes of the senate meetings and when necessary arranges for audio-visual records.
- 21.7.3 Ensure proper handling, documentation, and distribution of the minutes taken thereof..
- 21.7.4 Undertake any additional relevant tasks pertaining to senate matters given by the chairperson of the senate.
- 21.7.5 Compile, publish and disseminate rulings of the senate and or revisions of this senate legislation on a regular basis.

21.8 Rights of the Senate Members

Express ideas and criticisms, support or oppose motions or abstain from voting, suggest new agenda, share any benefits that senate members may be entitled therein.

21.9 Every member of the senate is obliged to:

- 21.9.1 attend all senate meetings punctually;
- 21.9.2 notify the chairperson in advance through any means available when one is unable to attend a meeting for good causes ;
- 21.9.3 refrain from disclosing confidential issues;
- 21.9.4 be governed by the rule of majority vote; and
- 21.9.5 perform other tasks pertaining to the senate matters that may be assigned by the senate

21.10 The Senate shall have Executive, Standing and Ad hoc committees which are accountable itself.

21.10.1 Senate Executive Committee

- i. The executive committee shall have five members elected by the senate from its voting members due regard being had to representation of the different disciplines and areas of specialization. Its membership shall in addition include the President, the Vice Presidents, Scientific Director and the Secretary of the senate.
- ii. Election of the members of the executive committee shall be conducted by secret ballot if, following the nominations, there is a contest.
- iii. The term of office of members of the executive committee shall be three years.
- iv. The secretary of the senate shall also serve the secretary of the executive committee.
- i. Duties and Responsibilities of the Executive Committee shall
 - A. keep the senate advise on agenda, recommendations and interim decisions of its standing committee by receiving and transmitting. As expeditiously as possible, all reports of standing Committees and its own comments thereon to each member of the senate;
 - B. recommend the convening of extraordinary session of the senate whenever a matter within the jurisdiction of the senate assumes such urgent importance as to warrant the action;
 - C. establish procedures for nomination of candidates eligible for honorary degrees and the modalities of review thereon and consider nominations for candidates to the Senate;

- D. refer issues and problems that shall come before the senate to the appropriate standing committee for advice and recommendations, unless in those cases where, in the opinion of the Executive Committee, the matter is of such extraordinary urgency as to warrant direct submission to the Senate;
 - E. review or suspend any decision made by any of the standing committees of the senate where appropriate but any such review or suspension and the circumstances thereon shall be communicated to all members of the senate in a week's time;
 - F. determine, whenever the need arises, the limits of jurisdiction of the standing committees and select the appropriate committee to which a matter falling within the general jurisdiction of the Senate shall be referred;
 - G. submit nominations of the school/College/Institute representative for membership in each senate Committees; and
 - H. take all measures necessary in the exercise of its powers and duties as outlined hereof, including the co-option of and consultation with other members of the senate in the course of its deliberations.
- ii. Meeting and reporting
 - A. The executive committee shall meet at least once before each senate meeting;
 - B. The chairperson may also convene a meeting of the executive committee whenever he deems it appropriate, or whenever three of its members make a request for such a meeting;
 - C. The committee shall submit a biannual activities report to the senate.
- 21.10.2 The Standing Committees of the University senate shall include the following:
- i. Academic Standards, Quality Enhancement / Assurance and Curriculum Committee (ASQEACC)
 - ii. Research Affairs, Community Engagement and Publication Committee (RACEPC)
 - iii. Staff Recruitment, Appointment and Promotion Committee (SRAPC)
 - iv. Admission and Enrollment Committee (AEC)
 - v. Library, Information Communication and Technology Committee(LICTC)
 - vi. Dormitory and Students' Service Committee (DSCSC)
 - vii. Graduate Program Committee (GPC) and
 - viii. Any other committee as may be established by the Senate
- 21.10.3 Duties and responsibilities of the standing committee
- i. The University senate shall elect persons to serve on each of these Committees.
 - ii. The chairpersons of the standing committees of the Senate can recruit additional members which shall have ex-officio, (i.e., non-voting) status.
 - iii. Each elected member of the standing committee shall serve for a period of three years at the end of which the members can stand for re-election.
 - iv. Each standing committee shall have at least two regular meetings in a semester. If and when a request for a meeting of the standing committee is made by more than one third of the members or by staff on justified urgent matters, the chairperson must call a meeting of the committee immediately.
 - v. A majority (50% +1) of any committee composes a quorum.
 - vi. Dean of School/College and Institute Director shall be informed by the chairpersons of the Committees whenever any agenda item of the Committee meeting includes a matter of direct concern to the particular School/College/Institute

or Department . The Dean/director has to appear personally, or through representative, to present positions on the matter. However, the Dean/Director or an appointed representative shall not have the right to vote unless they are a member of the committee.

- vii. Each standing committee shall pass final decisions and inform the senate thereof.
- viii. If any person feels aggrieved by the decisions of the committees, the person shall have appeal right to the senate.
- ix. If matters are appealed on stay of execution of the decision shall be ordered. However, if the right is to expire because of the appeal, the President shall act on the matters as deemed necessary
- x. At the end of each academic year, the chairperson of each standing committee shall submit a written report to the senate on the activities of said committee.

21.10.4 The Academic Standards, Quality Assurance and Curriculum Committee (ASQACC)

i. Membership

The (ASQACC) shall have the following members:

The Vice-President for Academic Affairs	Chairperson
Scientific Director	Member
Coordinator of Quality Enhancement and Academic	
Affair of DDIT	Member
School/College Deans/Institute Director	Member
Heads of concerned Departments	Members
The Enrollment, Academic record and Alumni Director	Member
Staff representative	Member
Quality Enhancement and Academic program	
Affairs Director	Secretary and member

- ii. The Committee may also have an IT expert, a curriculum and instructions expert and a representative of the Institute of Educational Research as non-voting member.

21.10.5 Duties and Responsibilities

- i. Initiates studies for diversifying educational programs in conjunction with department ASQACC members and forward recommendations on the establishment and maintenance of departments, school, college, institute, and other teaching units in the University to the Senate
- ii. Evaluates and approves courses and educational programs with regard to their relevance and accountability.
- iii. Approves and register minor curricular changes reported and passed by DA.
- iv. Formulates guidelines for evaluating the depth, contents and credit hours allocation of courses offered in various departments/units of the University.
- v. Oversees implementation of curriculum development and reviews.
- vi. Reports to the University senate on matters pertaining to students' academic performance and teaching standards within the University.
- vii. Considers Department Assembly's (DA) decisions on certain deviations from the established academic standards legislated by the senate
- viii. Approves course equivalence, waivers, and exemptions presented by concerned departments/units.

- ix. Evaluates and recommends changes on make-up exam rules, academic achievements of students repeating courses and issuance of credentials.
- x. Determines its own rules of procedures within the framework of the University legislation.
- xi. Reviews and regulates semester academic load of students;
- xii. Periodically reviews policies and practices of the University relating to academic work load;
- xiii. Formulates an effective evaluation and appraisal system of academic staff and prepare guidelines for the preparation of questionnaires used for evaluation;
- xiv. Reviews the process and procedures used to evaluate the University's undergraduate and graduate programs;
- xv. Reviews modes of assessing students' academic performance, the frequency thereof, the manner of distributing scores as well as regrading procedures;
- xvi. Acts as a board of appeal for complaints of students that could not be handled by their respective school/college and institute;
- xvii. Undertakes periodic supervision on quality of teaching environment, teaching aid, quality of exams, student teacher ratio, optimal class size, staff profile compositions, staff load etc and prepares report thereof.
- xviii. Prepares quality assurance criteria and standards, and audits efficiency thereof.
- xix. Proposes effective means by which school/college/institute and other units of the University can help students with registration, selection of majors, minors, electives, realistic course loads and tutorial programs administration;
- xx. Initiates trainings on goal setting, study skills, test-taking skills, tutorial, motivation, time management, stress and the campus environment in general;
- xxi. Oversees the conduct of academic advising and ensure the preparation of guidelines on student advising;
- xxii. Oversees that attrition data is regularly reported by the University registrar;
- xxiii. Devises and implements all possible retention and enhancement strategies and initiatives;
- xxiv. Initiates and organizes studies for the identification of the causes of attrition, preventive methods and possible interventions, and communicate the results of these researches to the University; and
- xxv. Develops an early warning system to identify students in academic difficulty
- xxvi. Performs any other duties given to it by the senate.

21.10.6 Meeting and reporting

- i. The Committee shall meet at least once a month.
- ii. The chairperson may also convene a meeting of the Committee whenever he deems it appropriate, or whenever one third of its members make a request for such a meeting.
- iii. The committee shall submit a bi-annual activities report to the senate.

21.10.7 Research Affairs, Community Engagement and Publication Committee (RACEPC)

- i. Membership
Research Affairs, Community Engagement, and Publication Committee (RACEPC) shall have the following members:

Vice-President for Research and Community
Engagement

Chairperson

Director of Research Affairs	Member and Secretary
Director of Research and Technology Interchange of DDIT	Member
Director of Community Engagement	Member
Staff representative	Member
One senior researcher assigned by the senate	Member
University Industry linkage officer of DDIT	
College/School Dean	Member
Dean of Graduate studies	Member
Director of research institute elected by the Senate	Members
Director of Library and Information Service	Member

21.10.8 Duties and Responsibilities

- i. Formulates policies and strategies that foster research, technology interchange and university industry linkage undertakings in line with national priorities and for the development of science and technology. The Committee may involve concerned School/College/Institute or resource persons in these processes.
- ii. Formulates guidelines for implementation of research, community engagement, technology transfer and University industry linkage policies and Community engagement strategies of the University;
- iii. Oversees coordination of research, community engagement, technology transfer and University industry linkage undertakings of the University in collaboration with the school/college/institute, etc.
- iv. Assists each department in its efforts to solicit fund for research and development from sources in country or abroad.
- v. Provides procedures for the launching of a new journal;
- vi. Determines criteria for establishing the reputability of journals;
- vii. Re-assess the reputability of journals every year;
- viii. Determines courses of action in the case of breach of agreement by researchers;
- ix. Specifies the calendar for submission of research/community engagement proposals and research/community engagement reports;
- x. Examines and endorses the activity reports of research/community engagement institutes;
- xi. Establishes ethical clearance committee and follow up the duties of the committee thereof.
- xii. Lay down policies and procedures for visiting research scholars from other universities who seek formal association and collaboration with, and sponsorship, by an Academic Departments.
- xiii. Lays down guidelines for allocating funds for research/community engagement and development, and preparation of relevant teaching materials or text books or reference books or books.
- xiv. Establishes and provides guidelines for technical committees which screen projects when deemed necessary.
- xv. Suggests to senate feasible options, including incentive mechanisms, of encouraging academic staff members to undertake research, community engagement, industry linkage, and technology transfer activities.
- xvi. Reviews and recommends to the Senate the creation and termination of research stations.

- xvii. Ensures that certain minimum standards are maintained by all publications of the University.
- xviii. Monitors and evaluates the research, community engagement, technology interchange and industry linkage activities of the University.
- xix. Determines its own rules of procedures within the framework of the University senate legislation.
- xx. Develops guidelines for teaching materials development based on research and development activities.
- xxi. Performs any other duties as may be required.

21.10.9 Meeting and reporting

- i. The Committee shall meet at least once a month.
- ii. The chairperson may also convene a meeting of the Committee whenever he deems it appropriate, or whenever one third of its members make a request for such a meeting.
- iii. The committee shall submit a bi-annual activities report to the senate.

21.10.10 The Academic Staff Recruitment, Appointment and Promotion Committee (SRAPC)

i. Membership

The Vice President for Academic Affairs	Chairperson
The Vice President for Research and Community Engagement	Member
The Scientific Director of DDIT	Member
The University Enrollment, Academic Record and Alumni Director	Member
Research Affairs Director	Member
College/school Deans	Member
Dean of Graduate Studies	Member
Two Staff representative of the Senate	Member
Director of Community Engagement	Member
Director of Gender, HIV/AIDS and Special needs Quality Enhancement and Academic Program	Member
Affair Director	Member and Secretary (for promotion purpose)
Director for Human Resource Management and Development;	Member and Secretary (for recruitment purpose)
Any person the senate may assign	Member

21.10.11 Duties and Responsibilities

- i. Endorses promotions of assistant, associate and full professorship according to the general procedures specified by this legislation.
- ii. Follows up and check that staff recruitments are implemented as per the rules and regulations of the University.
- iii. Reports to the University's senate on matters relating to the general welfare of the Academic Staff
- iv. Develops guidelines and advise the senate on Honorary Degree for those scholars contributing to Dire-Dawa University, in particular, and also the country at large.

- v. Assesses the overall academic manpower requirements of the University
- vi. Handles selection of candidates for contested training/research opportunities.
- vii. Initiates institutional policies, procedures and programs with respect to staff development and scholarship that shall assist the Academic Staff to meet the institutional needs.
- viii. Recommends the optimal staff size and composition in terms of academic rank and qualification required by various units of the University.
- ix. Approves the number of University staff going for further studies and for sabbatical/research leaves.
- x. Follows up the progresses of staff on study or sabbatical/research leaves through the appropriate offices.
- xi. Develops and updates guidelines on administration of scholarships.
- xii. Approves extension of all sorts of leaves when necessary.
- xiii. Encourages the academic staff to participate in the University and community affairs.
- xiv. Designs strategies to improve staff services and promote extra-curricular activities and follow up the implementations thereof
- xv. Devises mechanisms for promoting accountability and positive attitudes towards professional development.
- xvi. Fosters the development of healthy relationship among staffs and the University community at large.
- xvii. Oversees the proper implementation of the rules, regulations and other provisions pertaining to rights and benefits of the academic staff.
- xviii. Assists and facilitates the establishment of the teachers association.
- xix. Proposes relevant incentive mechanisms for the academic staff
- xx. Negotiates with concerned organs on mechanism of securing bank loans, insurance schemes, housing facilities, and other staffs welfares
- xxi. Determines rules of procedures within the framework of the University's senate legislation;
- xxii. Formulates guidelines and devise strategies to enhance diversity of staff through affirmative recruitment system for applicants from disadvantaged groups such as women, persons with disability and disadvantaged communities.
- xxiii. Performs any other related duties as deemed necessary.

21.10.12 Meeting and reporting

- i. The Committee shall meet at least once a month.
- ii. The chairperson may also convene a meeting of the Committee whenever he deems it appropriate, or whenever one third of its members make a request for such a meeting.
- iii. The committee shall submit a bi-annual activities report to the senate.

21.10.13 Admission and Enrollment Committee

The committee shall consist of the following members:

The Vice President for Academic Affairs	Chairperson
Deputy Scientific Director	Member
Deans of School/College	Member
The Dean of graduate studies	Member
The University Enrollment, Academic Record and Alumni Director	Member

Director of Continue Distance Education	Member
Director of Student Service Affairs	Member
Two Staff representatives of the Senate	Member
Quality Enhancement and Academic Program Affairs Director	Member
Two Students' representatives one from undergraduate and the other from graduate programs	Member

21.10.14 Duties and Responsibilities:

- i. Assesses intake capacity of the University against available human and material resources;
- ii. Examines retention rate and advise the senate on mechanisms for improvements;
- iii. Makes arrangement to promote diversity in admission;
- iv. Sets clear and transparent criteria for admission;
- v. Sets and review readmissions and placement guidelines; and
- vi. Examines and review admission criteria set by school/college/institute.

21.10.15 Meeting and reporting

- i. The committee shall meet four times a year;
- ii. The chairperson may also convene a meeting of the committee whenever he deems it appropriate, or whenever three of its members make a request for such a meeting.
- iii. The committee shall submit a biannual activities report to the senate

21.10.16 Library, Information and Communication Technology Committee The committee shall consist of the following members:

The Vice President for Academic Affairs	Chairperson
Vice-President for Administrative and Business Development	Member
Quality Enhancement and Academic Program Affairs Director	Member
DDIT's managing director	Member
The Dean of graduate studies	Member
Director of Library and Information Service	Member
Director of Planning and Monitoring and Evaluation	Member
Director of Research Affairs	Member
Director of Information Communication Technology	Member
Deans of School/College	Member
Director of Continuing and Distance Education	Member
Director of Purchasing and Property Management.	Member
Representatives of students from undergraduate and graduate	Member

21.10.17 Duties and Responsibilities

- i. Formulates library guidelines and devise strategies in relation to the development of resources for instruction, research and other services;
- ii. Oversees that the University's libraries, are maintained as a national and international scholarly resource;

- iii. Provides oversight on the overall implementation and development of the libraries;
- iv. Formulates guideline for the allocation of funds for the libraries;
- v. Oversees the library services and initiate the preparation of strategic plan of the library service to the University as a whole;
- vi. Enhances the potential of libraries to contribute to graduate programs and maximizing the information resources available to researchers, and the facilitation of their access;
- vii. Formulates rules and regulations on donated books, manuscripts, projects, pieces of arts and other materials including the rights of donors and their families;
- viii. Formulates regulations on the application of any aspect of library and information service policy to university libraries and information services not within the University library services;
- ix. Makes, amends, and publishes regulations, subject to approval by the senate, for the control, management, and security of the use of the facilities of the University library Services;
- x. Determines guideline relating to the admission of readers to the libraries and services within the University Library Service;
- xi. Formulates guideline for the acquisition, development, management, and disposition of collections in the libraries and services within the University Library Service;
- xii. Formulates guidelines for the preservation of materials in the University's library collections;
- xiii. Devises strategy and plan for the provision of electronic information resources for the University.

21.10.18 Meeting and Reporting

- i. The Committee shall meet four times a year.
- ii. The chairperson may also convene a meeting of the Committee whenever he deems it is appropriate or whenever three of its members make a request for such a meeting.
- iii. The committee shall submit a biannual report to the senate on the implementation of its duties and responsibilities

21.10.19 Dormitory and Students' Service Standing Committee (DSSSC)

- i. The DSSSC shall have the following member:

The Vice-President for Administrative Business Development	Chairperson
Quality Enhancement and Academic Program Affairs Director	Member
DDIT's managing director	Member
Head of Dormitory and Cafeteria Unit	Member
Deputy Director of students' service affairs	Member
Director of Purchasing and Property Management	Member
Director of General Service	Member
Two student representatives with gender mix	Member
Director of of Students' Service Affairs	Member and Secretary
- ii. Duties and Responsibilities

- A. Sets rules and regulations to control and supervise all activities and programs relating to cafeteria and dormitory service
 - B. Periodically supervises the quality provision of students' cafeteria and dormitory services and report to the University Managing Council
 - C. Monitors and evaluate annual budget and the utilization to the student cafeteria and dormitory service, and University Managing Council
 - D. Checks and evaluates the annual menu to the students' cafeteria service and proposes its improvement
 - E. Monitors the quality, nutritional content and proper provision of food services in accordance with the menu
 - F. Evaluates the students' cafeteria and dormitory facilities are properly managed, maintained and irregularities are rectified in time
 - G. Ensures the proper implementations of the rules and regulations of cafeteria and dormitory service provision
 - H. Reports irregularities and improper management of cafeteria and dormitory services for the senate and proposes the way how to improve it
 - I. carries out other activities assigned by the senate
- iii. Meeting and reporting
- A. The Committee shall meet at least once a month.
 - B. The chairperson may also convene a meeting of the Committee whenever he deems it appropriate, or whenever one third of its members make a request for such a meeting.
 - C. The committee shall submit a bi-annual activities report to the senate.

21.10.20 Graduate Program Committee (GPC):

The GPC is a body responsible for ensuring the conduct of academic matters of graduate studies

- i. The committee shall
 - A. Formulate new or propose amendment of existing rules and regulations governing graduate programs to the senate;
 - B. Promote and co-ordinate interdisciplinary programs for graduate studies and ensure research and teaching programs are well integrated;
 - C. Recommend for approval to the senate proposals for new graduate programs submitted to it by SC/CC/IC;
 - D. Set guidelines for admission of candidates to graduate programs;
 - E. Recommend on tuition fees and waivers to the senate;
 - F. Ensure that both existing and new guidelines set by the Senate, or decisions made by it are implemented by concerned graduate program offices;
 - G. Set guidelines for admission of candidates to graduate programs;
 - H. Recommend on tuition fees and waivers to the senate;
 - I. Ensure that both existing and new guidelines set by the Senate, or decisions made by it are implemented by concerned graduate program offices;
 - J. Formulate and recommend general guidelines for the welfare of graduate students and the award of graduate studentship and other awards;
 - K. Recommend to the senate the award of the appropriate Graduate diploma, certificate or degree in accordance with University's rules and regulations;
 - L. Advise the senate on all matters regarding graduate programs; and

M. Establish its own rules of procedure and set up standing and ad-hoc committees as necessary.

ii. Membership

Vice President for Academic Affairs	Chairperson
Vice President for Research and Community Engagement	Member
Institute Director	Member
Graduate coordinator of School/College/DDIT	Member
The University's EARAD	Member
Director of Research Affairs	Member
Director of Research and Technology	
Interchange of DDIT	Member
Deans of Colleges running Graduate programme(s)	Member
Director of Quality Enhancement and Academic Program Affairs	Member
Two (one male and one female) graduate students' representatives	Member
Dean, School of Graduate Studies	Member and Secretary

iii. Meeting and Reporting

- A. The committee shall meet at least once before each senate meeting.
- B. The chairperson may also convene a meeting of the committee whenever he deems it appropriate, or whenever two third of its members make a request for such a meeting.
- C. The committee shall submit a biannual activities report to the senate.

21.10.21 Ad-hoc Committees

Ad-hoc Committees may be established by the senate as deemed necessary. Unless otherwise provided in 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.

4.4 Article 22: The President

The President of Dire-Dawa University shall be the chief executive officer (CEO) of the University.

22.1 Appointment

Appointment of DDU President shall be as per HEP No.650/2009 and "Directive on selection and appointment of leaders and managers in higher education institutions in Ethiopia 002/2017"

22.2 Duties and Responsibilities of the President

- 22.2.1 Directs and administers the University with the aim of ensuring the achievement of its mission;
- 22.2.2 Ensures that organs of the University and its community uphold the objectives of higher education and guiding values of the University;
- 22.2.3 Ensures that the provisions of this legislation and of other laws applicable to the University are respected;

- 22.2.4 Ensures that the University, in accordance with its enrollment capacity, prepares graduates with competence and professional mix consistent with the needs of the country;
- 22.2.5 Creates and continuously builds a conducive institutional environment stimulating learning and research;
- 22.2.6 Ensures that the University's research and consultancy activities focus on national priorities;
- 22.2.7 Ensures that the University in the pursuit of its mission is perpetually connected internationally as well as with national and local institutions, relevant agencies and business and industry, and associations;
- 22.2.8 Ensures that the University always keeps abreast of national and international developments and positions itself to respond effectively to the country's needs in education, training, research, consultancy and community services;
- 22.2.9 Ensures that the University has a capable system of internal leadership and management;
- 22.2.10 Designs and implement, upon ultimate approval by the Board, nomination and appointment systems of officers and academic heads;
- 22.2.11 Determines and implement, upon approval by the senate and the Board, school/college/institution and-department/unit level governing bodies and structures guided by the principles of relevance and quality of education and research, autonomy, efficacy and efficiency of service delivery;
- 22.2.12 Ensures that employment and official positions are achieved through competition and that removal from office is based on performance evaluation, disciplinary matters and end of tenure of office alone.
- 22.2.13 Ensures that policies, directives and procedures of the University are designed in conformity with pertinent laws and government policies;
- 22.2.14 Develops and implements institutional standard measures and ensure that the academic and administrative operations of the University are on the basis of the standards;
- 22.2.15 Ensures that the University maintains a healthy balance of income and expenditure and proper books of accounts of all incomes and expenditures;
- 22.2.16 Ensures that Board and senate sessions as well as of those other leadership bodies such as the managing council and the university council are well-prepared for and held regularly;
- 22.2.17 Resolves by peaceful and legal means all intra-University disputes and disputes with third parties, in pursuit of the University's mission and best interests;
- 22.2.18 Ensures that all fundamental operations and substantive transactions of the University are appropriately documented in text and data form as appropriate and that the information is, without prejudice to University interests, appropriately and readily accessible to end-users;
- 22.2.19 Prepares University plans, budget, organizational structures and directives, and ensure their implementation upon approval;
- 22.2.20 Informs periodically the Board, government and the public about the state of the University;
- 22.2.21 Builds and maintains a reliable safety and security system that protects life and property in the premises of the University;
- 22.2.22 Represents the University in all its dealings with third parties;
- 22.2.23 Opens and operates bank accounts in the name of the University;

- 22.2.24 Delegates, as may be necessary, his powers and responsibilities to the vice presidents and appropriate heads of departments/units;
- 22.2.25 Ensures that his foreign travels are of value to the University and planned;
- 22.2.26 Discharges such other responsibilities as may be given to him by the establishing law of the University and by the Board.
- 22.2.27 The President shall devote full time to the requirements of his office, and shall be remunerated appropriately for his services in the form of basis salary and other benefits.
- 22.2.28 In the case of absence from duty, the President shall delegate as a standard practice, the academic vice president on his behalf and, in the case of simultaneous absence of the said vice-president, any of the other vice presidents.
- 22.2.29 Without prejudice Article 53 of the proclamation, the president of Dire-Dawa University shall have the following additional responsibilities as per Dire-Dawa University Establishment Council of Ministers Regulation No.230/2011:
 - 22.2.29.1 To submit timely to appropriate bodies the university's performance reports as approved or maybe directed by the university's board;
 - 22.2.29.2 To prepare the agenda for the university's boards sessions in consultation with the chairperson; to make advance preparations to facilitate the board's sessions; and to execute the board's sessions decisions;
 - 22.2.29.3 To play his due role in the establishment and running of the forum for University's, which shall be established and function in accordance with the provision of article 58 of the Proclamation;
- 22.3 Terms of Office
 - 22.3.1 The terms of office of the president of the University shall be six years; provided however, that and without prejudice to other provisions of the HEP No. 650/2009, he may be reappointed as per article 52(6).
 - 22.3.2 The Board shall make monitoring reviews on the performance of the president bi-annually and comprehensive in-depth reviews every three years in the presence and with the participation of the president and the vice presidents.
 - 22.3.3 No person shall hold the position of acting president for a period of more than 180 days.
 - 22.3.4 The President shall be accountable to the Board.
- 22.4 Termination of Service of the President

The president of DDU may be relieved of his responsibilities by:

 - 22.4.1 Resignation;
 - 22.4.2 Release on grounds of criminal indictment, incompetence, severe misconduct, severe illness or upon death;
 - 22.4.3 Absence from duty for more than 180 consecutive days with official acquiescence;
 - 22.4.4 Absence from duty for more than 45 consecutive days without official acquiescence;
 - 22.4.5 Expiry of terms of office.
- 22.5 The Vice-Presidents

Without prejudice to HEP NO. 650/2009 article 54 (2), Dire-Dawa University shall have

 - 22.5.1 Vice President for Academic Affairs (VPAA),
 - 22.5.2 Vice President for Research and Community Engagement(VPRCE) and
 - 22.5.3 Vice President for Administrative and Business Development (VPABD)

- 22.6 The Scientific Director of DDIT has a status of Vice-President as per article 5.6.1 of IoT's Autonomy Directive 001/2013,
- 22.6.1 The Scientific director shall be nominated by the University's President in agreement with the IoT's supervisory board and approved by the University Board.
- 22.7 The University may have several Vice-Presidents nominated by the President and approved by the Board.
- 22.8 The Vice-Presidents of Dire-Dawa University shall be appointed based on merits and through competition by the Board, as nominated by the President.
- 22.9 The requirements and procedures of the appointments of Vice-Presidents shall be made based on applicable sub articles of article 52 of the HEP NO. 650/2009 and "Directive on selection and appointment of leaders and managers in higher education institutions in Ethiopia 002/2017"
- 22.10 The terms of Office and the termination of Vice-President shall be determined as per article 52.6 and article 55 of the HEP NO. 650/2009 respectively;
- 22.11 Without prejudice to HEP No. 650/2009, this Legislation and other relevant laws of the country, the following offices shall be accountable to the President:
- 22.11.1 Director of President's office
- 22.11.2 Director of International and Public Relation
- 22.11.3 Director of Planning, Monitoring and Evaluation
- 22.11.4 Director of Legal and Administrative Affairs
- 22.11.5 Director of Gender, HIV/AIDS and Special needs
- 22.11.6 Director of Institutional Transformation and Good Governance
- 22.11.7 Director of Ethics and Anti Corruptions
- 22.11.8 Head of Internal Audit and Inspection Service
- 22.11.9 Director of Information Communication Technology
- 22.11.10 Head of Liaison Office
- 22.11.11 Other offices will be established by the University.
- 22.11.12 The appointment, duties and responsibilities of the offices under the president shall be determined by separate guidelines of the University.

4.5 Article 23: Vice-President for Academic Affairs (VPA)

Without prejudice to article 52 of the proclamation, a Vice- President of Dire-Dawa University shall have the following responsibilities:

23.1 Duties and Responsibilities

- 23.1.1 advises, assists and supports the president in the exercise of his responsibilities;
- 23.1.2 Directs and supervises the activities of the University organs accountable to him upon implementation of the decisions and directives issued by the Board and Senate;
- 23.1.3 Directs, leads, and supervises the implementation of agreements and projects of the University related to the domain of education with other organizations;

- 23.1.4 Leads and supervises the teaching learning; and follow up the execution of decisions made and rules and procedures issued by the pertinent governing bodies of the University;
- 23.1.5 Formulates the overall strategic plan of the teaching learning in consultation with the deans and directors under his supervision;
- 23.1.6 Develops the operational and budget plan of his office and revises the operational and budget plan of the University core processes in consultation with the deans and directors;
- 23.1.7 Creates linkage among different directors for efficient and effective performance;
- 23.1.8 Formulates and updates university strategies and guidelines related to the teaching learning in consultation with the deans and directors and follow up its proper implementation;
- 23.1.9 Plans, directs and monitors the teaching learning activities of the University;
- 23.1.10 Prepares periodic teaching learning performance reports;
- 23.1.11 Approves and follows up professional development courses and seminars, workshops, and similar other non-formal educational programs;
- 23.1.12 Coordinates preparations of plans of academic programs by departments and supervise the implementation of the plans;
- 23.1.13 Leads and supervises the activities of the University's Library and Information Service; Enrollment, Academic Record and Alumni; Quality Enhancement and Academic Program offices;
- 23.1.14 Initiates in-country and international linkages in his areas of responsibility, in consultation with the president, and monitor their implementation;
- 23.1.15 Submits reports to the president on performance, budget allocation and utilization, and other activities of the academic matters.
- 23.1.16 Coordinates the development of academic officers and staff performance evaluation system and guidelines; and establish a system of reward for exemplary performances;
- 23.1.17 Leads, plans and monitors the execution of the University continuing and distance education program;
- 23.1.18 Carries out such other activities which may be specifically entrusted him by the Board, the Senate or the President.
- 23.1.19 Other duties assigned by the president may entrust to him;
- 23.1.20 Acts on-behalf of the president in the event the latter is absent from his duty.

4.6 Article 24: Vice-President for Research and Community Engagement (VPRCE)

24.1 Duties and Responsibilities :

- 24.1.1. advises, assists and support the president in the exercise of his responsibilities;
- 24.1.2. Leads and supervise research, technology interchange and industry linkage activities of the University; and follow up the execution of decisions pertinent to his office;
- 24.1.3. Develops the operational and budget plan of his office and revises the operational and budget plan of the University core processes in consultation with the directors;

- 24.1.4. Creates connection among different directors and deans for efficient and effective performance;
- 24.1.5. Formulates and update the university's policies and guidelines related to the community engagement, research, technology interchange and industry linkage in consultation with the directors and follow up its proper implementation of the activities of the University;
- 24.1.6. Prepares periodic community engagement and research, technology Interchange and Industry Linkage performance reports;
- 24.1.7. Leads and supervise the activities of the community engagement and research affairs of the University.
- 24.1.8. Initiates in-country and international linkages in his areas of responsibility, in consultation with the president, and monitor their implementation;
- 24.1.9. Monitors and follow-up the proper implementation of all research and community engagement in the University;
- 24.1.10. Ensures the productive linkage and relevance of research and community engagement activities with the overall national objectives and societal need;
- 24.1.11. Ensures the observance of principles of good governance in the overall operation of research and community engagement in the University at all units;
- 24.1.12. Ensures institutional dynamism and leadership to adopt, internalize and excel with international research standards of excellence;
- 24.1.13. Creates and maintains conducive environment in the University for research and community service activities;
- 24.1.14. Oversees the implementation of quality standard measures on research and community engagement activities and take corrective measures thereupon;
- 24.1.15. Establishes additional offices when he deems it necessary for discharging his responsibilities under this decree;
- 24.1.16. Appoints and relieves office holders under his office in consultation with the president; and
- 24.1.17. Submits reports to the president on performance, budget allocation and utilization, and other activities of the research units and of other units accountable to him;
- 24.1.18. Performs other duties assigned by the president may entrust to him;
- 24.1.19. Acts on-behalf of the Vice-President of Academic Affairs in the event the latter is absent from his duty.

4.7 Article 25: Vice-President for Administrative and Business Development (VPABD)

25.1 Duties and Responsibilities

- 25.1.1 advises, assist and support the president in the exercise of his responsibilities;
- 25.1.2 ensures effective leadership competence and dedication for the realization of the mission of the University;
- 25.1.3 Leads and supervises the activities of the administrative development processes of the University; and coordinate the execution of decisions made and rules and procedures issued by the pertinent governing bodies of the University;

- 25.1.4 formulates the overall strategic plan of the support processes of the University in consultation with directors of the support processes;
- 25.1.5 develops the operational and budget plan of his office and revise the operational and budget plan of all the support processes in consultation with the directors;
- 25.1.6 creates linkage among/between different support process for efficient and coordinated support to the University core processes;
- 25.1.7 formulates and updates overall university strategies, policies and guidelines related to support services and follow up their proper implementation;
- 25.1.8 prepares regular reports on the activities and achievements of the different support processes;
- 25.1.9 plans and coordinate the implementation of non-academic University businesses to generate internal revenue;
- 25.1.10 coordinates the assessment of potential University Business activities and develop projects for implementation;
- 25.1.11 coordinates the preparations, monitors and the execution of plans of Students Service Affairs Office; Procurement, Finance and Property Administration Office;
- 25.1.12 coordinates the preparations and monitor the execution of plans of Students Service Directorate; Director of Procurement and Property Administration, Director Finance; Director for Human Resource Management and Development, Director of General Service, Campus security office, and Information Communication Technology Center.
- 25.1.13 controls and engages the different agreements and contracts made between the university support services and external bodies;
- 25.1.14 ensures the presence of accountability, transparency and coordination in each process;
- 25.1.15 leads, plans and monitors the execution of the University campus security office;
- 25.1.16 enters into contract agreement with external partners such as insurance companies, water authority, telecommunication, electric power corporation, suppliers of goods and services etc...;
- 25.1.17 initiates in-country and international linkages in his areas of responsibility, in consultation with the president, and monitor their implementation;
- 25.1.18 submits periodic and annual reports to the president on performance, budget allocation and utilization, and other activities of the offices and units accountable to him;
- 25.1.19 exercises responsibilities the president may entrust to him

4.8 Article 26: Dire-Dawa Institute of Technology (DDIT)

Dire-Dawa Institute of Technology has its own supervisory board as per Directive 001/2013. The governance of DDIT shall be based on IoT's Autonomy Directive 001/2013, this legislation and HEP No.650/2009 so far as it is necessary to enable them to implement the policy of the Government in engineering and technology education.

- 26.1 The degree of the autonomy and delegation of powers regarding personnel, finance and academic affairs, relationship with the University, governance structure and accountability of its officers in exercise of the power to be delegated to it shall be governed by the Directive.
- 26.2 The University shall ensure that DDIT's abide by the law of the land.

- 26.3 The power of DDIT council emanates from the delegation of power by the University senate.
- 26.4 To the extent the directive's silent or with respect to matters which are not delegated, this Senate legislation, other rules or regulations of the University shall be applicable to DDIT so long as that does not deprive it of autonomy granted by the Directive.

4.9 Article 27: The University's Managing Council

- 27.1 Without prejudice to the power of the President to include other pertinent officers, the president, the vice-presidents, Scientific Director, and the officers in charge of university-wide students' affairs shall constitute the core members of the managing council; and shall be chaired by the president.
- 27.2 The Managing Council shall advise the president on the strategic issues and on other cases that the president believes require collective examination as well as serve as a forum for monitoring, coordination and evaluation of institutional operations.
- 27.3 The Managing Council shall meet regularly at least twice a month on a regular day and time that shall be determined by the president.
- 27.4 The Managing Council shall hold and conduct its sessions with a majority of its core members present.
- 27.5 Minutes of sessions of the Managing Council shall be taken by a secretary designated by the president.
- 27.6 The president shall ensure free and open expression of views in Managing Council sessions. The president may order votes in case substantially competing opinions emerge to a certain weight of the competing opinions.
- 27.7 No member, other than the person instructed by the President, shall communicate to the third parties of the council's deliberations on controversial issues and the results thereof
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4.10 Article 28: The University's Council

- 28.1 The president shall chair the Council, and its members shall consist of the core members of Managing Council, all Deans, Directors, members of senate standing committee, and other key academic officers, service departments heads; and as it shall be determined by the board upon the advice of the president, 2 members of academic staff and 2 students' representatives with 50% gender mix.
- 28.2 The University's Council shall advise the President on institutional proposals, plans, budgets, organizational structure and academic programs, agreements of cooperation, and on division, merging, change of names and closure of departments/units as well as on performance.
- 28.3 The University's council shall meet at least once every six months according to schedule that shall be fixed by the president.
- 28.4 Attendance of University's council sessions shall be mandatory. Membership shall not be delegated except in accordance with the permission of the president. Sessions may be held without a requirement for quorum.

- 28.5 The President shall ensure a democratic atmosphere of stimulating free expression, opinions and ideas in sessions of the University's Council. The President may order votes in case substantially competing opinions emerge to determine the weight of the competing opinions.
- 28.6 The secretary of the University's Managing Council shall also serve as the non-voting and non-consultative member.
- 28.7 Other than the president or a person nominated by the president, no member of the university's council shall serve as its official spokes-person.
- 28.8 Without prejudice to the provisions of this article, the University's Council may adopt its own procedural rules.

Chapter 5

Internal Academic Organization of the University

5.1 Article 29: Granting the Status of Institute, College, School, Department

- 29.1 Granting of school, college or department can be treated as per University's BPR document and HEP. No 650/2009.
- 29.2 Notwithstanding with sub-article 1 of this article, the Senate shall consider availability of resource and the special needs necessitating the granting of status.

5.2 Article 30: General Provisions on the Organization of Colleges, Institutes, Schools, and Departments/Units

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

- 30.1 The University includes the following school, colleges and institute;
 - 30.1.1 Dire-Dawa Institute of Technology(DDIT)
 - 30.1.2 College of Natural and Computational Sciences(CNCS)
 - 30.1.3 College of Medicine and Health Sciences (CMHS)
 - 30.1.4 College of Business and Economics (CBE);
 - 30.1.5 College of Social Sciences and Humanities (CSSH);
 - 30.1.6 College of Law
 - 30.1.7 School of Graduate Studies (SGS)
 - 30.1.8 Others will be established in accordance with the University's regulations.
- 30.2 Each of the above organs constitutes department/unit within which various degrees at the undergraduate and graduate levels are awarded.

5.3 Article 31: Governing and Advisory Body of a School College/Institute

- 31.1 A School/College/Institute shall have the following advisory and governing bodies:

- 31.1.1 Dean/Director
 - 31.1.2 Quality Enhancement and Academic Program Affairs Coordinator
 - 31.1.3 Research and Community Engagement Coordinator
 - 31.1.4 Research, Community Based Education and Engagement Coordinator(CMHS)
 - 31.1.5 School/College/Institute Graduate Program Coordinator
 - 31.1.6 School/College/Institute coordinator of Enrollment, Academic and Record Alumni
 - 31.1.7 College/School CDE coordinator
 - 31.1.8 Representative of the University Teachers' association.
 - 31.1.9 Gender, HIV/AIDS and Special Needs Focal Person
 - 31.1.10 Other Body Established by the Council through the University Regulations
- 31.2 Some of the governing and advisory bodies shall be shared among the Colleges/Institute /Schools based on the management council's decision considering the breadth of their internal structure and activities.

5.4 Article 32: Duties and Responsibilities of the School/College/Institute Council

- 32.1 The School/College/Institute Council shall have the following duties and responsibilities:
- 32.1.1 Approves strategic plan and yearly budget of the School/College/Institute;
 - 32.1.2 Approves plan and budget of the School/College/Institute prepared by the departments/school's programs, all offices under the School/College/Institute and of the School/College/Institute itself;
 - 32.1.3 Have administrative, decision making advisory functions as regard academic, research and community service
 - 32.1.4 Approves recruitment up to the rank of Assistant Professorship
 - 32.1.5 Approves promotion up to the rank of Assistant Professorship
 - 32.1.6 Recommends to the Senate the promotion to the rank of an Associate Professor and above;
 - 32.1.7 Follows up the quality of education, research and community services based on established standards;
 - 32.1.8 Proposes the initiation/termination of departments/programs and centers as per the established relevant regulations for the approval of the Senate;
 - 32.1.9 Conducts at least once a month scheduled/regular meetings during the academic semesters and conduct extraordinary or other necessary meetings when requested by 2/3 of the members of the School/College/Institute Council, or the dean/director in writing;
 - 32.1.10 Proposes graduation of students of the School/College/Institute to the EARAD.
 - 32.1.11 Establishes committee (standing or/and ad-hoc) to discharge its responsibilities when necessary.
 - 32.1.12 Advises the Dean/Director, up on request, on administrative and financial affairs
 - 32.1.13 Sets guide lines to facilitate teaching learning processes.

- 32.1.14 Recommends all leaves of academic staff members, except sick and annual leaves which could be approved by the dean, to the Vice-President for Academic Affairs;
- 32.1.15 Deliberates and decides upon all appointments and promotion cases presented to it through the DAs of departments.
- 32.1.16 Promotes research works within the college/Institute/school on periodic basis and evaluate the success of their implementation;
- 32.1.17 Reviews grades and determine academic status of students of the school/college/institute every semester;
- 32.1.18 Promotes the welfare of the staff and students and ensures observance of discipline within the college/institute or school as provided by the rules and regulations of the University.
- 32.1.19 Recommends to the senate of the graduation of students of the School/College/Institute and the candidates to be University gold medal winner.
- 32.1.20 Initiates staff development schemes for one's academic body, prioritize training programs for the staff and recommended candidates for training.
- 32.1.21 Receives and assess the results of annual performance evaluation of the members of the School/College/Institute and make recommendations to the dean/director about the actions that need to be taken.
- 32.1.22 Based on the University's policy, initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the School/College/Institute
- 32.1.23 Performs other functions that contribute to the betterment of teaching learning processes and promotion of research and community engagement in the School/College/Institute

32.2 Composition of School/College/Institute Council

32.2.1 The SC/CC/IC shall consist of:

- | | |
|--|----------------------|
| a) The Dean of the School/College or the Director of the Institute | Chairperson |
| b) Deputy Director of the Institute | Member |
| c) All heads of departments in the college | Member |
| d) Quality Enhancement and Academic Program Affairs Coordinator | Member |
| e) School heads where no department heads in the Institute | Member |
| f) Research, Community Based Education and Engagement Coordinator (Exception to CMHS) | Member and Secretary |
| g) Associate dean for Affiliated Hospital (Exception to CMHS) | Member |
| h) College Research and Community Engagement Coordinator | Member and Secretary |
| i) Deans of School/College Graduate Coordinator whenever applicable (Member), when it is established | Member |
| j) College Administrative Assistant (with no vote) | Member |
| k) One representative of the University Teachers' association | Member |
| l) Two elected academic staff member having a rank of lecturer and above (one must be female) | Member |
| m) Gender, HIV/AIDS and Special Needs Focal Person | Member |
| n) Two elected Students' Representatives (one must be female) | Member |

- 32.2.1.1 Co-opt member who would attend SC/CC/IC meetings with voice but not with vote.
- 32.2.1.2 The term of membership of non ex-officio college council members listed on sub-articles 32.2.1.m and 32.2.1.n above shall be, as may appropriate, up to three years, but may be re-appointed or re-elected.
- 32.2.1.3 Full-time academic staffs of the college with academic rank of Assistant Professor and above, but may not have been included as members of the school/college/institute council, shall have the right to participate without casting vote in any of the college council session.
- 32.2.1.4 The School/College/Institute Council at its discretion may invite any resource persons to any of its session.
- 32.2.2 The staff representatives to the School/College/Institute Council shall be elected by the general assembly of academic staffs within the School/College/Institute
- 32.2.3 The students' representatives to the School/College/Institute Council shall be elected by the students' representatives of Departments.
- 32.2.4 The SC/CC/IC may establish permanent or ad-hoc sub-committee/s on specialized issues.

5.5 Article 33: School/College Dean/Institute Director

33.1 The Dean/Director, as the chief executive officer of the School/College/Institute, shall have the following duties and responsibilities.

- 33.1.1 Plans, Organizes, leads, monitors and executes over all activities of the School/college/Institute pertinent to academic, research and administration issues.
- 33.1.2 Synchronizes and ensures the realization of academic policies and procedures in compliance with the senate legislation of the university.
- 33.1.3 Endorses an established or a revised academic programs originated from or endorsed by departments/school/college/institute and present them for approval to the concerned University's body after endorsement by the SC/CC/IC;
- 33.1.4 Ensures the preparation for the semester, the course offerings, class and exam schedules, and the appropriateness of course delivery and assessment procedures as well as research and community engagement activities of all departments of the School/college/Institute.
- 33.1.5 Evaluates department heads performance.
- 33.1.6 Prepares staff development plan of the School/college/Institute on recruitment, induction, training and promotion and works cooperatively with concerned bodies of the university to implement the plan effectively.
- 33.1.7 Ensures smooth flow of information to staff members of the School/college/Institute.
- 33.1.8 Initiates and ensures team spirit in School/college/Institute to accomplish all research, academic and administrative activities of the school/college/institute.
- 33.1.9 Ensures rewards and recognitions to outstanding and creative performances in the School/college/institute in accordance with or based on the university reward and recognition mechanisms.
- 33.1.10 Encourages for and ensures the establishment of professional associations in the School/College/Institute.
- 33.1.11 Ensures newly coming students are well oriented about the School/College/Institute and its departments.

- 33.1.12 Oversees and coordinates admission and placement of students in accordance with the applicable University's policy and regulations upon the approval of the SC/CC/IC; actions.
- 33.1.13 Evaluates the capability of academic and research programs of the School/College/Institute in addressing community services/needs and local problems.
- 33.1.14 Identifies areas of research and academic excellences in School/College/Institute.
- 33.1.15 Ensures school/college/institute research group is working in line with the country's development agenda.
- 33.1.16 Prepares periodic report of the School/College/Institute.
- 33.1.17 Manages the budget and facilities of the school/college/institute.
- 33.1.18 Initiates and facilitates external relations with a view to forging partnerships with academic and research institutions, donors, and the industries and also prompt community service in line with applicable rules and regulations of the University;
- 33.1.19 Executes recruitment, promotion, transfer, discipline, and development of administrative staff under the School/College/Institute after the endorsement of SC/CC/IC;
- 33.1.20 Ensures the administration of human resource management functions pertaining to academic and support staff such as processing advertisement, employment, leaves, promotion, contracts, identification cards, records, payroll and clearance;
- 33.1.21 Initiates joint appointment of academic staff from other institutions in accordance with the Proclamation;
- 33.1.22 Coordinates inter-college programs, if any;
- 33.1.23 Facilitates the mobilization and generation of resources to support the activities of the School/College/Institute's department/center/units and ensure revenue from consultancy work, project contracts, donations, and collect tuition fees which are primarily used to support academic units generating the revenue in line with the applicable laws, rules and regulations of the University;
- 33.1.24 Facilitates, and oversees the proper and optimal distribution and utilization of teaching learning materials and equipment, library resources, facilities, halls, auditorium, classrooms, laboratories, computers and vehicles allocated to the School/College/Institute;
- 33.1.25 Coordinates and endorses research proposals for approval and funding, promote and disseminate research and support research activities within the School/College/Institute including administering grants pertaining to staff research projects as well as master's thesis, PhD dissertation, and graduate diploma;
- 33.1.26 Ensures affirmative action for students with special need is in place.
- 33.1.27 Establishes strong University industry linkage and maintains strong relationship with stake holders.
- 33.1.28 Explores organizational alternatives for practical internship and signs agreement in consultation with VPAA.
- 33.1.29 Initiates and supports establishment of linkage with funding agencies and keep the track for those already exists.
- 33.1.30 Monitors all programs, in CDE according to their schedule and quality
- 33.1.31 Provides immediate feedback for resource and management request from departments.
- 33.1.32 Oversees specific college procurement matters.
- 33.1.33 Performs other related duties as assigned to him by the President and/or the Vice Presidents.

33.2 Requirements

- 33.2.1 Must serve the University a minimum of two years, have excellent communication, ethical clearness and interpersonal skill and proven ability to participate successfully in a complex, highly professional organization, with demonstrated competence in leadership, motivation, collaboration and working with teams, teaching, research and community service activities;
- 33.2.2 Must have an extensive record of leadership accomplishments and prudent management at a senior level in research and educational organizations;
- 33.2.3 Must attain a second degree and preferably a terminal academic degree and have an excellent record in research and community service and teaching activities at a University, College, Research Institute, Research Center or Program;
- 33.2.4 Must have a demonstrated capability in institutional advancement, including fund-raising and a commendable capability in public relations exercise.
- 33.2.5 Have recognized record of leadership accomplishments and foresight management at a senior level in educational, business, public and/ or governmental organizations
- 33.2.6 Have excellent efficiency in using and manipulating information technologies
- 33.2.7 Have excellent outlook for the institutional transformation and accept policies, directions and strategies of the university
- 33.2.8 Have good understanding of national policies, directions, strategies, rules, proclamations and trends related to higher education..
- 33.2.9 Have knowledge about international academic organizations: trends, ways of doings etc.
- 33.2.10 Have recognized capacity in institutional progression and transformations.
- 33.2.11 Have interpersonal relation and communication skill.
- 33.2.12 Have democratic outlook and accept to implement the country's constitution.
- 33.2.13 Be exemplary as a model in conflict handling.
- 33.2.14 Have the ability to coordinate and /or work in a team.
- 33.2.15 Be role model in discharging his duties and responsibilities

33.3 Appointment

The Vice President for Academic Affairs shall nominate the dean among the full time teaching staff of the school/college with, the rank of lecture and above and appointed by the President. The appointment for the post shall be merit based and through competition as per the requirements, experience listed above and detail guideline shall be issued by the VPAA.

- 33.4 Notwithstanding with sub-article 3 of this article, if the Dean in the School/College/Institute resign from his position, the University's president can appoint for the vacant position among the staff members immediately.

33.5 Accountability

- 33.5.1 The School/College dean shall be accountable to the Vice-President for Academic Affairs

33.6 Term of office

- 33.6.1 The term of office shall last for three years, but can compete again for the second term.

33.6.2 After three years, re-election shall take place as indicated above.

33.6.3 No Dean shall serve for more than two consecutive terms.

33.7 Termination of Service of the Dean

The Dean of a School/College or Institute Director may be relieved of his responsibilities by

33.7.1 Resignation

33.7.2 Release on grounds of incompetence, severe misconduct, severe illness or upon death;

33.7.3 Absence from duty for more than 90 consecutive days with official acquiescence;

33.7.4 Absence from duty for more than 21 consecutive days without official acquiescence;

33.7.5 Expiry of terms of the office.

5.6 Article 34: Quality Enhancement and Academic Program Affairs Coordinator

The QEAPA coordinator shall facilitate the entire issues concerning academic standard, quality assurance and curriculum review activities of the school/college/institute.

34.1 Duties and Responsibilities

34.1.1 Ensures and helps academic departments regarding the development and implementation of academic quality assurance and enhancement strategies and procedures;

34.1.2 Produces and compiles reports of school/college/institute quality enhancement and assurance activities;

34.1.3 Develops an appropriate guidance, support and training on quality assurance and enhancement procedures.

34.1.4 Manages the external academic audits, reviews and similar events;

34.1.5 Monitors the quality of the learning materials provided to students;

34.1.6 Coordinate quality assessment for the overall academic activities of the school/college/institute;

34.1.7 Initiates and/or supports course, program and institutional self assessment, peer review, external review and accreditation;

34.1.8 Proposes improvement plans based on quality assessment

34.1.9 Assists departments in developing standards for academic resource centers like classroom technology, laboratories, etc;

34.1.10 Assists EARAD in the establishment of central examination database;

34.1.11 Offers trainings to staff on academic quality care;

34.1.12 Works toward the continual development and improvement of academic quality and relevance of the University;

34.1.13 Monitors the effectiveness and compliance of programs with the University's academic policies and procedures.

34.1.14 Proposes new quality policies and procedures as appropriate.

34.1.15 Liaises with academics and facilitate the validation, monitoring and review of programs and courses.

34.1.16 Facilitates calls for external advisers and review panels and support their activities

34.1.17 Compiles final internal academic quality audit document

34.1.18 Undertakes other relevant duties given by the dean of the school/college/institute.

34.2 Requirement

34.2.1 Must have second degree and above level of education and have a minimum of two years of experience.

34.2.2 must have very good interpersonal communication and negotiation skill.

34.2.3 must have very good ICT application skills.

34.2.4 must have ability to coordinate and/or work effectively in a team

34.2.5 Must have willingness and commitment to serve the university.

34.3 Appointment

The school/college dean or institute director shall nominate the school/college/institute QEAPA Coordinator among the college academic Staff with, the rank of lecture and above. The appointment of the QEAPA Coordinator shall be merit based through competition as per the requirements, experiences stated and detail guideline shall be issued by VPAA.

34.4 Accountability

The Coordinator shall be accountable to school/college/ dean or institute director.

34.5 Term of office

The position is assumed for three years, the candidate may compete for a second time.

5.7 Article 35: Research, Community Based Education and Engagement Coordinator for CMHS

35.1 Duties and Responsibilities

35.1.1 Be responsible for the coordination of overall research and community engagement activities in the College;

35.1.2 Monitors and compiles research progress reports and submit to the College dean and Research Affairs Director

35.1.3 Facilitates the transfer of knowledge and technologies generated by the Researchers through various ways (publication, direct transfer, commercialization etc)

35.1.4 Coordinates research and community engagement activities of academic departments and other offices in the College;

35.1.5 Assists each department in its efforts to solicit fund for research and development from sources in country or abroad

35.1.6 Carries out any other relevant tasks assigned by the University's Research Affairs/Community Engagement Directorate /College dean.

35.1.7 Overall coordinates and monitors research and community engagement activities for respective school/college/institute;

35.1.8 Collects and documents of the end-to-end process information related to research and community;

35.1.9 Prepares reports about the research and community engagement process;

35.1.10 Documents and facilitates publication of generated knowledge and technology;

35.1.11 Deals with publishing and dissemination of journals, books, leaflets, posters, newsletters ;

- 35.1.12 In cooperation with academic departments of the University, promote consultancy services for government and other organizations or interested groups on aspects of research and technology transfer activities.
- 35.1.13 Follows contract formats and ensure their implementation in research and community engagement
- 35.1.14 Prepares annual plan regarding CBE and Partnership of the College
- 35.1.15 Manages Community Based Training Program (CBTP), Team Training Program (TTP) and Students' Research Project (SRP) endeavors at College level
- 35.1.16 Identify attachment health facilities and develop, record and archive the documents
- 35.1.17 Prepares required logistics with college dean and college administrative assistance
- 35.1.18 Coordinates proper assessment of students in CBE
- 35.1.19 Discussing with department head prepares schedules for students and assign the instructors and supervise team to the site
- 35.1.20 Ensures students, teachers, members of the community and representatives of other sectors are actively engaged throughout the educational experience.
- 35.1.21 Together with research and community engagement coordinator will make a link with University Research and community engagement directorate activities
- 35.1.22 Prepares, revises and updates guidelines and manuals for CBE
- 35.1.23 Be responsible to seek partners and establishes linkage and collaboration in areas of academic, research and community services
- 35.1.24 Submits quarterly and annual plan to the dean
- 35.1.25 Prepares and coordinates seminars/ workshops regarding CBE annually

35.2 Requirements

- 35.2.1 Must attain a minimum of second degree level of education and have an excellent record in research , community development programs and teaching activities the college
- 35.2.2 Must have excellent communication and interpersonal skill and proven ability to lead successfully with demonstrated competence in leadership, motivation, collaboration and working with teams
- 35.2.3 Must have an extensive record of leadership accomplishments and prudent management at a senior level in community based education.
- 35.2.4 Must have an understanding of national and international community based education related trends and issues

35.3 Appointment

The College dean of medicine and health science shall nominate the college's Community Based Education (CBE) coordinator in consultation with the Community Engagement Director, among the college academic staff with the rank of Lecture and above, the appointment for the post shall be merit based and approved by VPRCE detail guideline shall be issued by VPRCE.

35.4 Accountability

The Coordinator shall be accountable to Community Engagement Coordinator.

35.5 Term of office

The position is assumed for three years, the candidate may compete for a second term

5.8 Article 36: Research and Community Engagement Coordinator for other Colleges

36.1 Duties and Responsibilities

- 36.1.1 Be responsible for the coordination of overall research and community engagement activities in the College;
- 36.1.2 Monitors and compiles research progress reports and submit to the College dean and RA Director
- 36.1.3 Facilitates the transfer of knowledge and technologies generated by the Researchers through various ways (publication, direct transfer, commercialization etc)
- 36.1.4 Coordinates research and community engagement activities of academic departments and other offices in the College;
- 36.1.5 Assists each department in its efforts to solicit fund for research and development from sources in country or abroad
- 36.1.6 Carries out any other relevant tasks assigned by the University Research Affairs /Community engagement Directorate /College dean.
- 36.1.7 Carries out the overall coordination and monitoring research and community engagement activities for respective colleges;
- 36.1.8 Collects and documents of the end-to-end process information related to research and community's;
- 36.1.9 Prepares reports about the research and community engagement process;
- 36.1.10 Documents and facilitates publication of generated knowledge and technology;
- 36.1.11 Deals with publishing and dissemination of journals, books, leaflets, posters, newsletters ;
- 36.1.12 In cooperation with academic departments of the University, promote consultancy services for government and other organizations or interested groups on aspects of research and technology transfer activities.
- 36.1.13 Follows contract formats and ensure their implementation in research and community engagement

36.2 Requirements

- 36.2.1 Must attain a minimum of second degree level of education and have an excellent record in research, community development programs and teaching activities in the college
- 36.2.2 Must have excellent communication and interpersonal skill and proven ability to lead successfully with demonstrated competence in leadership, motivation, collaboration and working with teams
- 36.2.3 Must have an extensive record of leadership accomplishments and prudent management at a senior level in community based education.
- 36.2.4 Must have an understanding of national and international community based education related trends and issues

36.3 Appointment

The College dean shall nominate the college Community Engagement coordinator among the college academic staff with the rank of lecturer or above in consultation with Research Affairs or Community Engagement Directorate and the appointment for the post shall be merit based and appointed by VPRCE detail guideline shall be issued by VPRCE.

36.4 Accountability

The Coordinator shall be accountable to Research Affair of Community Engagement Directorate.

36.5 Term of office

The position is assumed for three years, the candidate may compete for a second term.

5.9 Article 37: Affiliated Hospital Associated Dean

37.1 Duties and responsibilities

The Affiliated hospital associate Dean shall;

37.1.1 Creates conducive teaching environment in the hospital

37.1.2 Discuss with non-academic staffs in the hospital and facilitates clinical attachments

37.1.3 Works with dean, all department heads and coordinators

37.1.4 Works with the college as per specific contract signed

37.1.5 Assigns the instructors and supervisors from Hospital as per request accordingly

37.1.6 Participates in the CC meeting

37.2 Requirements

37.2.1 Must be affiliated hospital medical director

37.2.2 Appointment

The College dean shall appoint the affiliated hospital medical director.

37.2.3 Accountability

The affiliated hospital dean shall be accountable to college dean

37.2.4 Term of office

The position is assumed as per affiliated hospital

5.10 Article 38: Pre-Clinical Coordinator

38.1 Duties and responsibilities

The Coordinator for pre-clinical shall:

38.1.1 Prepares schedule (for lectures, PBL sessions, and laboratory sessions) for each module of the curriculum for pre-clinical medicine students

38.1.2 Assigns instructors for courses given to pre-clinical medical students

38.1.3 Arranges the invitation of guest lecturers

38.1.4 Ensures the delivery of course outlines for each module

38.1.5 Facilitates and monitor the delivery of PBL sessions for year one and year two medical students

38.1.6 Follows student attendance and report to the department head

38.1.7 Initiates, plans and executes inter-departmental activities with other departments

38.1.8 Works with Academic standard and Quality assurance and Curriculum review Coordinator to assure the standard quality of the courses being delivered

38.1.9 Arranges schedule for each exam and re-exam and follow the delivery of continuous assessments

38.1.10 Ensures newly coming students are well oriented about the department

38.1.11 Works in coordination with the clinical coordinator

38.2 Requirements

38.2.1 Must attain a minimum of second degree level of education and have an excellent record in pre-clinical, clinical and teaching activities in university

38.2.2 Must have excellent communication and interpersonal skill and proven ability to lead successfully with demonstrated competence in leadership, motivation, collaboration and working with teams

38.2.3 Must have an extensive record of leadership accomplishments and prudent management at a senior level in research

38.3 Appointment

The college dean shall nominate the pre-clinical coordinator among the school academic staff with the rank of lecturer and above or the appointment for the post shall be merit based and according to the guidelines through competition and appoint by VPAA.

38.4 Accountability

The Coordinator shall be accountable to school head

38.5 Term of office

The position is assumed for three years, the candidate may compete for a second term

5.11 Article 39: Clinical Coordinator

39.1 Duties and responsibilities

The Coordinator for clinical shall:

39.1.1 Prepare schedules for class lectures, bed sides and rounds for clinical students

39.1.2 Assists the department head in assigning senior and guest lecturers for the clinical year students

39.1.3 Communicates the schedules and delivery of the courses with the assigned seniors and guest lecturers for each attachment

39.1.4 Facilitates the provision of class lectures, bedsides, and rounds

39.1.5 Follows and reports the delivery of the sessions and overall activities

39.1.6 Prepare schedules of, and facilitate provision of both written and oral exams

39.1.7 Follows the delivery of progressive assessments

39.1.8 Follows, collects and evaluates log books

39.1.9 Follows student attendance and report to the department head

39.1.10 Initiates, plans and executes inter-departmental activities with other departments

39.1.11 Works with Academic standard and Quality assurance and Curriculum review Coordinator to assure the standard quality of the courses being delivered

39.1.12 Assures the provision of all necessary materials like gowns, operation room gowns, stethoscopes etc for students

39.1.13 Works in coordination with the pre-clinical coordinator

39.1.14 Plans and facilitates capacity building symposiums, seminars, journal club sessions and et

39.2 Requirements

- 39.2.1 Must attain a minimum of second degree level of education and have an excellent record in pre-clinical, clinical and teaching activities in university
- 39.2.2 Must have excellent communication and interpersonal skill and proven ability to lead successfully with demonstrated competence in leadership, motivation, collaboration and working with teams.
- 39.2.3 Must have an extensive record of leadership accomplishments and prudent management at a senior level in research.

39.3 Appointment

The College Dean shall nominate the clinical coordinator among the school academic staff with the rank of lecturer or above or the appointment for the post shall be merit based and appointed by VPAA detail guide line shall be issued by VPAA.

39.4 Accountability

The Coordinator shall be accountable to school head

39.5 Term of office

The position is assumed for three years and the candidate may compete for a second term

5.12 Article 40: General Provisions on Institutes

40.1 Institute

- 40.1.1 All academic and research rules and regulations governing School/College including their organizational structure shall mutatis mutandis apply to institutes, as deemed necessary.

40.2 Function

40.2.1 An Institute shall:

- i. Initiate, coordinate, and direct multi-and inter-disciplinary research to enhance production and productivity, reduce poverty, and improve the overall livelihoods in the spheres of environment, health, nutrition, education, science and technology, culture, peace and security, the rule of law, and the welfare of humanity;
- ii. Plan, coordinate, strategize research and education on ways of bringing about socio-economic and cultural development and prosperity through research, technology generation, and dissemination;
- iii. Plan, organize, and conduct forums for the exchange of ideas, knowledge, experiences, expertise and information through local, national, and international networking and partnerships to forge collaboration and pave way for coordinated development efforts;
- iv. Offer interdisciplinary courses leading to higher degrees (Master's and PhD) based on demand-driven research and education and tailored short-term trainings;
- v. Develop sound and viable projects and seek various foreign and local grants and donations to promote research, extension, and development;
- vi. Encourage and assist scholars to engage in research and development endeavors by providing financial and technical assistance;
- vii. Publish journals and other research findings, and collect and categorize document all relevant printed materials on research and development;
- viii. Establish and work with model communities for participatory research and technology adoption and dissemination;

- ix. Establish research and community resource centers in collaboration particularly with disadvantaged communities and regions;
- x. Encourage, promote, and coordinate the dissemination of research findings through workshops, seminars, lectures, demonstrations, ICT etc;
- xi. In collaboration with all stakeholders, organize annual gathering of researchers, health extension workers, NGOs, policy makers to assess the progress made towards research and technology generation and dissemination and jointly plan subsequent actions and implementations; and
- xii. In addition to the above, institutes shall determine and update their specific functions in a manner compatible with their missions and objectives as well as dynamism of socio- economic changes.

40.3 Specific Functions

Without prejudice to the provisions of this Legislation and the proclamation, each institute shall determine its specific functions in a manner compatible with its mission and objectives.

40.3.1 General Provisions of Administrative Structure of Institutes

- i. Each institute shall be managed by a director who shall be appointed by the President and answerable to him through the Office of the Vice President for Academic Affairs and Vice-President for Research and Community Engagement;
- ii. The director shall serve for three years at the end of which he may be reappointed for another term;
- iii. The director shall be assisted by a Board of advisors;
- iv. Institutes may have deputy directors and such other offices that may be deemed appropriate for properly discharging their activities; and
- v. Relevant provisions of sub-article 1.1 article 32, concerning the powers and duties of School/College Council may apply to Institutes.

40.3.2 Composition of the Board of Advisors

The Board of advisors shall be composed of at most seven persons:

- i. Two persons nominated by the director from fields of studies associated with the institute, and appointed by the President;
- ii. The designate of the Office of the Vice-President for Research and Community Engagement as its chairperson;
- iii. A representative of the national research system relevant to the institute;
- iv. One person representing non-governmental organization and believed to be appropriate to become a member of the Board;
- v. A representative of private sectors as deemed necessary;
- vi. The Director of the Institute shall serve as a member and secretary of the Board;
- vii. Director for Research Affairs and Director of Community Engagement and coordinator of University Industry linkage
- viii. A representative from an affiliated college.

40.3.3 Meeting and Term of Office

- i. The Board shall meet at least four times per year;
- ii. A member of the advisory Board shall serve for a period of three years after which they may be re-appointed for another term; and
- iii. The President shall appoint a person to fill a vacant position for the rest of the term.

40.4 Functions of the Board

The Board shall guide the director of the institute on the:

- 40.4.1 Establishment and formulation of the administrative and research responsibilities of the institute;
- 40.4.2 Identification of research needs, technology dissemination, determination of research priorities and projects;
- 40.4.3 Determination of the desirability and feasibility of creating functional units in the institute;
- 40.4.4 Implementation of the University's policy on research priority;
- 40.4.5 In consultation with the Vice President for Research and Community Engagement, it shall lay down policies and procedures for the same;
- 40.4.6 The recruitment of professional staff for the institute and the co-opting of staff from other units of the University;
- 40.4.7 Grant permission to visiting scholars who seek formal associations with the institute;
- 40.4.8 Applications and acceptance of grants and donations in support of the Institute's objectives; and
- 40.4.9 Publication and dissemination of outputs of research.

40.5 Duties and Responsibilities of the Director

- 40.5.1 Direct the activities of the institute towards the fulfillment of its stated objectives;
- 40.5.2 Implement the recommendations of the Board in consultation with the President or the Vice President for Research and Community Engagement.
- 40.5.3 Report annual budget plans of the institute.
- 40.5.4 Perform other duties assigned by the Board, the Senate, the Vice President for Research and Community Engagement, and the President.

40.6 Fiscal Power

The director shall expend the funds of the institute in accordance with the University's rules and regulations as provided under this Legislation and other requirements set by the Office of the Vice-President for Research and Community Engagement.

40.6.1 Budgetary Responsibilities

The institute shall submit an annual budget reviewed and endorsed by its Board to the University like any School/College or department of the University.

5.13 Article 41: Department

School/Colleges/Institute shall have different departments and specific fields.

5.14 Article 42: Department Assembly (DA)

42.1 Duties and Responsibilities of DA

- 42.1.1 Plans and co-ordinates regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, merger of courses, conduct of research, proper utilization of departmental resources, maintenance of academic standards and quality of the programs of the department;

- 42.1.2 Arrange for, co-ordinate and control the teaching-learning process and the setting/marking of examinations in the department in accordance with rules and regulations approved by the Senate and issue general and specific guidelines for exercising these duties and powers;
- 42.1.3 Recommend to the SC/CC/IC the establishment of new programs and modifications of existing programs pertaining to studies and research in the department;
- 42.1.4 Consider and decide upon cases presented to it through the department standing committees;
- 42.1.5 Prepare the appropriate staff profile and recommend recruitment;
- 42.1.6 Recommend all leaves of academic staff members except sick and annual leaves which could be approved by the head;
- 42.1.7 Promote research works within the department,
- 42.1.8 Review the missions and objectives of the department on a periodic basis and monitor their realization;
- 42.1.9 Promote the welfare of Staff and students and ensure observance of discipline within the department;
- 42.1.10 Review grades and determine academic status of undergraduate and graduate students of the department every semester or annually as applicable;
- 42.1.11 Recommend to the SC/CC/IC the graduation of students of the department;
- 42.1.12 Approve budget proposals and allocations for the various activities of the department;
- 42.1.13 Develop staff development schemes for the department;
- 42.1.14 prioritize training programs for the staff and recommend candidates for training;
- 42.1.15 Receive and assess the results of the periodic evaluation of performance of the staff members of the department and advise the head on possible actions to be taken as a result of the evaluation;
- 42.1.16 Issue guidelines for promotion of links with relevant external bodies and organizations with a view to enhance the academic/research functions of the department in line with the rules and regulations of the University;
- 42.1.17 Initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the department;
- 42.1.18 Issue guidelines and procedures on the functions and activities of the DA standing committees established under
- 42.1.19 Prepare the department's short and long term objectives, plans and programs, and necessary budgets for their implementation and submit the same to the dean through the department head;
- 42.1.20 Recommend criteria to the SC/CC/IC for the selection of students joining the department;
- 42.1.21 Review and approve research proposals presented to it through its research and technology interchange committee;
- 42.1.22 Deliberate and decide on disciplinary cases of students pertaining to academic matters in accordance with the rules and regulations of the University; and
- 42.1.23 Perform such other functions relevant to the betterment of the teaching learning processes and promotion of research in the department.

42.2 Requirements

The Department Assembly shall be chaired by the department head and composition of its membership shall be as follow:

42.2.1 Where the number of full-time teaching staff of the department is less than 15, the full-time teaching staff with the rank of lecturer and above shall constitute the DA.

42.2.2 Where the number of full time teaching staff of the department is greater than 15, a DA consisting 11 members shall be formed by election 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.

42.2.3 One elected students' representative.

42.2.4 The DA, when it seems necessary, may appoint ad-hoc subcommittees, whose membership may be drawn among itself or other staff of the department, to perform specific tasks.

42.2.5 The DA may co-opt any person to attend any of its session. However, such persons shall not have voting rights.

5.15 Article 43: Department Head

43.1 The head is the chief executive manager of a department.

43.2 Duties and Responsibilities

43.2.1 Plans, organize, direct, staff and monitor over all activities of the department in regular as well as continuing and distance education (CDE).

43.2.2 Synchronizes and ensures the application of academic policies and procedures in compliance with the proclamation, laws and regulations.

43.2.3 Establishes and follow up system of course delivery and evaluation in the department

43.2.4 Executes all decisions of the department assembly with respect to appointment and promotion, renewal of contracts, registration, graduation etc, in accordance with the rules and regulations of the university;

43.2.5 Directs the teaching, research and community engagement activities of the department;

43.2.6 Facilitates process of establishment of new programs;

43.2.7 revision of existing programs; dissolution or amalgamation of programs, etc;

43.2.8 Supports the initiation of a new program, research unit, and research center depending on the dynamism of the situation and need assessment results;

43.2.9 Follow-up on the periodic review and improvement of curricula and recommend changes to the department assembly;

43.2.10 Prepares Department plans and budgets and also recommend to the college schemes for the allocation of the approved budget among the various programs of the department and follow-up on the implementation;

43.2.11 Coordinates professional courses, seminars, workshops and similar other non- formal educational programs in the department;

43.2.12 Administers and oversees the proper management and utilization of the human, physical and other resources of the department;

- 43.2.13 Develops rules and procedures for the proper administration of the department in line with the overall policies and regulations of the University;
- 43.2.14 Endeavors to promote external links with relevant institutions in consultation with the Dean of School/College or Director of Institute;
- 43.2.15 Promotes the good image of the department with clients of the University by providing appropriate and full information of the activities of the department; and seek the participation of professionals from outside in support of teaching and research in the department;
- 43.2.16 Promotes the enhancement of the quality and relevance of teaching and research in the department;
- 43.2.17 Promotes the welfare of both staff and students'
- 43.2.18 Ensures the proper maintenance of students' records in the department in accordance with guidelines to set by the Enrollment, Academic and Record Alumni Directorate.
- 43.2.19 Creates department-industry, department-professional associations and students' industry linkage for the benefit of the department and students.
- 43.2.20 Follows-up and implement the decisions and recommendations of the SC/CC/IC, and the DA;
- 43.2.21 Seeks to provide opportunities for educational and professional development of the staff and students of the department;
- 43.2.22 Follows-up the processing of appointments, promotions, salary increments and the benefits due to the staffs of the department in accordance with the rules and regulations of the University;
- 43.2.23 Prepares up-to-date reports on the teaching, research and community engagement provided by the department and submit to the School/College/Institute;
- 43.2.24 Assigns an academic advisor to each student to help him in his education; and advisors and examiners for senior essays or projects;
- 43.2.25 Supervises the proper use of physical and human resources within the department;
- 43.2.26 Carries out other tasks assigned by the dean and the department assembly.

43.3 Requirements

- 43.3.1 must be an academic staff of the department.
- 43.3.2 must have attained a minimum of second degree level of education and have excellent record of teaching, research and community engagement in university
- 43.3.3 must have recognized record of leadership accomplishments and foresight management at a senior level in educational, business, public and/ or governmental organizations
- 43.3.4 must have excellent efficiency in using and manipulating information technologies
- 43.3.5 must have excellent outlook for institutional transformation and accept policies, directions and strategies of the university
- 43.3.6 must have good understanding of national policies, directions, strategies, rules, proclamations and trends related to higher education.
- 43.3.7 must have knowledge about international academic organizations: trends, ways of doing etc.
- 43.3.8 must have recognized capacity in institutional progression and transformations.
- 43.3.9 must have interpersonal relation and communication skill.

43.3.10 must be exemplary as a model in conflict handling.

43.3.11 must have the ability to coordinate and /or work in a team.

43.3.12 must be role model in discharging his duties and responsibilities

43.4 Appointment:

43.4.1 Dean/Director of College/Institute shall appoint the department head among the full time teaching staff of the department with the rank of lecturer or above and the appointment for the post shall be merit based and through competition as per the requirements and experience listed above.

43.5 Accountability:

43.5.1 The Department Head shall be accountable to the Dean of School/College or Director of Institute.

43.6 Term of office:

43.6.1 The term office shall last for three years, but can compete again for the second term.

Chapter 6

Program Development, Review and Regulation of Dire-Dawa University

6.1 Article 44: Educational Policy Premises

- 44.1 Dire-Dawa University, as co-educational institution as residential institution of higher learning, establishes relevant programs of study, research and community engagement that contribute to the overall effort of socio-economic development of Ethiopia and the betterment of the standard of living of the people in the country.
- 44.2 Considering to advance the development of the country in all sectors, disciplines that add value to such holistic developments shall be developed and launched.
- 44.3 In order to ascertain the relevance and quality in educational programs, the University shall continuously undertake need assessment, evaluate its programs on the basis of up-to-date measures of quality and outcomes and launches globally competitive programs.

6.2 Article 45: Education Programs

- 45.1 Pursuant to Article 19 of the Higher Education Proclamation HEP. No.650/2009 the University has the mandate to offer academic programs in different modalities. Thus the University has:
 - 45.1.1 Regular Education Program
 - 45.1.1.1 Undergraduate Programs
 - 45.1.1.2 Graduate Programs
 - 45.1.2 Continuing and Distance Education Programs (including Weekend, Evening and Summer/Kiremt Education):
 - 45.1.2.1 Undergraduate Programs
 - 45.1.2.2 Graduate Programs
- 45.2 When circumstances require, the University may design major and minor courses and the proportion thereof may be decided by the guidelines to be developed by ASQACC

6.3 Article 46: Procedures for Program Development and Review

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

- 46.1.1 University/high level and program level need assessments is conducted centrally to understand the general needs and expectations of the stakeholders/society from the university. Information obtained at this level can be used as input for launching, revising and/or closing down of existing programs in the university.
- 46.1.2 The program level need assessment refers to the investigation of the felt and anticipated need of the society/stakeholders for the specific program. At this stage, the economic feasibility of the program is checked by preparing detailed business plan. Depending on the results of program level need assessment and/or business plan, the need for initiating a program can be acceptable or unacceptable; in the latter case it can either be modified or dropped.
- 46.1.3 A detail guideline about procedures for program development and review shall be issued by the directorate of Quality Enhancement and Academic Affairs in consultation with VPAA/SD.

6.4 Article 47: Drafting the curriculum

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

6.5 Article 48: Procedures of Curriculum development

Curriculum development and review process shall have the following procedures:

- 48.1 **Curriculum Team establishment:**
The team comprises experts and professionals from different fields of study and fully responsible for developing and following implementation of new programs/curricula, and reviewing the existing ones.
- 48.2 **Need Assessment**
Collect information from internal and external stakeholders, which enable to identify the gap between demand and supply in education,
- 48.3 Proposal and business plan development, and developing draft curriculum

6.6 Article 49: Validation workshop through Stakeholders

It is a forum where a completed draft curriculum is presented to internal and external stakeholders. In the validation workshop, the comments and feedback from the internal and external reviewers are incorporated 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.

6.7 Article 50: Program Approval

The final draft of the curriculum needs to be submitted to the Senate. If the Senate approves the draft, the draft shall then be presented to the University's Board, whose approval authorizes the incorporation of the curriculum as an academic program of the University.

6.8 Article 51: Quality Assurance

The quality of the program shall be audited in accordance with the guidelines set by Education Quality Auditing and Enhancement Center of DDU and Higher Education Relevance and Quality Agency (HERQA);

6.9 Article 52: Commissioning and Approval of Textbooks, Books and Teaching Materials

52.1 A textbook and /or a book shall constitute a significant contribution to the area and such textbook and/or book must cite at least six published articles of the author.

52.2 The Office of the Vice-President for Research and Community Engagement shall develop guidelines and procedures on the commissioning and approval of textbooks and books and submit the same to the Senate for approval.

Chapter 7

Academic Calendar, Admission and Transfer of Undergraduate Students

7.1 Article 53: Academic Calendar

- 53.1 In its regular program, the University's shall have a two-semester calendar of sixteen weeks each, running from September to June.
- 53.2 In continuing and distance education program (CEP), there are three semesters, sixteen weeks and two week's exam each, running from September to September.
- 53.3 A Kiremt program shall have 8-12 weeks;
- 53.4 The Calendar for each year shall be prepared by the University EARAD in consultation with the VPAA and approved by the Senate.
- 53.5 The University's Calendar, among other things, shall provide the following:
- 53.2.1 admission, readmission and registration;
 - 53.2.2 adding and dropping of courses/modules,
 - 53.2.3 examination periods, beginning and ending of semesters,
 - 53.2.4 inter-semester breaks,
 - 53.2.5 application of research and teaching material proposals, annual research review,
 - 53.2.6 last date for reporting exam results to the EARAD,
 - 53.2.7 date of submission of annual research progress reports to the office of the research Affairs director, instructor evaluation weeks,
 - 53.2.8 the regular meetings of the Senate,
 - 53.2.9 final thesis submissions and open defense dates, etc.
- 53.6 A separate academic calendar may be prepared for the medical and health science students and others who deserve a special consideration by the EARAD in consultation with VPAA and respective School/College/Institute and approved by the Senate.
- 53.7 Academic staff members may not be obliged to work more than the academic calendar.
- 53.8 Notwithstanding with sub-article 7 of this article an academic staff may be obliged to work more than one academic calendar.

7.2 Article 54: General Provisions on Admissions to Undergraduate Programs

- 54.1 Admissions to undergraduate regular programs to Dire-Dawa 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 (EHEE). Admissions may also be granted to students completing their secondary education in foreign countries on the basis of equivalent academic achievements that shall be determined by Ministry of Education.
- 54.2 Admissions to all undergraduate continuing and distance education programs shall be processed through the departments, in consultation with the University EARAD, according to policies set for such admissions.
- 54.3 The University in certain circumstances may admit students jointly with other affiliated universities or institutes. Such admission may be processed at anytime of the academic calendar as deemed appropriate. Students may also be admitted to more than one program at the same time. However, criteria for such special admissions to individual programs shall be developed and recommended by SC/CC/IC/DA and endorsed by the Admission and Placement committee (APC).
- 54.4 Without prejudice to other provisions of this article of this legislation and other applicable laws, the University shall admit:
- 54.4.1 for undergraduate studies, technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualification assessment set by the Ministry;.
 - 54.4.2 The senate may issue separate guideline for admission to the distance and Continuing Education Program.

7.3 Article 55: Admission Requirements

55.1 Regular Admission

As per the criteria set by Ministry of Education

55.2 Special Admission

- 55.2.1 Special admissions into some programs may be granted to attract potentially resourceful candidates such as mature students. Details shall be worked out by AEC and approved by the Senate.
- 55.2.2 A student who has successfully finished a set of particular modules which entitles him to a degree may also pursue other related modules and earn another degree continuously. Detail guidelines shall be worked out by Academic Standard and Quality Assurance Committee (ASQACC).
- 55.2.3 Students with foreign certificates of equivalent standard as verified by the Ministry of Education may be admitted
- 55.2.4 Private applicants who fulfill admission requirements as regular students and produce evidence of financial support to cover full tuition fees and other expenses may apply for admission into the regular program. However, such admissions should be approved by the AEC.

- 55.2.5 Under no circumstances, private admissions to a regular program may exceed 5% of the total students admitted in, such a program.
- 55.2.6 Other special admissions, such as people from disadvantaged areas, physically challenged people, people needing special training, etc may be granted by the decisions of the University.
- 55.2.7 Adult applicants who have completed secondary education may also be eligible for admission to regular undergraduate programs provided that
 - 55.2.7.1 They have records of continuous employment of five years with their work experience related to the field of training to which they seek admission and have a proof of demonstrable achievements in his careers.
 - 55.2.7.2 They are able to submit a written recommendation from their employer at the time of application
 - 55.2.7.3 They pass entrance examination to be administrated by the relevant department.
- 55.2.8 Priority for adult admission is given for the University's employee.
- 55.2.9 Adult admission can apply to all programs of the University ie., regular, evening, summer and all categories for in-service training.
- 55.2.10 Securing admission to the University by any other means other than those provided in this legislation is illegal and the discovery of such illegal act shall result in the dismissal of the person in the violation from the academic program of the University.

7.4 Article 56: Admission Requirements for Continuing and Distance Education (CDE)

- 56.1 Admission to study for CDE is processed by the departments, in consultation with the university EARAD, as per the rules and regulations proposed by AEC and approved by the University Senate.
- 56.2 Special admission criteria developed by the CDE Council and approved by the AEC may be employed for special admissions of females, mature students and for upgrading programs.
- 56.3 University employees and their dependents can apply and register in the evening and other special programs as per the rules and regulations of the University.

7.5 Article 57: Choice of Program of Study/Placement

- 57.1 The University has the right to place students in its various departments within the bands they are placed by the Ministry of Education.
- 57.2 Students will be admitted into the programs of their choice on a competitive basis using their grade as a measure. However, special provisions shall be made for female students, students with disability/ies, and students who come from developing regions whose participation in higher education is low. The placement criteria shall be based on:
 - 57.2.1 Cumulative performance of students in the Ethiopian Higher Education Entrance Certificate Examination and the preparatory program;
 - 57.2.2 Program choice and an academic back ground of the student

- 57.3 Departments may submit specific entrance requirements such as passes in certain subjects or additional test results and may state if, and what, kinds of physical disabilities prevent students from pursuing studies in their respective disciplines. These requirements need to be developed by the relevant departments and approved by the AEC of the Senate.
- 57.4 Students shall fill out application forms indicating their choices of discipline, grade and other particulars for review by the AEC.
- 57.5 In cases where there are more applicants than places in a program, those applicants who fail to get their first choice will compete for their second choice and if they fail to get their second choice they do the same for their third, fourth choice, etc.
- 57.6 Regular students sponsored by governmental institutions to fill specific vacancies shall be placed in the program that offers the desired study provided that they meet the minimum entrance requirement for the program and they provide letters from the concerned Bureau justifying the need for admission into the desired program. However, such admission depends on the availability of place in particular program.
- 57.7 Physically challenged students shall be placed in accordance with the general regulations governing placement, taking into consideration wherever necessary, their specific needs.
- 57.8 When there are more applicants with the same grade indicating the same level of preference to a program than places therein, applicants with better grades in the specific entrance requirements shall be given priority.
- 57.9 The School/College/Institute placement committee shall notify the relevant Deans/Deputy Director about placement results and if departments or students have complaints on the results, these should be attended to within one week following the announcement of such results.
- 57.10 An applicant who believes that there was an error in the placement may report the case to the Deans/Deputy Director and University EARAD for review.
- 57.11 The School/College/Institute, through the University EARAD, shall report to the senate all admissions and placement made in the University.

7.6 Article 58: Part-time Students

- 58.1 The Enrollment and Academic Record Alumni Directorate in consultation with MOE, relevant guide lines, and directives, shall develop a separate Admission guideline for Part-time students of Technical Assistant (TA). The admission guidelines shall be scrutinized by the VPAA together with EARA Directorate and approved by the senate.
- 58.2 A technical assistant who served the University for a minimum of two years and that meet admission requirements of the University may be admitted to undergraduate programs as part time students where he produces a recommendation letter from his department or immediate supervisor. He has to sign an affidavit to continue to serve the University after graduation as per guidelines and directives.
- 58.3 The application of the candidate shall be presented to the DA to which he is affiliated. If DA recommends the candidate for admission and the concerned SC/CC/IC endorses the recommendations, the admission becomes effective.

- 58.4 Admitted part time students may take up to a maximum of 16 ECTS per semester in regular program provided that their daily work is not affected or an arrangement is made for them to make up for the lost time.
- 58.5 The opportunity of this part time study may only be given in the field that the technical assistant has been serving.
- 58.6 Admission of part-time students is subject to the availability of space.

7.7 Article 59: Affirmative Action

Special consideration shall be made with regard to the admission of female students, students with disability/ies and students from emerging regional states. The level and the type of special considerations shall be determined by the EARA Directorate in consultation with VPAA/SD.

7.8 Article 60: Inter-University Transfer

The general principles for inter-university transfer of students

- 60.1 Admission on the basis of inter-University transfer shall be granted in a transparent manner.
- 60.2 Inter-University transfer applies only between the Dire-Dawa University and other public higher education institution.
- 60.3 Applications for transfer shall be considered exceptionally and on the basis of availability of space, facilities and provided that the applicant student has obtained grades that would normally be required of the students for enrollment in the program concerned.
- 60.4 A student can only be transferred to a program that is similar to his enrollment in his previous University.
- 60.5 The applicant shall have attended at least one semester in his previous institution at the time of request for transfer.
- 60.6 Application for transfer to the university is accepted only if the applicant is free from any disciplinary records in his previous university.
- 60.7 A student may be granted admission if he is placed in a University situated in a place or environment that poses unfavorable health conditions while he is already suffering from a serious medical problem/s. Thus, his health condition necessitates that he should live near or with his family in Dire-Dawa in order to get family care which has to be supported by a certificate from medical Board; or
- 60.8 Students with learning difficulties may be granted transfer when there is a convincing reason that the student will get a better learning environment as a result of the transfer.
- 60.9 Learning difficulty or any other circumstances which pose a challenge for students to continue his education in the University, transfer from DDU to other universities shall be entrained transfer.
- 60.10 The University shall not entertain any transfer admission on student to student exchange basis.
- 60.11 The applicant has to present a letter of clearance and withdrawal from his previous institution after his transfer is accepted or endorsed.

- 60.12 Transfer will be made at the beginning of a semester.
- 60.13 Students shall be responsible for all the consequences that such transfers may entail
- 60.14 The transfer process shall be handled by the university;s EARAD and Dean/School head with the; approval of the VPAA/Scientific Director. Detailed guidelines for such transfers shall be set by AEC and approved by the Senate.
- 60.15 A student wishing to be transferred shall be required to fill a standard Transfer Application Form which shall be made available at the EARAD and which he may collect upon payment of appropriate fee.
- 60.16 Transfer may not have the consequence of elongating the stay of a student in a program for more than a year
- 60.17 A student applying for transfer should have minimum CGPA of 2.00 and no “F”, “NG” or “IA” grade(s)

7.9 Article 61: Procedures of Transfer

- 61.1 Transfer of students shall be processed through the Director of EARAD in consultation with the respective School Dean/College Dean/Institute Deputy Director.
- 61.2 The dean/director shall inform the decision to the applicant student, the EARAD and the department. Copy of the decision shall be communicated to the Office of the Vice-President for Academic Affairs and the Director of Students' Service Affairs.
- 61.3 A student wishing to transfer will be required to fill in a transfer application form which shall be available at the office EARAD.
- 61.4 Documents to be deposited along with the application for transfer include:
- 61.4.1 Copy of the original transcript;
 - 61.4.2 Authentic and relevant evidence for transfer, approval letter of transfer from his previous higher education institution and
 - 61.4.3 Documents that show his academic status and results.

7.10 Article 62: Transfer of Credits

- 62.1 The academic council of the relevant School/College/Institute shall determine the transferable credits earned in other public institutions of higher education.
- 62.2 The academic council shall base its decisions on the recommendations of the receiving department with regard to credit transfer or course exemption.
- 62.3 The academic council communicates to EARAD via the dean, the courses that are exempted or transferred.

7.11 Article 63: Transfer cases from other Public Higher Education Institutions in to the University's Continuing and Distance Education program

- 63.1 Transfers within the Continuing and Distance Education program shall be handled as per article 61 of this Legislation..
- 63.2 Final decisions shall be made by the EARAD in consultation with the Department/Director of CDE.

7.12 Article 64: Transfer cases within the University

- 64.1 The University's students may apply for transfer to other departments within the same band in the University before the start of the first year first semester.
- 64.2 First year students requesting transfer from one Department to another within a School/College/Institution must obtain the signature of both the sending and receiving Departments.
- 64.3 Students requesting for transfer within the University should first register in their respective department before applying for transfer to another department;
- 64.4 All courses taken by the student at the University shall appear on his transcript. However, the student must take all courses in his new department in order to qualify for graduation. But credits and grades of equivalent courses can be transferred. Grades of same courses shall be maintained but he has to remove all his 'F' and NG grades;
- 64.5 Any transfer applications after the time of add and drop shall not be entertained.
- 64.6 Any student shall not be allowed to transfer after he has taken 50% of the courses in the program of his department.
- 64.7 Transfer rules stipulated under sub Articles 61.3 and 64.6 shall be applicable to all applicants in the Regular and CDE Programs.
- 64.8 Any transfer from Continuing and Education (summer, weekend, distance, and evening) program to regular program is prohibited.
- 64.9 Students shall be responsible for all the consequences that such transfers may entail.
- 64.10 Students shall transfer from one band to another band based on the minimum requirement set by APC.

Chapter 8

Academic Advising of Undergraduate Students

8.1 Article 65: General Provisions on Academic Advising

65.1 The general provisions of academic advising:

- 65.1.1 Academic advising is an important part of students' development at DDU. Each student is assigned to one staff member in his department/ unit. An assigned advisor shall provide proper advice, guidance and counseling to his student on academic related matters with prudence, integrity and care.
- 65.1.2 The advisor shall maintain records of each student's performance and make follow up of each student's status. The advisor shall advise the next levels of department/unit if serious problems arise requiring their intervention. A student's file is maintained in strictest confidence.
- 65.1.3 Whenever there is change of advisors, there should be proper handover of students' record.
- 65.1.4 A department must ensure that the academic advisors have at least three appointments with each of their assigned students in each semester.

65.2 Selection of Advisors

- 65.2.1 Academic staff are assigned the responsibility of academic advising based on the following criteria:
 - i. appropriate academic specialization in the respective broad area of study of the students assigned to them;
 - ii. a short orientation and training program in academic advising shall be conducted for all academic advisors to initiate effective advising for students of the age group concerned and area of specialization.
- 65.2.2 Each academic staff shall be assigned a group of students from within the program of studies under the academic unit. Students assigned to each instructor shall be limited to a reasonable number, such that the objective of the academic advising are achieved. Such number shall in no case exceed 10 students.

65.3 Role of Academic Advisors

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

- 65.3.1 interact with their assigned students on a regular basis according to mutually agreed frequency and duration;

- 65.3.2 understand the strengths and weaknesses of their group through continuous and regular monitoring of their academic performance;
- 65.3.3 help these students develop personal academic goals or learning plans and facilitate their progress towards their goals;
- 65.3.4 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;
- 65.3.5 act as learning consultants to their assigned group; in this role, they shall help students develop strategies for learning, studying, improving academic standards and developing competence in their selected programs of study;
- 65.3.6 wherever necessary, these advisors shall network with other academic staff members and help students use all available resources to meet their learning and developmental needs. This may include resources inside and outside the University as well as strategies for learning;
- 65.3.7 help students choose minors, electives, and specializations in their areas of study;
- 65.3.8 maintain academic and other records required for advising their assigned group of students;
- 65.3.9 help provide advice to students with academic difficulties.
- 65.3.10 notwithstanding with sub articles 3.1 -3.9 of article 65, an academic staff who beeches his duties of advisor ship shall be disciplinary level. Detail guidelines shall be issued by VPAA.

65.4 Role of Students

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

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

8.2 Article 66: Guidance and Counseling

- 66.1 A students' counseling office shall be established under the University's office of students' services.
- 66.2 The counseling office shall be staffed with counselors including mental health professionals and other professionals employed either as a full-time or part-time. The support shall be for needy students and to assist the work of school/college/institute level counseling team.
- 66.3 Each college/institute running undergraduate program(s) shall establish academic counseling team composed of professionals at college level for students.
- 66.4 The counselor will provide advice throughout the duration of the student's career as undergraduate student. The counselor engages in advising of students in providing general orientation, concerns and worries of students in regard to course work.

8.3 Article 67: The Role of Deans/Deputy Director and Heads of Departments

- 67.1 Deans/Deputy Director and their respective heads of departments shall also plan and organize orientation sessions for academic advisors and students at the beginning of each semester.
- 67.2 The head of a department shall initiate and finalize plans for assigning all the students in the department to appropriate academic advisors within two weeks of the start of a year.
- 67.3 Each department head shall secure copies of the academic records of the students in his department from the EARAD and distribute the records of a cohort of advisees to the respective academic advisor at least two working days before the date of registration.
- 67.4 On the basis of the recommendation of the advisor, a department head shall arrange tutorial sessions for students in need of the time
- 67.5 When there is a change of academic advisors, department heads shall ensure that there is proper handover of student records to the new advisor

Chapter 9

Teaching, Research and Community Engagement Load

9.1 Article 68: Teaching and Research Load

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

68.1.1 Teaching, Research and Community Engagement load

- (a) Teaching staff is required to devote 75% in teaching and 25% in research and community engagement.
- (b) Research staff is required to devote 75% in research and community engagement and 25% in teaching.

68.1.2 Measurement of Load:

The load of an academic staff member in teaching and research programs shall be expressed in terms of Lecture Equivalent Hours (LEHs)

68.1.3 Teaching load

68.1.3.1 Course credits, lab/tutorial sessions, senior essay/thesis/dissertation advising is expressed in terms of LEHs or its equivalent according to the following

One undergraduate course credit	= 1.0 LEH
One graduate course credit	= 1.5 LEH
One hour Lab/Practical/ or Tutorial session	=0.67 LEH
One undergraduate student senior Project/essay advising	=0.5 LEH*
Undergraduate senior Project/essay group advising	= 0.67 LEH
One PhD student Dissertation advising	= 2.0 LEH*
One PhD student Dissertation Co-advising	= 1.5 LEH*
One Master's Thesis advising	= 1.5 LEH*
Co-advisory for one Master's Thesis	= 1.0 LEH
Advising one medicine or veterinary student	=1.5 LEH

* Such teaching load can only be considered for duration of essay or Thesis advising, which is one year for Master's thesis, two to a maximum of three years for PhD dissertation if an extension of one extra year is granted.

- 68.1.3.2 Advising related loads are counted starting from the date of official notification of assignment as thesis advisor to the original deadline for submission of the thesis work. No advising load shall be requested for extension of the thesis work.
- 68.1.3.3 The advisor shall have the responsibility to allot the necessary time, per week as indicated in article 68.1.3.1 to the student and make the necessary follow up regularly until the final work is submitted to the Department under his approval.
- 68.1.3.4 With regard to the number of advisees assigned to an individual advisor in undergraduate program, detail guideline shall be issued by VPAA.
- 68.1.3.5 Graduate student thesis/dissertation advising shall be administered as per the guideline to be issued by the VPAA.

9.2 Article 69: Class Sizes per Section

69.1 Class size per section of students is shown below

Lecture for undergraduate program except for Language	60-80 students
Language courses	40-50 students
Lab/Field sessions/Architecture	30 -40 students
Tutorial and seminar classes except for language courses	40-50 students
For clinical attachment	5-10 students
Lecture for graduate program(Master)	20-30 students
Lecture for graduate program(Doctoral)	2-10 students

69.2 Notwithstanding the provisions of sub- article 1 of this article hereof, academic units shall present proposals on course list and special class size to the DA of the relevant academic unit and forward the same for approval by the QEAPA. Such determination of class size shall take the following into account:

69.2.1 Courses that can be given as lecture;

69.2.2 Courses for skill development;

69.2.3 Facilities and capacity of the academic unit; and

69.2.4 Cost effectiveness

69.3 Teaching Load

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

Full-time academic staff	12 LEHs
Distance or other educational institution fellowships	3-6 LEHs
University Approved Project Coordinators/equivalent	9 LEHs
Department Heads/Coordinators at Academic unit level /or equivalent Chair holders	6 LEHs
Deans, Directors and Coordinators at university level/equivalent	5 LEHs

Campus heads /equivalent	4 LEHs
Research staff	3 LEHs
The Vice-Presidents/Scientific Director may be required to teach maximum load	3 LEHs
President	0 LEHs

69.4 Full Work Load:

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

69.4.1 The maximum full load of an academic staff shall be 12 LEHs

69.4.2 An academic staff shall not be assigned to teach more than three different courses at a time.

69.4.3 An academic staff assigned to teach three different courses at a time shall not be given more than 9 LEHs credit load. However, teaching three courses shall be considered as a full load.

69.4.4 In case a course is offered to more than one section, each extra section will be treated as separate class.

69.4.5 The load of an academic/research staff working at the University Hospital, in addition to the course/s he teaches and the research he undertakes shall be counted as per the government working hours counting principle in government hospitals.

69.4.6 An academic staff shall attend a HDP program has 3 LEHs.

69.5 Overload in Teaching Assignments

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

69.5.1 Proportional reduction in teaching load in the succeeding semester;

OR

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

69.6 Reporting Teaching, Research and Community Engagement Load

Full work load of all academic staff members (full or part-time) engaged in teaching, research and community engagement shall be reported each semester by department heads through their respective channel to the VPAA on forms prepared for this purpose before the end of the fourth week after the start of classes. Justifications have to be provided in writing in instances where the teaching load of an academic staff is below the average or above the maximum.

9.3 Article 70: Research Load

Research loads for principal investigators, project coordinators, and their equivalents shall be three LEH and for research team members 1 LEH. This shall not apply for paid position.

9.4 Article 71: Community Engagement Load

The Vice-President for Research and Community Engagement shall develop guidelines to determine Community engagement load.

Chapter 10

Rules on Courses Offered by the University

10.1 Article 72: General Provisions on Modular Courses

- 72.1 All courses are expected to be modular.
- 72.2 While more than one module can be offered in a semester, it is recommended not to stretch a single module more than two consecutive semesters.
- 72.3 All modules offered by the University shall have leaders/chairs, be numbered and the system of numbering modules and courses shall be based on national modular curricula harmonization guideline.
- 72.4 All courses offered by the University shall be numbered as per the system of numbering courses provided by the ASQACC based on national modular curricula harmonization guideline.
- 72.5 Modular guide lines prepared by ASQACC and approved by the senate.

10.2 Article 73: Courses in General Module Category

- 73.1 All students pursuing undergraduate degree programs in the University shall satisfy the general education requirements of this article.
- 73.2 General modular category consist of courses selected for the purpose of:
 - 73.2.1 Enabling students acquire necessary communication and analytical skills that enhance their capacities to benefit from their specialized training;
 - 73.2.2 Developing sound awareness in students' physical and social environment in which they will live and work.
 - 73.2.3 Enabling students to acquire skills of new technologies, such as IT;
 - 73.2.4 Developing sound awareness in students of the physical and social environment in which they live and work; and
 - 73.2.5 Inculcating entrepreneurial skills and values.
- 73.3 The number of general modular category should depend on the extent of coverage of such courses in the curricula of preparatory schools or in their foreign equivalents and the minimum requirements approved in the curricula of each program.

10.3 Article 74: Elective Modular Courses

A department shall provide its students with opportunities to take a certain number of elective courses/modules. The proportion of electives to be taken in the upper and lower divisions should be recommended by the SC/CC/IC/DA and approved by ASQAC.

10.4 Article 75: Phased-out Modular Courses

75.1 Students who have taken and passed phased-out modular courses in the University system are not required to take the equivalent new courses upon readmission into the program.

75.2 Students who have scored “F”s in phased-out courses shall be required to remove their “F”s by taking equivalent modular courses as determined by the SC/CC/IC/DA of department in which they are enrolled.

10.5 Article 76: Semester Load for Regular Students

For Modular courses

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

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

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

10.6 Article 77: Semester Load for Continuing and Distance Education Program Students

77.1 The normal load in evening and weekend programs shall be 18 to 22 ECTS or 12 to 15 credit hours per semester unless otherwise prescribed in the course catalogue.

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

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

77.2.2 the student is at graduation year after passing all courses taken up to date.

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

77.4 For the purpose of determining academic status of evening, weekend and kiremt students, one evening, weekend and Kiremt session is counted as a semester, but three evening, weekend and kiremt semesters are counted to one regular academic year.

77.5 The Semester Average Number Grade (SANG) or SGPA calculated at the end of each evening, weekend and kiremt semester, in conjunction with cumulative student status, shall be used to determine the academic status of a student.

10.7 Article 78: Duration of Study and Validity of Modular Courses

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

- 78.1 The duration of study for undergraduate degrees in regular programs shall be from three to six years. A student who withdraws for valid reasons shall be granted readmission within twice of the program's normal duration after first year enrollment in the program and failure to apply for readmission within this period of time shall entail dismissal for good. However, certification shall be awarded for successfully completed modules.
- 78.2 The duration of study for undergraduate degrees in the continuing and distance education programs may be three to eight years depending on the program. A student who withdraws for valid reasons shall be granted readmission within twice of the program's normal duration after first year enrollment in the program. If not, he shall be dismissed from the program. However, certification shall be awarded for successfully completed modules.
- 78.3 The maximum length of time students may stay in such programs may not exceed twice the normal duration of study depending on the program.
- 78.4 A student who fails to complete any studies within the maximum length of time permitted (sub-articles 1 to 3 of this article) shall be canceled from that program. However, the student will be certified for the modules or courses successfully finished.

10.8 Article 79: Credit Requirements

- 79.1 A credit value is defined as 50 minutes in lecture or 2/3 hours of laboratory/ practical or tutorial work guided activity.
- 79.2 The minimum total credit points for three years bachelor program shall be 180 ECTS or 109 credit hours while the maximum shall be based on university specific program which will add 5-10 ECTS to 180 ECTS
- 79.3 The minimum total credit points for four years bachelor program shall be 240 ECTS or 145 credit hours while the maximum shall be based on university specific program which will add 5-10 ECTS to 240 ECTS.
- 79.4 The minimum total credit points for five years bachelor program shall 300 ECTS or 182 credit hours while the maximum shall be based on university specific program which will add 5-10 ECTS to 300 ECTS.
- 79.5 The minimum total credit points for six years bachelor program shall be 360 ECTS or 240 credit hours while the maximum shall be based on university specific program which will add 5-10 ECTS to 360 ECTS.
- 79.6 The proportion of time (lectures, laboratory works, tutorials, home study, etc,) allotted for a particular course/module shall be determined by the department offering that course/module and approval by the SC/CC/IC follows.

Table 10.1: Grading Scale and Letter Grade System for Dire-Dawa University

Raw Mark Interval [100%]	Corresponding Fixed N. Grade	Corresponding Letter Grade	Status Description	Class Description
[90, 100]	4.0	A+	Excellent	First class G.Distinction
[85, 90)	4.0	A	Excellent	First Class G.Distinction
[80, 85)	3.75	A-	Excellent	First class G.Distinction
[75, 80)	3.5	B+	Very Good	First class Distinction
[70, 75)	3.0	B	Very Good	First Class Distinction
[65, 70)	2.75	B-	Good	First Class
[60, 65)	2.5	C+	Good	Second Class
[50, 60)	2.0	C	Satisfactory	Second class
[45, 50)	1.75	C-	Unsatisfactory	Lower class
[40, 45)	1.0	D	Very poor	Lower class
[30, 40)	0	Fx	Fail	Lower class
[0, 30)	0	F	Fail	Lower class

10.9 Article 80: Undergraduate Grading System

80.1 Grade scales and letter grade system of the University is shown in Table 10.1

80.1.1 Description of the students; Grading System

- i. A student who scored ‘C-’ and/or “D” in a course/s can pass to the next semester if he or she has pass mark in Cumulative Average Number Grade.
- ii. If the ‘C-’ and/or “D” grade is for a Module or for a course as a module, he/she must re- sit for another exam with out support to remove ‘C-’ and/or “D” when module status determination is required.
- iii. A student with a good stand can pass to the next semester and even can graduate even if he/she scores “D” and or “C-” in any course under module.
- iv. A student can sit only for sup-exam for “Fx” if he can pass to the next semester after status determination is made. The other ‘Fx’ he has scored changed into ‘F’ automatically.
- v. A student who scored “Fx” must sit re-exam with minor support (8 hours tutorial) within two weeks time after the beginning of the next semester. If a student scores “Fx” for the second time, grade shall be converted into “F” for status determination.
- vi. A previous “Fx” grade shall be shown as cancelled on transcript to indicate that the exam has been repeated and the new grade shall be included in computation of the SANG/SALG and CANG/CALG in the reporting period.
- vii. Notwithstanding sub-article 80.1.1.iv of this article, if a student purposefully scores Fx grade, the grade shall be automatically converted into F.

- viii. A student who scored “F” in a course/module must repeat the course/module for a maximum of two times. After that, if he scores F grade, the student can request for course change/replacement or waiver as course allergic.
 - ix. The final grade of any repeated course shall be maintained regardless of the initial one.
- 80.1.2 On a module/course with practical and/or tutorial, a student should score at least 50% on each to pass that course.
- 80.1.3 The final grade is obtained based on the sum of 50% continuous assessment and 50% summative assessment (final exam).
- 80.1.4 Semester Average Number Grade is determined by dividing grade points earned in a semester by the number of credit points in that semester.
- 80.1.5 The final number grade of a module is obtained based on the sum of the number grades of independent courses with its weight given for each course in that module.
- 80.1.6 In cases where a student does not have final examination records, the instructor shall record “NG” for No grade. All “NG”s shall be changed to one of the following.
- i. To an “I” (incomplete) by the SC/CC/IC/DA in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/course. When there is no valid reason, the “I” grade will be changed to “F” after three days of subsequent registration time.
- OR
- ii. To a “W” (withdrawn) by the EARAD for a student who has formally withdrawn from the program within six weeks after the beginning of the semester.
- OR
- iii. To a “DO” (dropout) by the EARAD for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the University and the time limit specified in the provisions of sub-article 1.6.1 of article 80 hereof or has not produced evidence justifying a failure to sit for the exam(s)
- .
- 80.1.7 “W”, “DO” and “I” shall not play any part in the computation of the semester grade point average.
- 80.1.8 A student who obtains a “DO” for a course or courses shall be required to justify the reason, for failing to comply with the withdrawal procedures set forth by the University to the appropriate SC/DA within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.
- 80.1.9 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 (SGPA/SANG) whether or not there is a change in the grade i.e.. only, the new grade and credit hour will be considered in determining the status.
- 80.1.10 All required non-credit work shall be recorded with a grade of “P” (Pass) and “F” (Failure), but neither shall be included in the computation of the SGPA/SANG.
- 80.1.11 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.

10.10 Article 81: Conversion of ECTS to Conventional Grading System

The University may adopt ECTS grading system and the converted grade shall be indicated in the student copy/transcript, the conversion to the conventional grading system accomplished as in Table 10.2 below:

Table 10.2: Conversion of ECTS to Conventional Letter Grade system

Raw Mark Interval	Interval of interval grade	Corresponding Fixed N.Grade	Corresponding Letter Grade	Status Description	Class Description	ECTS Grades	Conversion
[90, 100]	=4	4.0	A+	Excellent G Distinction	First class .	A+	4.0
[85, 90)	4.0	4.0	A	Excellent G. Distinction	First Class.	A	4.0
[80, 85)	[3.5, 4.0)	3.75	A-	Excellent G.Distinction	First class	A-	3.75
[75, 80)	[3.0, 3.5)	3.5	B+	Very Good Distinction	First class	B+	3.5
[70, 75)	[2.75, 3.0)	3.0	B	Very Good Distinction	First Class	B	3.0
[65, 75)	[2.3, 2.5)	2.75	B-	Good	First Class	B-	2.75
[60, 65)	[2.0, 2.3)	2.5	C+	Good	Second Class	C+	2.5
[50, 60]	[1.7, 2.0)	2.0	C	Satisfactory	Second class	C	2.0
[45, 50)	[1.3, 1.7)	1.75	C-	Unsatisfactory	Lower class	C-	1.75
[40, 45)	[0, 1.3)	1.0	D	Very poor	Lower class	D	1.0
[30, 40)	=1.0	0	Fx	Fail	Lower class	Fx	0
[0, 30)	0	0	F	Fail	Lower class	F	0

10.11 Article 82: Earning Credits on the Basis of Examination

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

- 82.1 If department offers courses for which it accepts the earning of credit through examinations alone, it shall submit a list of such courses to the EARAD to be approved by the ASQACC of the Senate.
- 82.2 Of the total number of credit points required by the department for graduation, not more than 20% shall be taken through earning credits on the basis of examination.
- 82.3 Any student that can present sufficient and convincing evidence to the head of department showing the acquisition of knowledge, insight or skills taught in any of the courses listed as per sub-article 2 of this article, shall register during the regular registration periods to obtain credits through examinations only.

- 82.4 Registration to earn credits on the basis of examinations should be approved by the concerned SC/CC/IC/DA and ASQACC.
- 82.5 Students who have registered for course(s) for which they seek to earn credits on the basis of examinations shall take the examinations when they are offered to students who have attended the module/course including all assessments.

10.12 Article 83: Student Academic Achievements

- 83.1 At the end of each semester, department will examine the status of all students who are registered for the particular semester.
- 83.2 One semester in the regular program is equivalent to two semesters in the evening program. The academic status of weekend and evening student is, therefore, determined every other semester.
- 83.3 For kiremt programs, the academic status of the students shall be determined for a minimum of 25 ECTS points/15 credit hours.
- 83.4 Grade report should be issued to applicants for semesters to which the status is determined by the SC/DA.
- 83.5 The academic status of part-time students is determined for a minimum of 25 ECTS points/15 credit hours, starting from the first admission date of the students.

10.13 Article 84: Academic Standing of Undergraduate Students

84.1 Modular Courses

- 84.1.1 A first year student whose first semester SANG is ≥ 1.75 can pass to the second semester.
- 84.1.2 A student who earned a “2.0 (C)” grade or above in all courses of a semester shall be in good standing.
- 84.1.3 A student cannot register a course for more than three times in anyway. In case the student scores F after three times, Article 80. sub-article 1.1.6 will apply.
- 84.1.4 If a student didn't take supplementary examination having “Fx” within two weeks time due to unjustifiable reason, the “Fx” shall be converted into “F” for status determination.
- 84.1.5 Any re-admitted student can repeat courses he scored “F”, “D” and or “C-”
- 84.1.6 Any consecutive warning leads to academic dismissal.

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

First Year Students

- 84.2.1 A student who, at the end of the first semester, receives an SGPA/SANG of less than 1.50 shall be dismissed for academic reasons.
- 84.2.2 A student, who, at the end of the first semester, scores a semester grade point average (SGPA/SANG) of 1.50 up to 1.74 both inclusive, shall be warned.

Table 10.3: The status of First Year students in the first semester.

Year	Semester	SGPA	CGPA	Previous status	Any previous AD/PR	Final status
I	I	[1.75 , 4,00]	[1.75, 4,00]	-	Any	Promoted
		[1.50, 1.75)	[1.5, 1.75)	-	No	Warning
				AD	Yes	Dismissal for Good
		[1.00, 1.50)	[1.00, 1.50)	-	Yes	Academic Dismissal
				AD	Yes	Dismissal for Good
		[0.00, 1.00)	[0.00, 1.00)	Any	Any	Dismissal for good

84.2.3 If a student, who has been put on warning during the first semester, fails to maintain an SGPA/SANG of 1.75 or a CGPA/CANG of 2.00 during the second semester of the first academic year, he is subject to Academic dismissal unless otherwise put on probation at the discretion of the SC/CC/IC.

84.2.4 A student, who, at the end of the second semester, receives either an SGPA/SANG of less than 1.75 or a CGPA/CANG of less than 2.00 shall be warned.

84.2.5 If student's SGPA/SANG is less than 1.75 and his CGPA/CANG is less than 2.00, the student is subject to academic dismissal.

84.2.6 If a student fails to achieve a SGPA/SANG of 1.00 at any semester, he is subject to dismissal for good.

84.3 Second and Higher Class Year Students

84.3.1 A student, who fails to achieve either SGPA/ SANG of at least 1.75 and/or a CGPA/CANG of at least 2.00 at any semester, shall be warned by his dean/deputy scientific director. However, a student who fails to achieve a SGPA/SANG of 1.00 at any semester is subject to dismissal.

84.3.2 A student, who for a second consecutive semester scores either an SGPA of less than 1.75 or fails to maintain a CGPA/CANG of 2.00, is subject to dismissal unless put on probation. A student who is subject to dismissal cannot claim probation as a matter of right.

84.3.3 Notwithstanding with sub-article 84.2.6 of this article, a student's is subject to academic dismissal if his previous CGPA \geq 2.0.

10.14 Article 85: Graduation Failure

85.1 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/College/Institute council, register and repeat the course/s if the course/s is/are not phased-out ones.

85.2 Graduation failures due to inadequate CGPA

85.2.1 A student, who fails to graduate due to CGPA (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 SC/CC/IC, be allowed to register and repeat a maximum of three courses in which he scored a 'D' grade.

85.2.2 A student, who fails to graduate due to less CGPA than the required or due to 'F' grade and have no more chance to upgrade his CGPA or to remove his 'F' may be given certificate of attendance with his transcript stated as graduate failure.

Table 10.4: The status of first year, second semester and above students, Academic Dismissal = AD, Promoted = P, Warning = Wa and PR=Probation.

Year	Semester	SGPA	CGPA	Immediate previous semester status	Any previous Academic (AD and PR) status	Final status
I	II	[1.75 , 4,00]	[2.00, 4,00]	Any	Any	Promoted
				P	No	Wa
			[1.75, 2,00)	Wa	No	AD/PR
					Yes	Dismissal for good
				P	Yes	Dismissal for good
				AD/PR	Any	Dismissal for good
			[0.00, 1.75)	Any	Any	Dismissal for good
		[1.00, 1.75)	[2.00, 4,00] [1.75, 2,00)	P	No	Warning
				P/Wa	No	AD/PR
				PR/AD	Yes	Dismissal for good
				P	Yes	Dismissal for good
			[0.00, 1.75)	Any	No	Dismissal for good
		[0.00, 1,00)	Any	Any	Any	Dismissal for good
II and above	any	[1.75, 4,00]	[2.00, 4,00]	P/Wa/PR	No	promoted
			[1.75, 2,00)	Wa	No	AD/PR
					Yes	Dismissal for good
				P	No	Wa
				AD/PR	Any	Dismissal for good
			[0.00, 1.75)	Any	No	Dismissal for good
		[1.00, 1.75)	[2.00, 4,00]	P	No	Warning
				Wa	No	AD
				Wa	Yes	AD
				AD/PR	Any	Dismissal for good
			[0.00, 1.75)	Any	No	Dismissal for good
		[0.00, 1.75)	Any	Any	No	Dismissal for good

10.15 Article 86: Class Attendance

- 86.1 A student is required to attend all lecture, laboratory and practical sessions as well as field work of courses, except for courses in which earning of credits through examination alone is accepted.
- 86.2 Except for extenuating circumstances, students are required to maintain a minimum of 80% attendance to earn credit in the given course. However:
- 86.2.1 Some programs may demand 100% attendance where such full attendance is academically indispensable; and
 - 86.2.2 A department may not allow the 20% non-attendance provision for certain portion of a course, such as laboratory or field experiences judged academically indispensable for the student.
- 86.3 A student who has missed more than 20% of attendance shall be given a grade of IA (Incomplete Attendance) and be required to provide acceptable reasons for failure to attend classes. If a student's incomplete attendance is proven to have been for valid reasons, course registration will be canceled and the student shall be permitted to retake the course.
- 86.4 If a student's incomplete attendance was due to reasons that were not valid, the IA grade shall be changed to an "F" at the end of the sixth week of the next enrollment in the program.
- 86.5 Any student who has not attended classes for four consecutive weeks will have to withdraw from the program;
- 86.6 The course instructor shall be responsible for the follow up of class attendance of his students.

10.16 Article 87: Academic Rules and Regulations of College of Medicine and Health Science

87.1 Academic Year and Duration of Study

- 87.1.1 An academic year for medical students shall be forty eight (48) weeks except for pre-medicine which is a semester based. However, during the internship, the academic year shall be fifty (50) weeks.

87.2 Admission to the Program

- 87.2.1 Students must at all times be physically and mentally capable of completing the medical courses and subsequently practicing as a medical doctor.
- 87.2.2 Assessment for physical fitness and mental illness is mandatory before admission including readmission after withdrawal due to health problem.
- 87.2.3 NIME students shall have BSc degree in health science, biology or chemistry and at least two years service after graduation.

87.3 Grading criteria

Letter grades shall be given based on the points earned out of 100. The letter grading system has a fixed scale as described in the table below

87.4 Adding courses

Table 10.5: The letter grades, scales and the credit point values.

Letter of Grade	point Scored	Description	Credit hour point
A	≥ 85	Excellent	4
B+	[80, 85)	Very good	3.5
B	[70, 80)	Good	3.0
C+	[65, 70)	Satisfactory	2.5
C	[60, 65)	Fair	2.0
D	[50, 60)	Below pass mark	1.00
F	Below 50	Fail	0.0

87.4.1 Because of the unique nature of the academic year of the medicine/NIME students, adding courses is not allowed except under special circumstances as recommended and approved by the school/college Council when:

87.4.2 Rearrangement of courses is done by the school or the EARAD.

87.4.3 Offering of a course is interrupted due to some factors.

87.4.4 A student is allowed to remove “D” or “F” grade of non major and semester based courses.

87.5 Class Attendance

87.5.1 Attendance in all teaching learning activities of clinical year shall be 100%.

87.5.2 Any student of pre-clinical year who has not attended $\geq 80\%$ of the class with no justifiable and acceptable reason will have to drop or withdraw from the course or program.

87.5.3 Any student of clinical year-one who has not attended $\geq 85\%$ of the classes, with 6BST/TR or any academic session, with no justifiable and acceptable reason will have to drop or withdraw from the course or program.

87.5.4 . Any student of Clinical year-two who has not attended $\geq 90\%$ of the classes, with 4BST/TR or any academic session, with no justifiable and acceptable reason will have to drop or withdraw from the course or program.

87.6 Academic Conduct in Clinical Attachment

87.6.1 Students should be well groomed and comb their hair during the class and hospital/ward. Hair should be neat, clean and of natural human color.

87.6.2 Students should wear modest.

87.6.3 Name badges identifying the student as a medical student/intern must be worn at all times and clearly in the hospital.

87.6.4 The students' gown should be clean and always buttoned properly.

87.6.5 The students are not allowed to wear ripped jeans/tight clothes.

87.6.6 Student should avoid distracting perfumes or colognes that may precipitate allergies to sensitivities and cosmetics should be used in moderation. Students are not allowed to put colour lipsticks.

87.6.7 The student should keep jewelery at minimum that represents potential for cross-contamination.

87.6.8 The students are not allowed to wear high heel shoes and slippers to the class and hospital/wards.

87.6.9 For male medical students, wearing neck tie during exam is mandatory and appreciable during class and ward attendance.

87.6.10 Other conducts in hospital attachment, class lecture and laboratory attendance should be obeyed.

87.7 Academic Standing of NIME Students

87.7.1 Any NIME student who scored “D” in introduction to medicine module will be allowed to take the remedial exam; if he/she scored “D” after taking remedial exam, the student will repeat the course. If the students scores ‘D’ for the third time he will be dismissed.

87.7.2 Any student who scored “D” in a module will be allowed to take the remedial exam. If he scored “D” after taking remedial exam, the student will repeat the module.

87.7.3 Any student who scored ‘F’ in introduction to medicine module will repeat the course.

87.7.4 If a student scores ‘D/ F’ after repeating the course, he will be dismissed.

87.7.5 If a student scores “D” in more than two modules, he will repeat the whole year.

87.7.6 If a student scores “F” in one module, he will repeat the failed module and remedial is not allowed.

87.7.7 If a student scores “F” in two modules, he will repeat the whole year.

87.7.8 Any NIME student who scores “D” or “F” on CBTP attachment will be allowed to work on specific task assigned by the department. The student will get a maximum pass mark of “C” if he accomplishes the task to the satisfaction of the department and got pass mark.

87.7.9 Progression from pre-clerkship to clerkship will be determined through the following, criteria:through a comprehensive national qualifying examination as pass or fail until a comprehensive national examination is launched. The assessment will have the following components:

i. Weighted average of scores from all pre clerkship modules (60%)

A. A total mark gained by a student in PC I and PC II will be converted to 60 percentile.

B. External examination (40%)

C. 60% will be the pass mark

ii. Any student who scores less than 60% (FAILS); will be required to repeat all modules of year two

87.7.10 Progression from clerkship to internship will be determined through the following criteria:

i. Any student who scores one “D” in any of the following modules (Internal medicine, surgery, Pediatrics, Gyn/OBs and emergency surgical and life saving skill and (Social and Public Health (SPH) will be required to repeat the attachment.

ii. Any student who scores two “D” and more in any of the following modules (Internal medicine, surgery, Pediatrics, Gyn/OBs and emergency surgical and life saving skill and SPH) will be required to repeat the year.

iii. Any student who scores two “D” in any of the following modules (Orthopedics, Psychiatry, Dentistry, Radiology, ENT, Dermatology and Ophthalmology) will be allowed to take remedial exam. If he/she fails after remedial, he/she will be required to repeat the attachment.

- iv. Any student who scores more than two “D” in any of the following modules (Orthopedics, Psychiatry, Dentistry, Radiology, Ear Nose Throat (ENT), Dermatology and Ophthalmology) will be required to repeat the year.
 - v. A student who scores “D” in one major and one minor will reattach the major and take remedial for the minor.
 - vi. A student who scores ‘D” in one major and two minors will reattach the major and take remedial for the two minors.
 - vii. Any student who is required to reattach one module will reattach yet he will be allowed to take qualification exam.
- 87.7.11 Progression from clerkship to internship will be determined through a clerkship qualifying examination. The assessment will have the following components:
- i. Weighted average of each (C1 and C2) major clerkship modules will consist 60%
 - ii. Weighted Average is defined as the average mark of each subject taken in C1 and C2. All major subjects will be taken separately consisting 60%
 - iii. External examination will consist 40% per major attachment
 - iv. 60% will be the pass mark for each attachment
 - v. Any student who scores one “D, will be required to repeat the attachment.
 - vi. Any student, who scores two “D” and more, will be required to repeat the year.
- 87.7.12 Any NIME Student who fails to achieve a CGPA of at least 2.0 but greater than 1.75 shall be allowed to take a remedial exam on modules or attachments failed.
- 87.7.13 Any NIME students who scores CGPA 1.5 to 1.75 will be readmitted.
- 87.7.14 Any NIME students who score “D“ in any module or attachment will not be allowed to promote to the next academic year or sit for qualifying exam regardless of CGPA.
- 87.7.15 A student who is allowed to take remedial exam in any of the module will get a maximum grade of C if he scores a pass mark.
- 87.7.16 Any student who scores Incomplete “I” grade will be required to repeat the specific module. If his evidence is accepted by Academic commission of the College or University.
- 87.7.17 Any student who scores No Grade “NG” will take exam if his evidence is accepted by Academic commission of the College or University

87.8 Academic Standing of Medical Students

- 87.8.1 A pre-clinical student who fails to obtain a minimum semester grade point average (SGPA) of 1 will be dismissed for good.
- 87.8.2 A pre-clinical student who at the end of the first semester scores an SGPA between 1 and 1.49 shall be dismissed for academic reason and eligible for readmission.
- 87.8.3 A pre-clinical student who at the end of the first semester scores an SGPA between 1.5 and 1.74 shall be warned.
- 87.8.4 A pre-clinical student who at the end of the first semester scores an SGPA ≥ 1.75 will pass to pre-clinical I.
- 87.8.5 A student of medicine (except premed) who scores either year grade average point (YGPA) of ≤ 1.75 and/or cumulative grade point average (CGPA) of < 2.00 shall be dismissed with no chance of remedial or repeating the year. Upon the discretion of the SC, pre-clinical student scoring YGPA ≤ 1.75 but ≥ 1.5 and CGPA < 2.00 but ≥ 1.75 and clinical students scoring YGPA < 1.75 but ≥ 1.25 and CGPA ≤ 2.00 but ≥ 1.75 may register for the next year as probation student (but not pass student) when:

- 87.8.5.1 a valid reason exists to explain his low academic performance;
 - 87.8.5.2 the reason for his academic deficiencies can be removed; and
 - 87.8.5.3 the student is believed to attain the required academic standard during the same year in which he has been put on probation.
- 87.8.6 When a student is placed on probation, the college/school will notify him in writing of his status and what is expected of him ($YGPA > 2$, $CGPA > 2.15$) in his academic performances and what will be the consequences (Dismissal for Good) of the failure to meet these requirements in the future.
- 87.8.7 A student should clear D, F, No Grade (NG) or Incomplete (I) he scored in any course before passing from pre-clinical to clinical and from clinical to internship.
- 87.8.8 No Student will be allowed to repeat a course more than one time in the same phase of study (preclinical/clinical) and more than two times in his total stay in the medical school due to low academic performance/failure to meet the requirement.
- 87.8.9 A pre-clinical student with $YGPA$ of ≥ 1.75 and $CGPA$ of ≥ 2.00 and with one 'D' or one 'F' in major courses (Anatomy, Physiology, and Biochemistry for PC I and Microbiology, Pharmacology, and Pathology for PC II) will be eligible for remedial exam within six weeks after the grade announcement. If he fails in the remedial exam, he has to repeat the course before passing to PC- II or C-I. The maximum grade he can obtain after remedial examination/ repeating the course is 'C'. If he fails again after repeating the course for a year he will be dismissed for good.
- 87.8.10 A Preclinical student with two 'D's or one 'F' and one 'D' in major courses has to repeat the courses irrespective of his pass GPA before passing to PC-II or C-I. If he fails the repeated courses, he will be dismissed for good.
- 87.8.11 A preclinical student with more than one 'F' or more than two 'Ds' in major courses has to repeat the year irrespective of his pass GPA before passing to PC-II or C-I and all previous grades of any course for that year will be nullified and register as new for the academic year. If he fails to pass the year again, he shall be dismissed for good.
- 87.8.12 A student of medicine in the clinical year-one who scores one 'D' or 'F' grade in major attachment courses (Surgery, Internal Medicine, Gynecology and Obstetrics, and Paediatrics) is subject to repeat the class year. This is because to repeat only the failed course means to drop the whole course. One-clinical major course cannot be separated from the others.
- 87.8.13 For a student of medicine in the clinical year-one who is subject to repeat the class year, the maximum grade for failed attachment course will be 'C', while for the previously passed courses is calculated as 70% current score plus 30% of previous score and maximum grade that he can obtain is one level higher than the previous grade. But for students who were put on probation, no grade higher than "C" will be recorded.
- 87.8.14 A student of medicine in clinical year-one who fails to pass to the next class year for the second time shall not be allowed to repeat the class year twice and thus he shall be dismissed for good. However, for a student who wasn't allowed to pass to the next clinical year due to only scoring "D" or "F" while having pass $YGPA (\geq 1.75)$ and $CGPA (\geq 2.00)$, the respective school council may allow him to continue as a probation student if he fails in maximum of two major courses.
- 87.8.15 A student of medicine in the clinical year-two who scores one or two 'Ds' grade in the qualifying exam of major attachment course (Surgery, Pediatrics, Internal Medicine, Gynecology and Obstetrics) is subject to repeat three months for each failed attachment. However, a student of medicine who scores a single "F" after qualifying exam is subject to repeat the whole clinical year two.

- 87.8.16 A student of medicine in the clinical year-two who scores more than two 'Ds' shall be required to repeat the class year as a whole. If he fails the year again, he shall be dismissed for good. Up on the discretion of AC, his case can be revised and given a chance to continue his studies. A student of medicine in the clinical year-two who scores one 'D' in the qualifying exam of major attachment and fails again after repeating the attachment has to repeat clinical year-two as a whole.
- 87.8.17 Any student of medicine in the clinical year two who scores two 'D's in the qualifying exam of major attachment, if he fails in one of the failed and repeated attachment, he has to repeat clinical year II(two) as a whole.
- 87.8.18 Any medical intern who fails in an attachment will repeat the same period of the attachment. Any medical intern should complete the internship attachment within a maximum period of two years. Extending beyond the specified period should be justified and presented to the school council for decision, which may allow the intern to complete the internship attachment within extra period of maximum six months, or which may force the intern to take qualifying exam again to be qualified as a new medical intern.
- 87.8.19 The internship attachment should be continuous unless the medical intern discontinues his internship due to force majeure.
- 87.8.20 Comprehensive public health examination will be given at the end of his study/internship. Scoring a minimum of 60% (C) both written and oral examination is required. However:
- 87.8,22.1 Failure to achieve 60% score in both the written and oral exams will result in studying further 12 weeks duration.
- 87.8,22.2 Failure in only one of the two examinations i.e. oral or written exams will result in delay of 1 month duration.
- 87.8,22.3 Respective academic commission will work on all other details.

87.9 Graduation Requirements for NIME/Medicine Students

- 87.9.1 All the required courses should be satisfied/completed
- 87.9.2 A cumulative grade point average (CGPA) of 2.00.
- 87.9.3 A minimum score of 'C' should be achieved in each and every course.
- 87.9.4 Successful completion of thesis work with minimum grade point of 'C'
- 87.9.5 Successful completion in whole internship attachments. Other academic issues related to the NIME/Medicine students that are not treated in this section will be dealt with as per this Legislation.
- 87.9.6 A Student should successfully pass clerkship national qualifying exam.

Chapter 11

Rules on Assessment and Evaluation

11.1 Article 88: General Provisions on Examinations

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

- 88.1 Examinations may be written, practical, oral, etc. depending on the nature of the course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be kept by the instructor(s).
- 88.2 The number, type and schedule of exams or tests in a course are determined by the modular/course team but shall be stated on the course outline/syllabus to be issued to students at the beginning of the course.
- 88.3 A course outline/syllabus, as a matter of routine, shall include information on the distribution of points/mark among various types of exams and other works in percentage terms. A copy of the course outline shall be submitted to the department at the beginning of each module/course.
- 88.4 Copies of all exams, tests and quizzes, along with their answer keys and marking schemes, which go into the determination of a student's final grade in a course, shall be kept with the instructor for six months (one year for summer students). However, copies of the periodic exams along with their answer keys and marking schemes shall be deposited with the department and Library in the form of exam bank within 7 days following the administration of the exams.
- 88.5 In those cases where a course is taught by the same instructor to more than one section of students in the same program, examinations shall be of the same form and content.
- 88.6 A common examination paper shall be prepared in case where more than one instructor teaches a course with the same title and ECTS/credit hour to one or more sections.
- 88.7 Where common examination(s) have to be given for a course(s) taught by more than one module/course 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 offers such courses shall work out procedures by which reviews of exam questions for such courses will be carried out by a full panel of instructors

involved in the teaching of the courses. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such courses.

- 88.8 Where common exams are given or, where more than one instructor teaches a course, a panel of instructors shall work out a marking scheme and a copy shall be submitted to the department before the completion of marking.
- 88.9 Examination papers prepared by the instructor or a panel of instructors shall be submitted to the module/course team for review and endorsement.
- 88.10 Final grades for all module courses shall be reviewed and endorsed by module/course team.
- 88.11 Final grades shall be submitted by the instructor to the EARAD and with a copy to the head of the department on duly signed official grade report form. This document shall be prepared legibly with no alterations or erasures.
- 88.12 A copy of grade report sheets and minutes of the module/course team for all courses shall be kept at the department.
- 88.13 An official grade report form shall be filled out only by the instructor(s) who had taught the course, set or participated in the setting of the exam questions and marked the exam papers.
- 88.14 When, for reasons beyond control, the provisions of sub-article 13 of this Article cannot be met, the setting of examinations and the marking of exam papers shall be carried out by a qualified member of staff designated by the department head.
- 88.15 In those cases where the head of the department had to designate someone other than the instructor who had taught the course to either set or mark the examination, the Head shall forthwith present the case to DA for endorsement.
- 88.16 Students have the right to see their corrected exam papers.
- 88.17 Official grade report forms shall be prepared by the EARAD and shall carry all the names, ID numbers of students who have been on the official class list for the course.
- 88.18 Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
- 88.19 Grades shall officially be announced to students by the EARAD.
- 88.20 Departments must make sure that instructors on leave have submitted the grades of students in their hand before departure.

11.2 Article 89: Periodic and Exit Examination

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

- 89.1 A student may sit for one of the two final/holistic exams to be administered consecutively at an interval of two weeks at each time.
- 89.2 Students shall be registered for exit exam upon successful completion of all the modules that may be required by the program.
- 89.3 Exit exam, if any, should be identified with course title and code.

- 89.4 The grade point of exit exam should not be included in the computation of either semester or cumulative status of student.
- 89.5 The exit exam result shall be rated as Pass (P) or Fail (F) status. The pass mark at the exit exam shall be determined by respective program to qualify for graduation.
- 89.6 Exit exam, if any, shall be given once in a year for graduating students and the period shall be indicated in the academic calendar.
- 89.7 A student who failed the exit exam can repeat it twice but no special re-examination schedule shall be arranged for failing students. The student shall be academically dismissed for good if he fails for the third time.
- 89.8 Detailed guidelines regarding exit exams shall be set by ASQEACC

11.3 Article 90: Administration of Examinations

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

11.4 Article 91: Violations of Examination Regulations

- 91.1 Any one of the following shall be interpreted as an act of cheating in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and for the determination of academic status of students:
- 91.1.1 Found in possession and copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted.
 - 91.1.2 Working on or being found in possession of exam papers other than one's own.
 - 91.1.3 Exchanging information in the exam hall through oral, symbolic, written, and electronic (holding electronic devices) any other means where these are not specifically permitted.
 - 91.1.4 Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own.
 - 91.1.5 Sitting on an examination in a course for which one has not been registered.
 - 91.1.6 Taking an examination by proxy, i.e. through a secondary party.
 - 91.1.7 Sitting for an examination for someone else

- 91.1.8 Submitting a work or works for which it can clearly be established that the work or part of it is not produced by the student claiming authorship or production.
 - 91.1.9 Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.
 - 91.1.10 Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
 - 91.1.11 Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- 91.2 Any one of the following shall be interpreted as intention to cheat in an exam or in any other graded exercise, and shall have direct consequences on the marking and grading of all kinds of examination papers, term papers, projects or senior essay and for the determination of the academic status of students.
- 91.2.1 Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted.
 - 91.2.2 Evading signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.
- 91.3 An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his behavior will be reported. The invigilator shall also make as detailed and complete note of the incident(s) as possible in preparation for this reporting. The invigilator shall collect all evidences of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors, etc.)
- 91.4 Where the 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 department.
- 91.5 Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the exam but shall be told that the behavior will be reported. The invigilator shall collect all pieces of evidence on intent to cheat in preparation for reporting.
- 91.6 All pieces of evidence on cheating or attempted cheating and reports in justification of decisions made by the invigilators on the spot shall forthwith be submitted to the course instructor who in turn shall present to the department head in which the student is enrolled.
- 91.7 The head of the department shall present the case to the SC/CC/IC/DA which shall determine if there had indeed been a clear case of cheating or of intended cheating. The SC/CC/IC/DA has the authority to seek additional evidence to reach a decision, including one of requiring the candidate involved in the act of violation to testify.
- 91.8 In the event that the SC/CC/IC/DA finds a clear case of cheating, it shall decide and inform the instructor of the course that a student obtains an "F" grade for the course/module. For other disciplinary measures including warning or suspension for at least one semester the case shall be forwarded to students' discipline committee.

- 91.9 Where the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the department head shall warn the student in writing and publicize the case within the campus.
- 91.10 A student who has been reported for cheating for the second time shall be suspended for at least one academic year by the SC/CC/IC/DA.
- 91.11 Any student who commits cheating for the third time while enrolled in a program shall be dismissed indefinitely. Dismissal shall be recommended by the SC/CC/IC/DA and approval by the VPAA.
- 91.12 Where a cheating incident or intent to cheat involves more than one student the following procedure shall be followed:
- 91.11.1 If all students happen to be enrolled in the course in which the incident has occurred they shall all be penalized in the same way and equally;
 - 91.11.2 If any one of the students happens not to be enrolled in the course but happens to be a student of another year in the same department or in any other department of the University system, that student's case shall be referred directly to the Dean/Scientific Director or VPAA and the provisions sub-articles 10 and 11 of this article shall apply.

11.5 Article 92: Complaint Handling of Examination Results

92.1 General Provisions for Remarking

- 92.1.1 A student who is aggrieved by the grade obtained in a course/module shall have the right to petition for remarking his exam paper on the basis of the conditions set forth here under:
- 92.1.2 A student who believes that his final grade (intermediate result) reflects capricious, arbitrary, or prejudiced academic evaluation has the right to submit complaint/s to his course instructor.
- 92.1.3 The instructor shall show and explain to the student, his performance on his examination(s), test (s) result/s and other results which might be obtained from other forms of assessment/s.
- 92.1.4 Grade complaints shall be reviewed based on sample answer and high score in the course exam.

92.2 A complaint for more than one course at a time which is found to be unfounded may constitute an act of cheating under article 91.1 of this legislation.

- 92.2.1 If the grade (result) of the course being complained is wrongly entered due to an error committed by the instructor, for which the instructor admits, the instructor shall change the student's grade by submitting a "Grade Change Report" to the department. Up on the approval of the request by the head of department, the instructor shall change the grade within the time stated in the academic calendar. No grade change is allowed two weeks after the start of the semester.
- 92.2.2 A grade obtained in remarking shall be final even if it is lower than the one previously obtained.

11.6 Article 93: Re-marking Procedures

- 93.1 Each department shall be in possession of the standard application form to be filled out by students who petition for re-marking. Such forms shall require of the student to specify the reasons for disputing the earned grade.
- 93.2 Upon receipt of the petition for remarking, the head of the department will, after consulting with the instructor of the course, decide on whether or not there exists a basis for granting the request and where the request is denied the student shall be informed in writing the reasons for the denial.
- 93.3 If it is decided that a student's examination shall be re-marked, the head of department shall:
- 93.3.1 Obtain all relevant exam papers and grade distribution scale employed by the instructor;
 - 93.3.2 Obtain the answer sheets or papers written by the petitioning and other students in the section to which the student belongs.
- 93.4 The head of the department shall then assign at least two academic staff members who shall do the remarking separately and who, if necessary, may consult with the instructor who originally did the marking and report separately to the head with a recommended grade.
- 93.5 The head of the department shall then decide what grade to give to the student taking into consideration the grades given by the three academic staff members.
- 93.6 The module/course team leaders submit the final result to the head in three copies. The head then:
- 93.6.1 Signs and sends the hard and soft copy to the office of the EARAD;
 - 93.6.2 Signs and sends one copy to the department, and
 - 93.6.3 Signs and sends one copy to the course instructor.
- 93.7 If, at the end of the remarking process, there is conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately intending on harming the student academically, the department shall take up the matter through proper channels for disciplinary action against the course instructor in question.
- 93.8 If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor unfairly graded the student's papers, and if, upon the completion of remarking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the department head exonerating the student of any allegations.
- 93.9 The case of a student who had filed unfounded allegations against an instructor in connection with the marking of examination papers shall be forwarded by the module/course team leader which offers the course to the head of the department in which the student is enrolled for disciplinary measures.

Chapter 12

Rules of Adding, Dropping, Exemption, Repeating Courses and Readmission of Undergraduate Students

12.1 Article 94: Discretionary Probation

- 94.1 The function of discretionary probation, which can only be granted by the respective department and college or school dean, is to allow students who fall below the required academic standards to continue their studies. The decision to permit a student to continue his studies on discretionary probation is based on individual consideration of his case and a conclusion that, in view of all the relevant circumstances, there prevails a reason to believe that the student can raise himself academically to the required level of achievement.
- 94.2 At the end of the semester, each department, pursuant to procedures fixed by its SC/CC/IC, will examine the case of each student who is subject to dismissal due to academic deficiency. The inquiry will attempt to determine why the student failed and whether there is reason to believe that he will meet the required academic standards within the remaining study period of the student. As a result of this inquiry, students may be placed on probation if it is determined by the respective SC/CC/IC that:
- 94.2.1 valid reasons exist to explain their low academic performance;
 - 94.2.2 those causes for their academic deficiencies can be removed;
 - 94.2.3 the students can attain the required academic standard during the same semester in which they have been put on probation.
- 94.3 An SC/CC/IC of particular department may attach certain conditions to grant a probation, which must be met if the students are to remain enrolled.
- 94.4 When students are placed on probation, their head of the department will notify them of their status and what is expected of them in their academic performances and what will be the consequences of the failure to meet these requirements in the future.
- 94.5 A student shall be completely dismissed after being placed on warning for one semester and on probation for another consecutive semester if he/she doesn't remove himself from probation by attaining a CANG of 2.00.
- 94.6 A student who is put on probation shall only take courses of the subsequent semester; that is, he cannot repeat any course/s taken in previous semesters together with the new ones.

12.2 Article 95: Adding and Dropping of Courses

- 95.1 Adding and/or dropping of courses shall be treated as per the University's academic calendar. Adding and dropping of courses shall be processed and finalized by the student in consultation with the academic advisor or course team leader, or department head before the deadline set on the academic calendar of the respective year;
- 95.2 Students may be forced to drop courses in case of exigencies preventing the department to offer the course provided the is duly EARAD communicated.

12.3 Article 96: Exemption of Courses

- 96.1 Course exemption refers to courses exempted by the department at the University for students who had taken equivalent courses greater than or equal to 80% content similarity/sameness, and equal credit hours.
- 96.2 Credit transfers and course exemptions will only be processed if the student produce his official transcripts and other relevant academic documents.
- 96.3 Requests for course exemptions must be processed at department level by the Departmental Academic Standard & Quality Assurance and Curriculum Committee and approved by the respective DA.
- 96.4 Only grades of "C" and above shall be accepted for exemption.
- 96.5 A diploma graduate intending to have a degree may be exempted up to a maximum of 25% of the total credit hours required for graduation.
- 96.6 A student with an undergraduate degree who intends to have another degree may be exempted up to a maximum of 25% of the total credit hours required for graduation.
- 96.7 Grades of the exempted courses and credits from other Universities will not be counted to compute for the CGPA.
- 96.8 All the above rules and regulations for course exemption and credit transfer are applicable to all admission types (regular, evening, weekend and summer) of the University.

12.4 Article 97: Additional Requirements

Departments may fix additional requirements on course exemption and credit transfer as indicated in their respective curriculum.

12.5 Article 98: Repeating Courses

- 98.1 A student who obtains a "F" grade in a course may repeat the course in consultation with his academic advisor until the "F" grade is removed whenever it is offered. However, if the student does not remove an "F" grade after repeating twice and if such a course is not a major course the SC/CC/IC shall recommend an equivalent course.
- 98.2 A student who has been allowed to repeat a course based on an original "D" grade cannot repeat the course more than twice unless it is required to remove the student's academic deficiency for graduation.

- 98.3 If a student repeating a course based on an original grade of “F” or “D” grade, scores an “F”, the last “F” grade shall be final unless the student is allowed to take the course again. Previous grade or grades of “F”, or “D” should be shown as canceled on the transcript to indicate that the course has been repeated; and the new grade shall be included in the computation of the SANG/SGPA in the new reporting period.
- 98.4 Students repeating courses in which they scored “F” grades must register for the course and carry out all academic activities pertaining to the course.

12.6 Article 99: Readmission

General provision

- 99.1 Subject to availability of facilities and the necessary budgetary allocation, the pertinent academic council, upon examining the application submitted to it via the pertinent EARAD may recommend that a student who is dismissed for academic reason or who dropped out or withdrawn be readmitted so long as the student may complete his study before expiry of the maximum duration stay in the pertinent program as set by this Legislation. In case a student is not readmitted due to the University’s intake capacity, the expiry date shall not apply.
- 99.2 All readmissions shall be processed according to the procedures laid down by the senate.

12.7 Article 100: Re-admission of Students in Good Academic Standing

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

12.8 Article 101: Re-admission of Academically Dismissed Students

- 101.1 A student in any enrollment may be readmitted after dismissal provided all of the following are fulfilled:
- 101.1.1 A first year student dismissed at the end of the first semester with a SGPA of not less than 1.00 shall be readmitted.
 - 101.1.2 A first year student dismissed at the end of the second semester with a CGPA of not less than 1.5 shall be readmitted.
 - 101.1.3 A second year student dismissed at any semester with a CGPA of not less than 1.65 shall be readmitted.
 - 101.1.4 A third year student dismissed at the end of the second semester with a CGPA of not less than 1.75 shall be readmitted.
 - 101.1.5 A fourth year student and above dismissed at the end of the first and second semester with a CGPA of not less than 1.85 shall be readmitted.
 - 101.1.6 Any readmitted student may be allowed to repeat courses in which the student scored “(C-)”, “(D)” or “(F)” in both ECTS and conventional system grades with the approval of the student’s academic advisor/head of department.
 - 101.1.7 Any readmitted students may take courses whose total number of credit hours less than 15 CHRs.
 - 101.1.8 The dismissal was not due to acts of violation that resulted in his termination with the university;
 - 101.1.9 The student may apply for readmission at least after one semester following withdrawal from the University except for CDE students who may apply for readmission at any time. However, a student may be re-admitted in a semester when there are more courses the student is eligible to register for.
 - 101.1.10 Space is available in the program and there exists a likelihood that the students will raise their grade point to the required level after removing any deficiencies which should not take more than one year;
 - 101.1.11 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.
- 101.2 A dismissed regular student, who is re-admitted and allowed to repeat a course or courses in a given semester, may be dismissed indefinitely, for not attaining good academic standing upon determination of status. However, such students may be admitted as new student into the CDE as per the rules and regulations of CDE program.

12.9 Article 102: Make-up Examination

- 102.1 Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for an examination for extenuating circumstances, such as hospitalization or accidents, and therefore has an “I” (Incomplete) grade against a course may be allowed to sit for a make-up examination in the course.
- 102.2 Any such student, or a person representing the student, shall submit in writing valid and documented reasons for not having sat for the examination to the head of the department within two weeks after the start of the subsequent semester. The student has registered for

the semester and attended classes, makeup examination shall be given during that semester. But where the student has not registered or failed to attend classes he will take make-up examination in the semester the course is given.

- 102.3 If the makeup examination is pertinent to continuous assessment part of the course, the case of the student can be decided by the instructor of the course and the head before the final examination.
- 102.4 Where the DA finds that the student did not have valid reasons for not sitting for final examination, the "I" grade on the student's record shall be changed automatically to "F", SANG/SGPA shall be calculated and the status of the student shall be determined accordingly.
- 102.5 A non-graduating student who is not actively enrolled but allowed to sit for a make-up examination shall apply and register for the examination at least one month (the dates to be announced by the EARA) before the final examination of the course is scheduled to be administered.
- 102.6 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.
- 102.7 Notwithstanding sub-article 5 of this article, a student who has three or more "I" grades in a semester and is allowed to sit for a make-up examination shall, irrespective of academic status, withdraw from the University for academic reasons and apply for make-up exam as in sub-article 6 hereof. SANG/SGPA shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.
- 102.8 A student who has less than three (one or two) "I" grades in a semester and who is allowed to take a make-up examination may continue studies in subsequent semesters if the student is in good academic standing. For such a student, average point shall be calculated and academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered. Such a student shall also apply and sit for make-up examination in incomplete courses as in sub-article 2 hereof.
- 102.9 A student who has less than three "I" grades but is not in a good academic standing is subject to withdrawal and may apply for readmission and/or be treated as in sub article 6 of this article.
- 102.10 Any "I" grade not removed within a year as per the provisions of this article shall be converted to a "F" grade.
- 102.11 If it is discovered by the concerned body that a student has intentionally submitted wrong evidence to sit for makeup examination, he shall be given an "F" in the course(s) and shall be dismissed from the University for one semester.
- 102.12 Where the Department/unit has not accepted an application for makeup exam, the EARA shall automatically change the "I" grade to "F" grade upon notification of rejections of application for make-up exam.
- 102.13 The provisions of this article shall apply equally for distance, weekend and continuing programs.

12.10 Article 103: Re-Examination

103.1 Re-examination shall be allowed for:

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

103.1.2 A graduating student.

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

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

103.2.2 The maximum number of courses shall be two for a graduating student and a maximum of four for a student described sub-article 1.1 of article 103; and

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

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

103.2.3.2 any time during a study program

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

103.4 Re-examination Grade

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

103.5 Time and Administration

103.5.1 Time

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

103.5.2 Administration

The department head, on behalf of the DA, shall determine and notify re-examinees, set and announce dates of re-examinations to students and academic staff within three days after beginning of the semester. The course/module instructor shall submit to the EARAD the grades of students within two days of the examination dates.

12.11 Article 104: Academic Deficiencies at the Completion of a Study Program

104.1 Conditions:

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

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

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

104.2 A student who meets the above conditions mentioned in sub-articles (1.1 – 1.3) of this article shall be allowed, as a privilege, the following:

A student who at the end of a study program, has a CANG of at least 1.65 or CGPA of 1.95 shall be allowed to raise the CANG to > 1.70 or CGPA to > 2.00 to graduate by repeating a maximum of three courses (an equivalent of 15 ECTS) over two semesters.

12.12 Article 105: Withdrawals and Dropout

105.1 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 be eligible for readmission if he only has a good cause for failing to meet the deadline.

105.2 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.

105.3 Application to withdraw must be made within six weeks after registration for the semester and presented to the respective department.

105.4 Application for withdrawal with in six weeks after registration for the semester must be approved by the concerned school/college/institute deans.

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

105.6 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 for use of all university services.

105.7 No transcripts, degree, and letters of recommendation or other services will be issued to the students who cannot produce an appropriate and signed clearance form.

105.8 A student who fails attending classes without formal withdrawal shall be considered a dropout.

105.9 Such a student shall present reliable evidence to be considered for readmission provided that the grace period prescribed by this Legislation for graduation has not lapsed.

Chapter 13

Graduation Requirements for Undergraduate Program

13.1 Article 106: Graduation Requirements

General Requirements for Graduation:-

- 106.1 All the required courses/modules and the minimum credit hours set by the respective department curriculum should be satisfied, except to phase in and phase out courses/modules.
- 106.2 A Cumulative Grade Point Average (CGPA) of 2.00 or CANG of 1.70 must be obtained;
- 106.3 No "F" grade in any course/module taken for undergraduate program
- 106.4 An undergraduate student who scored "F" grade may, with the permission of respective DA, register and repeat the course(s). In such a case the student shall pay all fees for the repeated semester(s).
- 106.5 A student, who fails to graduate due to CGPA less than 2.00/CANG 1.70 but above the required CGPA of 1.85 for three year and 1.92 for five year degree program students may, with the permission of the concerned DA, be allowed to register and repeat the course(s) 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).
- 106.6 Students, who fail to graduate due to less CGPA than the required or due to "F" grade and have no more chance to upgrade their CGPA or to remove their "F" may be given certificate of attendance with their transcript stated as "graduation failure".

13.2 Article 107: Graduation with Distinction and Great Distinction

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

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

13.3 Article 108: Awarding University Medal for Regular Students

The University Gold Medal is a prize awarded every year at the commencement exercise to one outstanding regular student through computation among School/College/Institute. The award is made on the basis of academic excellence, character, gender and participation in extra-curricular activities. The SC/CC/IC of each School/College/Institute shall, each year, recommend to the senate its outstanding student for the latter's approval. The University Medal shall be awarded on the basis of the following criteria:

- 108.1 Eligible students for the award shall be differentiated by academic excellence (90%), and
- 108.2 Good character and involvement in extracurricular activities (10%). Such activities are counted only for those who can present official documents from governmental and non-governmental organizations for unpaid professional and public service. Evidences from political and religious organizations shall not be considered. The valuation of official documents presented shall be determined by the College/Institute/School Council
- 108.3 A student with disciplinary record during his stay in the University shall not be eligible for a medal prize competition.
- 108.4 A student who fulfilled the above criteria but transferred from other public higher education institution could be awarded a medal provided he has spent 2/3 of the time required to obtain that degree within the University.
- 108.5 A female/differently able student will be given priority in case there is a tie.
- 108.6 Notwithstanding sub article 108.3 of this Legislation, a female/differently able student with highest academic achievement in a school/college/institute take the value described by sub article 108.2 of this Legislation, shall take the medal prize.
- 108.7 Sub-articles 1 to 5 of this articles shall apply for the University trophy prize award at commencement to an outstanding student of the University in regular undergraduate programs.

13.4 Article 109: Line-up Order for Graduation Ceremony

The School/College/Institute of the university shall line-up based on their years of stay and be presented to the guest of honor presiding over the graduation ceremony in the following order for the award of their degree to their respective students:

- 109.1 Post Graduate Program in alphabetical order of departments
- 109.2 Dire-Dawa Institute of Technology in alphabetical order of departments
- 109.3 College of Law
- 109.4 College of Medicine and Health Sciences in alphabetical order of departments
- 109.5 College of Natural and Computational Sciences in alphabetical order of departments
- 109.6 College of Business and economics in alphabetical order of departments
- 109.7 College of Social Sciences and Humanity in alphabetical order of departments
- 109.8 Continuing and Distance Education Program in alphabetical order of departments

Chapter 14

Academic Rules and Regulations for Graduate Studies

14.1 Article 110: General provisions

- 110.1 Each department may offer programs of study and research leading to the Master of Arts (M.A.), the Master of Education (M.Ed.), the Master of Science (M.Sc.), the Master of Business Administration (MBA), the Master of Laws (LL.M), Master of Philosophy (MPhil), Master of Public Health (MPH), the Master of Technology (M.Tech) Master of Engineering (M.Eng) and similar other graduate degrees. Departments may also, as conditions permit, offer such programs of study and research leading to Doctor of Philosophy (PhD) Degrees, Post- Doctoral and Post-Graduate Diplomas.
- 110.2 The department shall ensure this function through Department Graduate Committees.
- 110.3 The senate may establish, through separate directive, University wide Graduate Studies Office.
- 110.4 All University-wide policies, rules and regulations shall mutatis mutandis apply to graduate programs.
- 110.5 A Department may run joint graduate programs in collaboration with other Universities in order to build capacity to run programs on its own and/or complement each other for better competency of the graduate programs. In such cases special procedures may be set to administer such programs in agreement with the collaborating institution.
- 110.6 A minimum academic rank of staff offering courses in master program shall be Assistant Professor.
- 110.7 A minimum academic rank of staff offering program shall be an Associate Professor or above for PhD program.

14.2 Article 111: Dean of School of Graduate Studies (SGS)

111.1 Duties and Responsibilities

The Dean of SGS has the following duties and responsibilities:

- 111.1.1 Presents the annual budget plan of the school to the VPAA, and administers such funds as may be placed at his disposal.

- 111.1.2 Implement the policies laid down by the senate for proper administration of the programs of Graduate studies and the welfare of students.
 - 111.1.3 Works strongly with other universities (within the country and abroad) to foster academic exchanges and experience sharing. In doing so, SGS helps the university nationally and internationally known for academic excellence.
 - 111.1.4 Takes appropriate actions, in consultation with the respective institute/college/school or department.
 - 111.1.5 In cooperation with the EARAD, issues guidelines pertaining to registration, record keeping, etc, for programs of graduate studies and follow up their implementation.
 - 111.1.6 Promotes the initiation of inter-disciplinary and multi-disciplinary graduate programs.
 - 111.1.7 Take appropriate actions in consultation with the respective Department Graduate Council (DGC) on recommendations with regard to programs, candidates or other academic matters.
 - 111.1.8 Submit to the senate through the EARAD, on behalf of and after approval by the its council, the names of candidates eligible for the award of graduate diplomas, certificates and degrees in conformity with University's rules and regulations.
 - 111.1.9 Submit to the SGC bi-annual reports and make any recommendations thereof to the senate and other appropriate bodies of the University.
 - 111.1.10 Receive 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 as per the recommendation and the approval of the senate.
 - 111.1.11 Study and recommend the initiation of inter-disciplinary and multi-disciplinary graduate programs.
 - 111.1.12 Propose suggestions on tuition fees and waivers to the senate;
 - 111.1.13 Facilitate collaboration with graduate programs in other universities, or with organizations that seek such collaboration.
 - 111.1.14 Formulate and recommend general guidelines for the welfare of graduate students and the award of graduate studentship and other awards;
 - 111.1.15 Recommend to the senate the award of the appropriate graduate diploma, certificate or degree in accordance with University rules and regulations;
 - 111.1.16 Participate in the periodic assessment of the graduate programs of the University;
 - 111.1.17 Act as a Chair person of council of graduate studies.
 - 111.1.18 perform such other duties as may be assigned by the Council, the Senate, the President, the Vice-President for Academic Affairs.
- 111.2 Appointment:
The Vice-President for Academic Affairs shall nominate the Dean among the full time teaching staff of the University with the rank of Lecturer and above through competition and appointed by the President detail and guideline shall be issued by VPAA.
- 111.3 Notwithstanding with sub-article 2 of this article, if the director resign from his position, the University's president can appoint for the vacant position among the University staff members immediately.
- 111.4 The Dean of Graduate Studies is accountable to VPAA.

111.5 Term of office

The term of office shall last for three years, but can compete again for the second term.

14.3 Article 112: Duties and Responsibilities

112.1 The Council of Graduate Studies shall

112.1.1 Ensure the conduct of academic matters of graduate studies

112.1.2 Implement the policies laid down by the Senate and the GPC and for the proper administration of graduate programs, research and the welfare of students;

112.1.3 Take appropriate actions in consultation with the respective SC/CC/ICs on recommendations with regard to programs, candidates or other academic matters;

112.1.4 Examine proposals by the various graduate programs for improvement, revision or adjustment of existing rules and regulations;

112.1.5 Issue directives pertaining to registration, record keeping and the like for graduate programs and ensure their implementation;

112.1.6 Implement guidelines or directive set by VPAA on any matter pertaining to graduate programs;

112.1.7 Make 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;

112.1.8 assess and approve Masters and PhD research proposals for post- graduate research;

112.1.9 monitor and ensure that Masters and PhD are in line with the research thematic areas of the University and the country at large;

112.2 Membership

Council of Graduate Studies shall be established as provided hereunder.

112.2.1 The Dean of School of Graduate Studies (Chairperson)

112.2.2 The school of graduate studies EARA (Member and secretary);

112.2.3 Senior research expert(Member)

112.2.4 Deans of Colleges running graduate programme(s) (Member);

112.2.5 Director of Quality Enhancement and Academic Programme Affairs (Member);

112.2.6 Director of Research Affairs (Member); and

112.2.7 Two (one male and one female) graduate students' representatives (Member).

112.3 Meeting and Reporting

112.4.15.1 The council shall meet at least once before each GPC meeting.

112.4.15.2 The chairperson may also convene a meeting of the council whenever he deems it appropriate, or whenever two-third of its members make a request for such a meeting.

112.4.15.3 The council shall submit a biannual activities report to the GPC.

112.4.15.4 A majority (50% +1) of any committee composes a quorum

14.4 Article 113: College/School/Institute Graduate Program Coordinator

113.1 Duties and Responsibilities

- 113.1.1 Supervises all activities of the programs across the College
- 113.1.2 Prepares periodic reports on its activities and submits the same to the College and/or SGS
- 113.1.3 Facilitates the preparation of entrance examinations, and screening of candidates for graduate studies.
- 113.1.4 Mobilizes common resources (class room, Internet, transportation, etc) for Graduate Studies program across the college
- 113.1.5 Organizes and schedules research defense, seminar presentations and other related cross cutting Graduate Studies activities at College level.
- 113.1.6 Formulates, revises and amends policies, rules and regulations governing graduate studies in the academic unit along with other concerned offices.
- 113.1.7 Supervises graduate program course offerings and thesis research proposals of graduate students at college level.
- 113.1.8 Organizes report and submits it to College Dean and/or SGS Dean on issues pertaining to Graduate Studies program on annual basis.
- 113.1.9 Undertakes periodic evaluation and assessment of graduate programs.
- 113.1.10 Supervises the uniform implementation of rules governing the assignment/appointment of advisors/Examination Board members and selection of external examiners.
- 113.1.11 Organizes enrollment data of graduate students and academic staff profile at college level.
- 113.1.12 Accomplishes all other duties assigned by the College Dean and/or SGS Dean.

113.2 The term of service of elected coordinator shall be three years.

113.3 The coordinator of graduate studies is accountable to respective School/College/Institute Dean

113.4 Appointment

The College dean shall nominate the college postgraduate coordinator among the college academic Staff with the rank of Lecture and above and appointed by VPAA. The appointment of the Coordinator shall be merit based through competition as per the requirements, experiences stated and detail guideline shall be issued by VPAA.

113.5 Notwithstanding with sub-article 4 of this article, if the coordinator resign from his position, the University president can appoint for the vacant position among the University staff members immediately.

14.5 Article 114: Department Graduate Committee (DGC)

Department may establish a Department Graduate Committee (DGC), hereinafter referred to as the DGC.

114.1 Compositions and Term of Office.

114.1.1 The DGC shall be composed of the department head as chairperson and at least three staff members but not exceeding seven with the rank of Assistant Professor or above to be elected by the DA.

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

114.1.3 A member shall be eligible for re-election.

114.2 Duties and Responsibilities

The DGCs shall:

114.2.1 supervise all activities of the programs;

114.2.2 screen graduate studies applicants and selects those legible to entrance exam;

114.2.3 approved and reports applicants to SGS via college SGS coordinator

114.2.4 approve status of the students, and review and endorse grades;

114.2.5 Submit to the SGS office the names of candidates eligible for registration in conformity with University rules and regulations;

114.2.6 Attends to all academic problems that concern the academic unit at graduate studies level and makes follow up for corrective measures.

114.2.7 Formulates appropriate recommendations and supervises the implementation of the decision of the CC/DA thereof.

114.2.8 prepare periodic reports on its activities and submit the same to the department and SGS coordinator;

114.2.9 recommend and/or approve a research adviser for each graduate student;

114.2.10 recommend members of examining Board for thesis, dissertation and other qualifying examinations;

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

114.2.12 oversee settings of entrance examinations and screen candidates and approve for admission;

114.2.13 screen and assign graduate students eligible for teaching assistantship;

114.2.14 attend to all academic problems that concern the department/chair at graduate studies level;

114.2.15 suggest revision and amendment of policies, rules and regulations governing graduate studies in the department/chair;

114.2.16 approve graduate program course offerings of graduate students;

114.2.17 propose new programs for approval by the council concerning new graduate programs for subsequent approval by the senate and periodically assess and evaluate existing ones;

114.2.18 accomplish all other duties assigned by the DA and by the University's School of graduate studies;

114.2.19 review and approve graduate students' examination papers and grades on the basis of guidelines provided by the Council of Graduate Studies;

114.2.20 prepare semester reports on its activities and submit the same to the SGS;

114.2.21 assign members of examining Boards for thesis, dissertation, and other qualifying examinations and get approval from the SGS.

14.6 Article 115: Admission to Graduate Program (GP)

115.1 General Admission Provisions

- 115.1.1 A candidate who has a high scholastic standing, whose professional experience has been superior and who has received good recommendations shall be given priority for admission.
- 115.1.2 Notwithstanding sub-article 1.1 of this article of this provision, priorities in admission may be granted to government sponsored students.
- 115.1.3 The minimum intake of a Master program shall be five students. However, the optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective DGC taking into consideration the number of staff, availability of space and demand for training.
- 115.1.4 The department may, from time to time, include additional admission requirements in conformity with University rules and regulations. These may be of general applications or may pertain to specific programs of graduate studies.
- 115.1.5 Admission to regular and other graduate programs is processed by the EARAD and granted by the respective academic departments/units based on the requirements in the curriculum including entrance examination.
- 115.1.6 Admission to the masters and PhD programs shall be given to candidates who have successfully completed the academic requirements for the first and second degrees, respectively.
- 115.1.7 The maximum class size for a master's program shall be 30 students.
- 115.1.8 The minimum intake of a PhD program shall be 2 students.
- 115.1.9 The maximum class size for a PhD program shall be 10 students unless indicated in the course catalogue.
- 115.1.10 Admission for regular students may take place twice in a year depending on the number of applicants and available resources in the University.
- 115.1.11 A candidate shall cover living and all other expenses
- 115.1.12 The graduate school may adopt special PhD admission program.

14.7 Article 116: Admission Requirements for Graduate Programs

116.1 Academic Requirements

- 116.1.1 The applicant must have completed the academic requirements for the Bachelors Degree in the specific/related field(s) of study at the University or any other recognized institution of higher learning as recommended in the respective curriculum
- 116.1.2 The applicant must meet satisfactorily the selection criteria which may include the entrance examination to be administered by the academic units concerned. Foreign applicants shall, in lieu of sitting for entrance examination, submit English language proficiency. The University may provide English language tests.
- 116.1.3 An applicant for admission to a PhD program must have a Master's degree from an accredited university or any other recognized institution of higher learning with thesis result of at least Good.

- 116.1.4 The applicant must satisfactorily pass an entrance examination to be administered by the program concerned.
- 116.1.5 Notwithstanding the above sub-provisions (1.1 to 1.4) of this article, senior undergraduate students of accredited universities or colleges requesting admission to graduate studies immediately upon graduation may be allowed to apply and/or sit for entrance examinations administered by programs provided their CGPA at the end of the first semester of their final year is above 2.75;
- 116.1.6 School/College/Institute may require PhD applicants to present preliminary PhD research theme or synopsis.

116.2 Additional Requirements

- (a) Departments/units may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval of ASQEACC.
- (b) Departments/units may also set appropriate work experience requirements after obtaining the bachelors degree subject to the approval of the ASQEACC.
- (c) School/College/Institute may also require letter of sponsorship.

14.8 Article 117: Provisional Admissions

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

- 117.1 A student given provisional admission has to complete the prescribed three to five different courses before being formally accepted as a regular graduate student. The performance of the student in the prescribed undergraduate courses will not be considered for SANG/SGPA and/or CANG/CGPA calculation but will appear on the transcript.
- 117.2 The duration of the student's stay in the University as a provisionally admitted student shall be determined by the department/unit concerned, but shall not exceed one academic year.
- 117.3 A provisionally admitted student who has satisfactorily completed the prescribed undergraduate courses shall be granted regular graduate student status.
- 117.4 A provisionally admitted student may, upon permission of the DGC, register for and take graduate level courses as qualified.
- 117.5 Such students must obtain a grade of at least C in the undergraduate courses taken as prescribed in sub-article 3 of this article.
- 117.6 An applicant who is found not to have taken undergraduate/graduate pre-requisite courses shall be required to take and pass undergraduate/graduate courses recommended by the department, such student can be admitted as special student.
- 117.7 The EARAD shall record separately the results of the examinations in the prescribed undergraduate/graduate courses.
- 117.8 These grades shall not count towards the M.A./M.Sc. degree.

14.9 Article 118: Transfer of Graduate Students Among Public Higher Education Institutions

- 118.1 The DGC may allow transfer applications where the applicant has successfully completed a minimum of one semester of study in a similar graduate program in another institution; and when he meets the special requirements of the program he is applying to.
- 118.2 Upon admission of such a student, the DGC shall determine the courses from which the student is to be exempted.

14.10 Article 119: Enrollment and Registration to a Graduate Program

- 119.1 Application for admission into the graduate program shall be processed before the beginning of each semester.
- 119.2 Every Graduate student must register at the beginning of each semester in order to keep an active enrollment. A student who fails to maintain continuous registration without officially withdrawing from the PG program shall be considered to have dropped out.
- 119.3 In exceptional cases, the DGC may in consultation with the EARAD allow registration after the closure of the deadline for registration without prejudice to the quality of the academic programs.
- 119.4 Notwithstanding sub article 2 of this article, a student who is not able to continue his study due to his delay in registration may apply in writing for readmission to the graduate program.
- 119.5 A candidate may be admitted to a PhD program at any time in the year, but shall enroll for his formal studies at the beginning of the semester following his admission.

14.11 Article 120: Program of Study for Graduate Studies

- 120.1 The program of study for graduate studies shall be based on thesis and course-work or course-work alone under special conditions
- 120.2 Within the general program of the departments/units, candidates shall have their programs of study approved by the DGC of the departments/units in which they are enrolled. The candidate shall study under a thesis advisor who may be assisted by a co-advisor and/ or an advisory committee for a doctoral student if and when required. The supervisor and the student advisory committee shall be approved by the DGC.
- 120.3 The DGC determines credits for all course work and thesis, which is to be approved by the ASQEACC. One credit of study shall be one lecture hour or two to three hours of laboratory/practical hours per week for a semester. Literature reviews, laboratory reports, term papers, etc. (with/without presentation) shall normally be required for each Graduate course.
- 120.4 PhD programs may have ‘coursework and research’ or ‘research only’ options.
- 120.5 A candidate shall be responsible to a supervisor who may be assisted by a co-advisor and/ or an advisory committee for the student if and when required.

14.12 Article 121: Credit Requirements and Course Load of a GP

- 121.1 A total of 12 to 15 credit hours per semester shall be regarded as typical full load for a full-time Masters candidate for programs requiring thesis work, under special circumstances, the DGC may allow for additional three credit hours above the full load;
- 121.2 A total of 6 Credit Hours or equivalent ECTS per semester shall be regarded as full load for full time PhD candidate. The DGC may allow for additional three credit hours where the PhD involves course work greater than the full load;
- 121.3 A total of 9 to 12 credits hours per semester shall be regarded as full load to Extension and Summer programs.
- 121.4 Seminars, article/book reviews, laboratory reports, term papers, etc. shall be required for each graduate course;
- 121.5 Notwithstanding sub articles 1 and 2 of this article, the credit requirements for candidates shall be determined as per the specific curriculum;
- 121.6 Upon the recommendation of their advisors, masters' and PhD students may audit courses.
- 121.7 The CGS may issue guidelines on the modalities of auditing courses.
- 121.8 A student must complete and score pass grades for all the courses of the program before registering for thesis work.
- 121.9 A total of six credit hours shall be allotted to a Master's Thesis and 12 credits hours to a dissertations for the PhD.

14.13 Article 122: Duration of Study of a Graduate Program

- 122.1 Completion of a Master's programs shall take a minimum of two academic year in all department/units.
- 122.2 A Master candidate may be allowed to continue for up to a maximum of four years if it can be shown that the extension is required by force majeure and if it is recommended by the student's advisor or department head. Such extension of time shall be recommended by the DGC and approved by the council of graduate studies every semester.
- 122.3 Completion of a PhD programs shall take a minimum of four academic years in all departments/units.
- 122.4 A PhD candidate may be allowed to continue up to a maximum of six years if it can be shown that the extension is required by force majeure and if it is recommended by the student's advisor, or department head. Such extension of time shall be recommended every semester subject to approval by the council of graduate studies.

14.14 Article 123: Grading System of a Graduate Program

123.1 Examinations are graded on the following letter grading system with corresponding points.

Raw Mark	Letter grade	Grade points	Status Description	Distinct
[90, 100]	A+	4.0	Excellent	Distinct 1 st class
[85, 90)	A	4.00	Excellent	Distinct 1 st class
[80, 85)	A-	3.75	Excellent	Distinct 1 st class
[75, 80)	B+	3.50	Very Good	1 st class
[70, 75)	B	3.00	Very Good	1 st class
[65, 70)	B-	2.75	Good	2 nd class
[60, 65)	C+	2.50	Good	2 nd class
[50, 60)	C	2.00	Satisfactory	Failure class
< 50	F	0.0	Failure	Failure class

123.2 To complete courses in a program and graduate, a candidate needs to obtain a minimum CGPA of 3.00 and a maximum of one “C” grade in all courses for Master and no “C” or “C+” grade for PhD candidate.

14.15 Article 124: Academic Status of Graduate Students

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

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

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

124.4 A student who scores a GPA between 2.50 and 3.00 in the first semester can withdraw and apply for readmission in the next year to remove the courses he failed to achieve a minimum of B grade. Such a student is expected to score minimum of 3.00 in each consecutive semester. If the student fails to do that, he shall be completely dismissed.

124.5 If a student (in sub-article 3 of this article) who had been placed on probation for the first time in literature-based thesis programs, achieves a SGPA of 3.00 or above but still retains a CGPA below 3.00, the DGC may place the student on final probation in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.

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

- 124.7 A student who had been placed twice on probation shall be dismissed for failing to achieve a CGPA of 3.00 in the next semester.
- 124.8 Consecutive probations are given for a maximum of two times.
- 124.9 No candidate subject to dismissal may expect discretionary probation as a matter of right.
- 124.10 Two terms of extension graduate program shall constitute as one regular semester. In case the extension program has a summer course, the summer course shall be counted as one semester load.
- 124.11 One summer term and one distance term shall constitute as one regular semester for summer face to face and distance students.

14.16 Article 125: Repeating Courses in Graduate Program

- 125.1 Courses with “C” grades or lower may be repeated when the CGPA of the student is less than 3.00 and if the student has more than one “C” in Master programs. For a PhD student, all courses with “C” grades or lower shall be repeated.
- 125.2 The DA, with the recommendation of the course instructor and the DGC, may allow a student with a grade of “C” to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.
- 125.3 A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.
- 125.4 The final grade for repeated courses or a course in which re-exam has been taken shall be recorded and used for computation of CGPA.

14.17 Article 126: Withdrawal and Readmission to the Graduate Program

126.1 Withdrawal

- 126.1.1 A student who wishes to withdraw from the GP must consult and explain any reasons to his academic advisor.
- 126.1.2 Unless there are compelling reasons, official withdrawal forms shall be completed within 30 days of discontinuation of classes.
- 126.1.3 A candidate who fails to comply with the prescribed deadline, as per sub-article 1.2 of this article, shall present readmission application within three weeks before the beginning of the semester in which he is seeking for registration. .

126.2 The EARAD shall prescribe fees for processing readmission applications

126.3 Readmission

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

- 126.2.2 A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.
- 126.2.3 A candidate who has been dismissed for academic reasons may apply for readmission on the following grounds:
 - 126.2.3.1 If the student, at the end of the first semester, had obtained a SGPA of not less than 2.5.
 - 126.2.3.2 If the student, at the end of the second semester or above had obtained a CGPA of not less than 2.75.
- 126.2.4 No student who has been dismissed on academic grounds shall be readmitted more than once regardless of the transfer status from other Universities.

14.18 Article 127: Transfer from one Program to another in the Graduate Program

- 127.1 A graduate student registered in one graduate program may be allowed to transfer to another program where:
 - 127.1.1 The candidate presents a letter in support of the desired transfer from a sponsor where applicable.
 - 127.1.2 The candidate must have completed not more than one fourth of the originally joined program (50% of the course work).
 - 127.1.3 Provided DGC have agreed and thereupon signed in the transfer format.
 - 127.1.4 The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.
 - 127.1.5 Dismissed students may not be allowed to transfer.
 - 127.1.6 The approval of the concerned DGC and council of graduate studies must be obtained.
- 127.2 Transfer of credits or course exemption shall be determined by the department/unit receiving the candidate.

Chapter 15

Graduation Requirement for Graduate Study

15.1 Article 128: General Requirements for the Graduate Thesis/Dissertation

128.1 General Requirements

- 128.1.1 A Thesis/Dissertation shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying sound methodology.
- 128.1.2 The procedures for defense program and submission of the thesis work will be determined by the ASQEACC
- 128.1.3 The minimum number of credit hours required for graduation for various graduate credentials are as follows:
 - i. For PhD degree 18 credits hours excluding the dissertations,
 - ii. For MA/M.Sc/LLM/MBA/MPH/M.Ed/M.Tech/M.Eng/MPhil 24 to 30 credits hours excluding the thesis or 30 to 40 credits hours with no thesis,
 - iii. For postgraduate diploma 18 to 24 credits hours,
 - iv. For postgraduate certificate 12 to 15 credit hours and
 - v. A student should fulfill the graduation requirement set by respective department curriculum.

128.2 Selection and Approval of Thesis /Dissertation Topic

- 128.2.1 The topic for Thesis /Dissertation work shall be selected in consultation with, and prior approval of, the Thesis /Dissertation advisor.
- 128.2.2 The topic of the Thesis of each graduate student shall be approved by the DGC not later than the time of the candidate's enrollment into the second half of the program.
- 128.2.3 The Thesis /Dissertation proposal shall be defended in public.
- 128.2.4 A PhD candidate is expected to publish articles in peer reviewed journal from the result of the Thesis work. However, no PhD candidate shall graduate without publishing at least one article in peer reviewed journals.
- 128.2.5 A PhD dissertation may be submitted in the form of a monograph or a series of articles.

128.3 Format of Thesis/Dissertation

The Dean of School of graduate studies shall issue detailed guidelines on Thesis /Dissertation preparation, submission, and defense format including deadlines.

128.4 Procedures for Examination and Submission of Thesis /Dissertation

When a graduate student, after conferring with the advisor, gives notice of readiness to submit a Thesis /Dissertation, the DGC shall appoint an Examining Board and select an external examiner. The external examiner shall be identified in good time and obtain a copy of the Thesis /Dissertation of the graduate student at least four weeks before the date set for the defense. The Board shall have a minimum of three members consisting of at least one external examiner.

128.5 Thesis/Dissertation Evaluation

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

i. Accepted

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

ii. A Thesis shall be evaluated as rejected if

- A. The work does not meet the required standards; or
- B. The work is plagiarized as judged by the Examining Board; or
- C. 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.

iii. Effect of Rejection

- A. The CGS may approve guidelines providing safe exit points through awarding graduate certificate or graduate diploma to Masters candidates whose thesis has been rejected or its equivalent to PhD. candidates whose dissertation has been rejected.
- B. The DA shall decide on the dismissal or suspension of a candidate whose Thesis /Dissertation has been rejected due to plagiarism or may impose other disciplinary measures.

128.5.2 Thesis/Dissertation Rating

A thesis work shall be rated as follows:

i. Thesis/Dissertation paper/ project work examination

Name of the Candidate

Thesis Components

points

(a) Abstract	5%
(b) Materials and Methods	15%
(c) Literature Review	10%
(d) Result and Discussion	40%
(e) Conclusion and Recommendation	10%
Defense Examination	
(a) Manner of presentation	5%
(b) Confidence in the subject matter	5%
(c) Ability of answering questions	10%
(d) Total	100%

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

Name of the Examiner —————

Signature —————

Date —————

NB: The Grading scales of each rank are as follows

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

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

128.6 A Thesis /Dissertation that is defended and accepted may be rated "Excellent", "Very Good", "Good" 'Satisfactory' which may appear on the transcript but will not be used for calculation of the CGPA of the graduate student.

128.7 A rejected Thesis shall be rated "Fail" and shall be repeated fully or partly depending on the recommendations of the examiners.

128.8 Final Thesis/Dissertation

128.8.1 The candidate should correct the Thesis /Dissertation in accordance with the decision of the Board of Examiners and submit it to the advisor upon the recommendation of the internal examiner.

128.8.2 The University wide school of graduate studies shall determine particulars regarding the publication requirements for PhD degree award.

15.2 Article 129: Advisor-ship

129.1 Selection of Advisor(s)

129.1.1 The DGC shall assign thesis advisor(s) to the masters students. The DGC may assign co-advisor when it deems it necessary.

129.1.2 The Thesis /Dissertation advisor(s) shall be:

- i. A full-time academic unit member with the academic rank of Assistant Professor with PhD degree or MD with specialty or DVM or Assistance Professor

with Masters degree and above for Masters Programs and Associate Professor with PhD degree and above for PhD; .

OR

- ii. The Thesis advisor shall be either a full time teaching staff or research staff with a minimum of Assistant professor for Master's program and Associate Professor for the PhD or a person outside of the University in the required area of specialization with a PhD or MD.
- iii. Senior Assistant Professors who have already been involved in teaching PhD courses may advise PhD students.

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

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

129.1.5 The Thesis /Dissertation co-advisor shall be:

- i. A full-time academic unit member with the academic rank of Assistant Professor and above for Masters Program and Assistant Professor and above with PhD degree for PhD; or
- ii. A person(s) outside of the University in the required area of specialization who will be able to submit a letter of commitment in advising the student.

129.1.6 A Thesis /Dissertation advisor may withdraw his responsibility as a thesis advisor at any time for force majeure and the co-advisor shall take over. However, the advisor shall notify his intention to withdraw within ten days from his appointment.

129.1.7 A student may apply in writing stating reasons for change of advisor within ten days from the date of notification. The DGC shall change thesis /dissertation advisor if it is convinced that the assignment would be prejudicial and injurious to the performance of the student.

129.2 With regard to the number of advises assign to an individual advisor in graduate program, detail guideline shall be issued by VPAA.

15.3 Article 130: The External Examiner

130.1 Purpose

The purpose of having external examiners is to ensure that students qualifying for the degrees offered measure up to academic expectations of other Higher Education Institutions in Ethiopia and abroad.

130.2 As a member of the board of examiners, the external examiner may participate in assessment processes for the award of degrees; and comment and give advice on course content, balance and structure

15.4 Article 131: Selection and Appointment

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

131.2 Appointment is made by the concerned head of the department after the recommendation of the DGC then approved by the DA.

- 131.3 The department seeking the appointment for an external examiner should submit to the SC/CC/IC, biographical data including academic achievements, publications, and experience;
- 131.4 The program seeking the appointment for an external examiner should submit to the DA the biographical data including academic achievements, publications, and experience as external examiner of the nominee.
- 131.5 In all cases, external examiners must have an academic rank of at least Assistant Professor or equivalent for Masters and Associate Professor (or equivalent) for PhD. Exceptions shall be approved by the DA on a case by case basis when presented to it by the concerned DGC.
- 131.6 In all cases, internal examiners must have an academic rank of at least Assistant Professor or equivalent for Masters and Associate Professor or equivalent for PhD.
- 131.7 An external examiner shall be external to the University.
- 131.8 Former staff members can be assigned as external examiners
- 131.9 External examiners from outside of the higher education system such as from industry, or research institutions may be selected when necessary.

15.5 Article 132: Participation in Assessment Procedures

- 132.1 Examinations may be conducted through electronic media. The external examiner shall be a full member of the Board.
- 132.2 Notwithstanding the provision of sub-article 1 of this article, 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, unless and otherwise such examination employs ICT or correspondence.
- 132.3 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.
- 132.4 The signature of the members of the Board of Examiners shall be required as evidence of their decision on the student's thesis work.
- 132.5 External examiners shall give comments on the assessment process and the schemes for marking.
- 132.6 Report
- 132.6.1 External examiners may make written confidential reports to the department/ unit head at the end of their visits. They are free to make any comments they wish, including observation on teaching and course structure and content.
- 132.6.2 The head shall instruct the DGC to take action with respect to the comments. The head has the responsibility to see to it that the recommendations are considered and the proper measures are taken.

15.6 Article 133: Graduation and Award of Credentials to Graduate Students

- 133.1 A graduate student who fulfills the requirements laid down in this legislation shall be recommended by the Dean to the University senate, through the office of the EARAD, for the award of the appropriate credential.
- 133.2 No academic record of a student may be sent to a specific address or given to a third party without a legal representation.
- 133.3 Upon presentation of legal representation, the third party must sign with his fingerprint upon receiving the documents.
- 133.4 The third party must also sign a testimony to the effect that he will bear full responsibility for any dispute or inconvenience that may arise due to misleading the office of the EARAD into sending records to organizations or persons who have no legal claims to the documents.
- 133.5 Students who have dropped out, withdrawn or graduated from University must present an official clearance paper to obtain records and other services for the first time. Third parties of such students must also present clearance papers of the students they represent.

15.7 Article 134: Clearance

- 134.1 Upon withdrawal or graduation, students must undergo clearance procedures.
- 134.2 A student who has not observed and fulfilled clearance procedures shall be denied use of University services without prejudice to the power of the University to take relevant legal and administrative measures for default in fulfilling clearance procedure within a permitted deadline.

Chapter 16

Human Resource Development and Management

16.1 Article 135: Category of the Staff

The University Category staff shall have

135.1 Academic staff;

135.2 Research staff

135.3 Technical support staff;

135.4 Administrative support staff;

135.5 Professionals in teaching hospitals, as may be appropriate.

16.2 Article 136: Scope

136.1 The University staff to be governed by this Legislation and HEP N0. 650/2009 shall include academic staff and technical support staff and other staffs as deemed necessary.

136.2 The management of administrative support staffs of the University shall be governed by the Federal Civil Servants Proclamation No. 515/2007

16.3 Article 137: Planning

137.1 Every department/unit of the University and the University at the central level shall prepare academic and support staff development plan.

137.2 The staff development plan shall be prepared based on Higher Education staff development and enrollment plan, existing staff profile and load, existing programs and future expansion, student-staff ratio, and nature of academic programs and their mix.

137.3 The head of the department/unit shall make periodic or upon request by the concerned body, a projection of the general size of academic staff and its structure in terms of academic rank.

137.4 Every department/unit shall submit its human resource development plan to the respective Council or to the President's office, when requested for.

16.4 Article 138: Academic Staff

Dire-Dawa University may have the following academic staff:

- 138.1 Professors, associate professors, assistant professors, lecturers, assistant lecturers and undergo unique circumstances or conditions of transition, graduate assistants employed for teaching and/ or research,
- 138.2 Other employees of the University considered as academic staff by decision of the senate following international good practice or the University's internal regulations.

16.5 Article 139: University Staff Ranks

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

- 139.1 The University uses the following hierarchy of teaching staff in the ascending order:

139.2 Academic Staff

- 139.2.1 Graduate Assistant I
- 139.2.2 Graduate Assistant II
- 139.2.3 Assistant Lecturer
- 139.2.4 Lecturer
- 139.2.5 Assistant Professor
- 139.2.6 Associate Professor
- 139.2.7 Professor
- 139.2.8 Professor Emeritus

139.3 Research Staff

The ranks of research staff shall be determined as per sub-article 1 to 8 of this article

139.4 Adjunct Staff

- 139.4.1 Adjunct staff and honorary staff may be considered as academic staff.
- 139.4.2 The senate shall through separate guideline determine the duties and privileges of adjunct and honorary staffs.

139.5 Graduate Assistant I

- 139.5.1 Graduate Assistants are persons employed for one year in order that the University may assess their ability and develop their suitability for future permanent contract employment as regular Academic Staff members after post-graduate studies and/or after attaining promotion to the next rank.
- 139.5.2 Graduate Assistants shall be given every opportunity for gaining insight into as many aspects as possible of the work of the department to which they are assigned as well as some opportunity to prepare themselves for the necessary advanced specialized study.
- 139.5.3 A Graduate Assistant shall normally assume tutorial responsibilities; but under exceptional circumstances, may be given teaching responsibilities at the level of lower division courses and under the supervision of a senior faculty.

139.5.4 A graduate Assistant may be given the following duties:

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

139.5.4.2 Give tutorial classes, provided that these classes are part of a regular course in the curriculum and giving of final grades in the course is the responsibility of the senior staff member to whom the course is assigned.

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

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

139.6 Librarian Staff

The University uses the following hierarchy of librarian and technical support staff in the ascending order:

139.6.1 Professional Librarian

- i. Assistant Librarian V
- ii. Assistant Librarian IV
- iii. Assistant Librarian III
- iv. Assistant Librarian II
- v. Assistant Librarian I
- vi. Associate Librarian
- vii. Librarian

139.6.2 The University uses the following hierarchy of technical support staff in the ascending order:

- i. Technical Assistant I
- ii. Senior Technical Assistant
- iii. Chief Technical Assistant I
- iv. Chief Technical Assistant II

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

139.8 Unless specific contractual arrangements are made to the contrary, an academic staff joining the University for the first time shall be subject to a probationary period during the first year with the University in which time the University may terminate employment for the following year by giving six months notice.

139.9 An academic staff of the University who is assigned to perform essentially administrative or non-teaching duties may assumed an academic rank in his field with prioritize teaching in the University provided further that he satisfies the requirement of the rank.

139.10 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.

- 139.11 A person joining any department of the University as full-time academic staff shall assume an academic rank, in accordance with the general criteria and procedures established by this Legislation.
- 139.12 Persons contracting to join the University to perform essentially administrative, non-teaching duties may, in exceptional cases, may assumed an academic rank within a relevant school/college/institute of the University provided the following conditions are satisfied:
- 139.12.1 The candidate must be a recognized scholar in his field with prior experiences;
 - 139.12.2 The candidate must be formally recruited pursuant to the University's rules and regulations; and
 - 139.12.3 The candidate must be invited to join a specific school/college/institute of the University, although his attachment to that school/college/institute need not entail teaching or other academic duties. However, such an appointment shall be approved by the University Senate.
- 139.13 A research staff may change his status to a teaching staff or vice versa where requested by department/unit and approved by academic vice president/scientific director with the consent of the staff.

16.6 Article 140: Principles of Staff Recruitment

Recruitment and Selection

- 140.1 The University policy is to recruit staff of the highest caliber through fair and open processes. Thus any recruitment shall strictly adopt and implement a merit based system;
- 140.2 The principles underpinning the recruitment process are those of rule of law, fairness, credibility, equal employment opportunity, transparency, merit and the optimization of career prospects for currently employed staff;
- 140.3 Decisions to recruit an academic staff should be made in the context of staff development plan that considers the immediate, medium and long term staff profile requirements of the academic unit;
- 140.4 The senate, the College/Institute/School/Department s/Chairs are accountable for ensuring compliance with the University recruitment and selection policy;
- 140.5 The salary scale at the time of recruitment shall take into account the assigned/allowed University ranks
- 140.6 The rights and duties of adjunct professors, professors emeritus, and expatriates shall be determined by a separate directive to be issued by the President
- 140.7 Any grievance on recruitment shall be heard at the department and on appeal at school/college/institute level
- 140.8 The President or the concerned Vice-Presidents as per the delegation of the President may review on complaint the decision of the school/college/institute for fundamental error of law.

16.7 Article 141: Recruitment Procedures

- 141.1 All recruitment requests for an academic staff shall be initiated by the relevant academic unit and communicated to the respective human resource expert.
- 141.2 All vacancies must be advertised nationally and internationally (at least on website of DDU) before any recruitment is considered. Any vacant position that cannot be filled by way of an advertisement can be filled any time by way of a summary procedure where a competent person is available. However if a highly competent and qualified individual showed up at any time, and if a Department requests for a special recruitment and get approval of a SC/CC/IC, or the senate (for the rank of associate professor or above), recruitments may be allowed provided that budget is available
- 141.3 Female candidate who fulfill the minimum requirement shall get an additional 3% of the total points she has scored on top of her total calculated points until the academic staff gender ratio reaches 50:50 at the University level.
- 141.4 Differently abled candidates who score or close score to that of other candidates, shall have preferential right.
- 141.5 No selection criteria shall refers to Differently abled of candidates unless the nature of the work dictates otherwise.
- 141.6 Joint appointment may be entertained as per the HEP
- 141.7 Candidates for the position of assistant lecturer and above shall present a public lecture in their area of specialization and be evaluated by senior staff of the concerned department/unit.
- 141.8 Academic ranks shall be uniform for similar level of qualifications all over the University. The basis for an academic rank at the time of recruitment shall be the level of degree obtained, work experience and publication of the candidate.
- 141.9 Students may apply to part time and temporary jobs in all fields of support with a maximum of 9 credit hours per week equivalent to 36 hour per month;
- 141.10 In summer semester, the work load may be extended to full time when the Department demands.
- 141.11 Candidates for recruitment for graduate assistant shall be evaluated as follows:
- 141.11.1 CGPA 35%, where the candidate with the highest grade point.
 - 141.11.2 English language and subject area written exam (35%)
 - 141.11.3 Interview (20%)
 - 141.11.4 recommendation letters from his advisor or teachers (10%)
 - 141.11.5 For graduate assistants from the university itself department shall have well organized documentation of the candidates.
- 141.12 Candidates for recruitment for lecturer coming from other higher education institute, from Research Institute, and from other sectors shall be evaluated as follows:
- 141.12.1 CGPA 30%, where the candidate with the highest grade point.
 - 141.12.2 English language and subject area written exam (30%)
 - 141.12.3 Demo (10%)

141.12.4 Interview (10%)

141.12.5 Presenting his master thesis for the department (10%)

141.13 With regard to staff recruitment applicants who have completed their first and or second degree in distance, evening, summer or par time program in the University or from external institutions, detail guideline shall be issued by VPAA.

16.8 Article 142: Recruitment for Academic Staff

142.1 Graduate Assistant I

candidate with the qualification of a Bachelor's Degree with a (CGPA) of 3.25 and above for male, 3.00 and above for females. for differently abled candidates 2.75 and above, developing and pastoralist regions 2.75 and above and for candidates from developing regions and/or pastoralist regions and differently abled one 2.50 CGPA and above.

142.2 Lecturer

A candidate with

142.4.1 The qualification of a Bachelor's Degree in a six years program (Veterinary and Medicine) with a (CGPA) of 3.00 and above

142.4.2 Notwithstanding sub article 4.1 of this article, a candidates in Veterinary or Medicine should not have more than 2 Fxs for problems beyond his capacity.

142.4.3 A rank of a Lecturer from a recognized University and having a (CGPA) of 3.50 and above for male and CGPA of undergraduate 3.0 and above, 3.35 and above and CGPA of undergraduate 2.75 and above for females, for differently abled with a (CGPA) of 3.15 and above and CGPA of undergraduate 2.5 and above, for developing and pastoralist regions CGPA 3.15 and above and CGPA of undergraduate 2.5 and above and for candidates from developing regions and/or pastoralist regions and differently abled one 3.10 CGPA and above and CGPA of undergraduate 2.50 and above

142.4.4 Notwithstanding sub article 4.1 and 4.3 of this article, a candidate shall not have probation in both graduate and undergraduate program.

142.4.5 Notwithstanding with sub-article 4.3 of this article a minimum of two years graduate program and, the candidates shall have B⁺, Very good or equivalent in their Thesis results.

142.4.6 Candidates attending their graduate degree outside the country shall get their academic results verification from an authorized body of the country.

142.3 Assistant Professorship

A candidate with

142.5.1 The qualification of the degree of Doctor of Philosophy (PhD) or equivalents or

142.5.2 A rank of an Assistant Professor from a recognized University or

142.5.3 An MD Degree and with specialty certificate or DVM with a Masters Degree or equivalent with CGPA of 3.00 (2.75 for females) and appointed by the VPAA as result of a procedure of head hunting upon approval by the Senate.

142.4 Associate Professorship

A candidate with

- 142.6.1 The qualification of the degree of Doctor of Philosophy (PhD) or equivalent and with a rank of an Associate Professor from a recognized University or
- 142.6.2 An MD or DVM degree with specialty certificate or equivalent and with a rank of an Associate Professor from a recognized University and appointed by the President as result of a procedure of head hunting upon approval by the Senate

142.5 Professorship

- 142.7.1 A candidate with a qualification of the degree of Doctor of Philosophy (PhD) or equivalent with a rank of full professor from a recognized University or
- 142.7.2 An MD or DVM degree with specialty or equivalent and with a rank of a professor from a recognized University and appointed by the Board after nomination by President and accepted by senate as result of a head hunting procedure.

16.9 Article 143: Academic Freedom

- 143.1 In his contacts with students for teaching purposes, an academic staff member has the right to promote and permit an atmosphere of free, rational and dispassionate inquiry with respect to issues relevant to the subject matter of his course including, where appropriate, discussions on controversial points and the presentation of particular views thereon without, however, forcing the assumption that these issues are settled in advance or the assumption that there is one right view of the issue to the exclusion of open and intellectually disciplined discussion of any other relevant views;
- 143.2 An Academic staff member has the right to conduct research and disseminate findings within or outside the University through appropriate channels. Dissemination of research findings may not, however, be exercised in the name of the University without scrutiny of the IC/CC/SC and approval of the RTI.
- 143.3 Notwithstanding sub-articles 1 and 2 of this article, this academic freedom may not be exercised to the detriment of the propagation of scientific truths, findings and methodologies of research already accumulated in the established as well as in the emerging sciences; nor be used as a vehicle for the purposeful propagation of the view of any political organization or religious group; nor as an excuse for libel.

16.10 Article 144: Rights of the Academic Staff

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

- 144.1 exercise academic freedom consistent with the university's mission;
- 144.2 conduct research and render consultancy services; take research and sabbatical leaves to conduct research and studies beneficial to the University and the country in accordance with the provisions given in this Legislation;
- 144.3 be entitled to enjoy University mission bound and informed academic freedom;
- 144.4 be entitled to further education and or training for professional development and subject to internal rules and regulations of the University;
- 144.5 be promoted and assume new academic rank on the bases of merit in accordance with the University rules and regulations;

- 144.6 enjoy transparent, fair and equitable administration and system of remuneration and benefits that shall be instituted by Government as the economic condition of the country may permit;
- 144.7 participate, as feasible, in formulation of institutional direction plans, regulations, and in curricula development and make comments on the quality and appropriateness of the teaching- learning process;
- 144.8 be adequately and timely informed of his performance results and of any records kept in his personal file without his prior knowledge;
- 144.9 be informed appropriately, timely and regularly on the University's plans, developments, directions, conditions, and performance results;
- 144.10 enjoy campus security for himself and for his personal property while rendering the proper services;
- 144.11 receive equal and fair treatment as a person with human dignity and as an academic staff member equally in the service of the University and through it in the service of people and the country;
- 144.12 compete for academic offices and leadership positions on the bases of the applicable University criteria and be treated in selection process on the basis of merit and without any discrimination;
- 144.13 elect and be elected where election of academic and/or by academic staff shall be necessary or is the norm;
- 144.14 receive due process in disciplinary matters and demand and receive redress in cases of inappropriate decisions;
- 144.15 all members of the academic community shall have the right to write, print, and publish their own newspapers or any other form of media including wall literature, posters, and pamphlets.

16.11 Article 145: Duties and Responsibilities of the Academic Staff

- 145.1 Without prejudice to the duties of academic staff provided under the HEP No.650/2009, an academic staff shall have the duties to:
 - 145.1.1 Design, develop and teach courses in his area of specialization following established University procedures in such a way that the course content may be delivered over the entire semester or in blocks in a balanced way in accordance with the curriculum and the course plan;
 - 145.1.2 Within the resources available, endeavor to stay abreast of the latest thinking in his area of specialization and periodically update his teaching material; make optimal effort to promote the University in general and his department in particular and protect the good name of the University;
 - 145.1.3 Take the necessary care for the University facilities under his reach and access;
 - 145.1.4 Participate actively in research and community services and in seminars, trainings etc;

- 145.1.5 Make efforts to shape his students both academically and become a role model for his students ethically;
 - 145.1.6 Contribute for the development of strong team spirit with in his Course Team, Department , School/College/Institute and the University;
 - 145.1.7 Inform his students, team leader or department head well in advance if and when he cannot report to duty as result of his involvement in a field work, a seminar, workshop;
 - 145.1.8 Give make-up classes for all the classes he missed due to his involvement in a field work, seminar, workshop or any other important academic activity;
 - 145.1.9 Notify and get prior approval of the department head of his plan to handover/transfer a course/s that he has been assigned to teach to any other individual for any length of time;
 - 145.1.10 Refrain from any act of discrimination against any individual or group based on race, ethnicity, religion, sex, creed or any other status;
 - 145.1.11 Refrain from promoting political partisanship, preaching religion, or imposing one's beliefs and views on the students and staff and the University community at large and/or people who came for training, seminar etc to the University;
 - 145.1.12 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 the world over. 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;
 - 145.1.13 Comply with rules and regulations established by the University, the Ministry of Education and the Government of Ethiopia in discharging his powers and duties;
 - 145.1.14 The University shall ensure detail guideline regarding dressing;
- 145.2 Without limitation to the generality of the provisions above, a member of the academic staff at the University shall:
- 145.2.1 Maintain professional ethics and competence to promote a positive image of his profession;
 - 145.2.2 Take extra responsibilities or assignments like additional teaching, research and community engagement, and other activities of the University, as the need arises with due compensation;
 - 145.2.3 Take all responsible steps to inform any of his supervisors/leaders when absent from duty due to reasons such as sickness, arrest, conviction, accident;
 - 145.2.4 Regard his service to the University as full-time employment and shall not engage in any other activities which encroach upon the time expected to be devoted to duties without the approval of the head of the department/unit and Dean/Scientific director;
 - 145.2.5 Refrain from using his official position or University facility for his personal actions which may create disruption, or do not fall in line with the objectives of the University;
 - 145.2.6 Give course lectures and other forms of instruction/s to students regularly in line with the policies and general guidelines set forth by his department/unit and/or School/College/Institute of the University;
 - 145.2.7 Conduct research for the advancement of knowledge mainly in his area of specialization;

- 145.2.8 Participate to the best of his ability in the affairs of the Department/unit, School/College/Institute and/or University;
- 145.2.9 Make himself available for consultation with students and in conducting evaluation/s, developing action plans to be conducted by students, peers, the department/unit head; and other officials of the University when the need arises in accordance with the allowed (reasonable) work standard/s;
- 145.2.10 Accept teaching assignments in continuing and distance and other education programs;
- 145.2.11 Conduct classes, quizzes, tests, exams and other assessment mechanisms regularly and submit results during the time specified in the academic calendar using the appropriate mechanism/s as stipulated by the EARAD or other bodies of the University, and finally submit grades on time to his chair department, EARAD or his School/College/Institute as the case may be;
- 145.2.12 Demonstrate utmost diligence in the discharge of his functions and, save where circumstances require otherwise, personally carry out the tasks entrusted to himself;
- 145.2.13 Show cordiality to others by demonstrating his willingness to work with, listen and respect ideas of his fellow academic staff and students;
- 145.2.14 Submit periodic reports to his department, School/College/Institute and/or Institute on the courses he is assigned to teach and/or the research works he pursues;
- 145.2.15 Carry out such other tasks that do not contradict the law, morality and/or the terms and conditions of his contract of employment, as assigned to him by the head of his Department/Unit, his Direct or Dean/Director or any other senior official of the University;
- 145.2.16 Academic staff who are medical and health professionals shall also have the responsibility to render health services in the University's Teaching Hospital;

16.12 Article 146: Recruitment of Research Staff

146.1 Research Staff

A candidate with the qualification of a Masters degree with at least CGPA of 3.25, a "very good" thesis result, at least two articles published in a reputable journal and a CGPA of 2.75 during BA/BSc studies. However, minimum CGPA of 2.5 and above during BA/BSc studies may be considered under special circumstances justified by department and approved by the VPRCE/SD.

146.2 Assistant Professor

146.2.1 A candidate with the qualification of

- i. the degree of doctor of philosophy (PhD) or equivalent or an MD degree with specialty certificate and at least two articles published in a reputable journal.

Or

- ii. A candidate with the qualification of a master's degree or MD degree or equivalent;

And

- iii. A minimum of eight years of research experience;

And

- iv. At least four articles published in a reputable journal; or one article and six recognized and realized research projects or pieces of work which demonstrate professional and creative talent; or two article and four recognized and realized research projects or pieces of work; or three articles and two recognized and realized pieces of work or research projects;

146.3 Associate Professor

- 146.3.1 A candidate qualification of a PhD degree or equivalent or MD degree with specialty and/or sub- specialty certificate or for areas of specialization with a terminal degree, the qualification of Masters degree or its equivalent;

And

- 146.3.2 A minimum of ten years of research experience with Master's degree or above;

And

- 146.3.3 Eight articles published in reputable journal(s) since last promotion; or two articles twelve recognized and realized research projects or pieces of work; or a combination of articles and research projects or pieces of work producing a result equivalent to an effort where an article is calculated to be equivalent to two research projects or pieces of work. But a candidate shall not be eligible for the post without producing at least two articles published in reputable journal even when he/she has more than twelve research projects.

16.13 Article 147: Duties of Research Staff

Research staff shall assume a major role of doing research and a minor role of teaching, and shoulder the responsibilities stated under article 143 of this Legislation, with emphasis on research, technology dissemination, and publication.

16.14 Article 148: Duties and Responsibilities of Academic Staff whose retirement age has been extended

The rights and duties of academic staff provided for in articles 144 and 145 of this Legislation shall, mutatis mutandis, apply to academic staff whose retirement age has been extended by the University pursuant to article 33 (4) of the Proclamation and other relevant laws.

16.15 Article 149: Technical Support Staff

- 149.1 Technical support staff of DDU shall be governed by policies and directives issued by the Board of the university in accordance with article 36 (3) and article 44 (1(j)) of the HEP .No 650/2009;
- 149.2 Non-academic professionals and the technical staff employed in teaching hospitals shall also be governed by policies and directives issued under sub-article 1 of this article; provided however, that their remuneration system shall be consistent with standards applicable to the public health sector;
- 149.3 Dire-Dawa University shall ensure that its technical support staff meet the required level of competence and that they are not in excess of the optimum number;

- 149.4 The government shall ensure that its budgetary appropriations to DDU are made to meet only the optimum number of technical support staff;

16.16 Article 150: Rights and Responsibilities of Technical Support Staff

- 150.1 Dire-Dawa University shall formulate rules and procedures on all matters of importance to its Technical support staff and have them validated through participatory processes before adoption.
- 150.2 Every Technical Support Staff of DDU shall have the responsibility to respect applicable laws and University directives as well as conform in his practice to the objectives of higher education and the guiding values of the University as applicable.

Chapter 17

Regulations for the Promotion of Academic and Technical Support Staff

17.1 Article 151: Academic Staff Promotion

151.1 Criteria for Promotion (General Conditions or Provisions)

The following conditions shall constitute as requirements for the promotion of an academic staff

151.1.1 Length of Service with a given rank

- i. There shall be a minimum number of years of effective teaching service an academic staff member has to serve with a given rank for a promotion to the next higher rank;
- ii. Effectiveness in teaching experience in other accredited Universities of higher learning or a recognized research institution can be considered for promotion. However, the candidate must serve at least one year at the University before being considered for promotion to the next academic rank;
- iii. For persons who join the University as Academic Staff after a given number of service years in other non-higher education institutions or organizations, their service years and publications in such organizations may be used to determine their academic rank and salary at the time of recruitment only. However, this provision shall not be applicable for the rank of Professor;
- iv. Promotion request of a staff member on any kind of leave shall not be entertained. However, the promotion request of a staff who fulfills all the requirements for promotion and submitted the application before taking the leave shall be entertained. Additionally; academic staff on study leaves and who contribute greater than or equal to 50% of work load, which is expected from full time staff, are eligible to apply for promotion;

151.1.2 Effectiveness in Teaching (40%)

- i. Effectiveness in teaching for academic staff shall be determined by evaluations of the staff member's performance, by students, colleagues, and the department/unit head or the staff's immediate supervisor at the end of each semester or academic year as the case may be;
- ii. The contribution of each component of the systems evaluation to the overall rating of the teaching effectiveness of an academic staff member shall be as follows.
- iii. The weighted average of the evaluation of the effective teaching for consecutive four semesters shall not be less than 75%;

- iv. Effectiveness in teaching shall be assessed from the last four consecutive semester to be retrospectively from the date of application for promotion;
- v. The President entitled to full exemption of teaching load shall be deemed to have fulfilled the effectiveness in teaching requirements for the duration of his office position. In such case each year of service of the President shall be converted to the number of semesters, with four months office service being equivalent to a one teaching semester.

151.1.3 Publication (35%)

- i. Publication of article/s in (a) reputable journal(s) and/or preparation of a teaching material/s, and/or writing a book/s, a text book/s or a reference book/s in one's field of study is mandatory requirement for promotion to the rank of assistant professor or above.
- ii. A journal is said to be reputable when the following conditions are satisfied:
 - A. Has an ISSN or ISBN and is indexed,
 - B. Peer- Reviewed
 - C. Has been continuously published at least for five years, and
 - D. Online availability
 - E. Papers shall be considered for promotion only if recognized by the university research office
 - F. Reputability of Journals published by a University shall be approved by the Senate of the respective university.
- iii. The Senate may adopt detail criteria (or guideline) on the issue of reputability when it deems it necessary.
- iv. Where a member of the University or an external person indicates that the publisher is not or has not been a genuine source, the quality of the article/text book or book shall be subject to review by external assessors.
- v. Research papers presented at conferences, seminars, symposia, etc. and published in proceedings of the same or published in journals whose reputability has not been established or chapters in books or contributions as editor of books or proceedings may be considered for purposes of fulfilling the publications criteria for promotion. However, such papers and contributions have to be assessed for their academic merit and contributions to knowledge in the particular discipline at each level; and such points shall not account for more than 50% of the total publication requirements where each paper in a proceeding/book chapter count 10% of the required 50%. Abstracts shall not be considered for promotion.
- vi. Publications that appear in reputable journals under the titles such as technical notes, short communications, discussions, reviews, etc. may be counted towards the fulfillment of the criteria for promotion. Although these appear under different sections in different journals, they are defined as reviewed and published findings in reputable journals but not as full-fledged research articles. Accordingly, their equivalence with respect to a full research article will be determined based on internal and external evaluations. Such equivalence points shall be determined as depicted in Table 17.1.
- vii. Publications arising out of Theses or Dissertations may be used for promotion provided that the author did not use the Thesis for rank adjustment.

Evaluation by students	50%
Evaluation by Head of Department/unit	35%
Evaluation by colleagues	15%

Table 17.1: Values of Scientific publications in reputable (peer reviewed) journals and books.

No	Types of contributions	Equivalence	Value
1.	An article in a reputable journal	One article	100%
2.	Review papers	One article	100%
3.	Short/brief communication	three tenth of an article	30%
4	A chapter in a book	three tenth of an article	30%
5	Technical notes or case reports or discussion	One fourth of an article	25%
6	Teaching Material	One article	100%
7	Text Book	Two articles	200%
8	Book Based on Original Research	Three articles	300%

- viii. Publications arising out of the applicants Thesis/Dissertation may be used for promotion provided the author has produced results driven from new data, or new evidence or new method from the work started or contained in the Thesis/Dissertation and is published by the staff member after his last promotion.
- ix. Where research papers are published under joint authorship, the contribution of each of the authors shall be determined as per the following schedule shown in Table 17.2. The contribution of the principal author shall be proven with the written consent of all co-authors or if mentioned by the written confirmation of the publisher. Where no proof is produced, the share of all co-authors shall be assumed to be equal.

Table 17.2: The contribution of all co-authors and the Principal author values

No of authors	Share of Co- author	Share of Principal (%)*
2	70	80
3	60	70
4	50	60
5	45	55
6 or more	40	50
Sole author publication will have 1 or 100 % value		

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

- x. For all promotion purposes, teaching materials, books, text books or reference books are considered only if they pass a rigorous review by at least three higher ranking professionals (one external outside the University and two internal). In case of unavailability of senior staff for the internal reviewing, three of the reviewers can be external.
- xi. The weight of the publications in non-reputable journals and proceedings shown in Table 17.3 shall be:

Table 17.3: Weighted values of publication in non-reputable journals

No	Type of Publication	Weighted values
1	Original Research output	50%
2	Proceeding	50%

151.1.4 Participation in the affairs of the University (15%)

- i. This requirement may be fulfilled by holding a post of academic administration at Department, School/College/Institute and/or University level, work in a Standing or Ad-hoc committee and taking assignments when called upon by the department, College or University administration. Participation in activities such as in journal editing, proceeding editing, organizing workshops, article reviewing, etc. that enhance one's profession shall also count towards the fulfillment of this criterion. The relative weights to be assigned to the three components of this criterion shall be as follows:

Lecturer

Academic administration	45%
Work in committees	40%
Professional activities	15%

Assistant Professor and above

Academic administration	45%
Working in committees	30%
Professional activities	25%

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

151.1.5 Community Engagement (10%)

The following may constitute activities of community engagement:

- i. Participation in local, regional and national committees whenever called upon to do so.
- ii. Conducting institutional mass education such as press, radio and/or TV programs on health, education, law, science and technology, etc; to be verified by the concerned department and/or
- iii. Any other professional service which is provided to the community that contents and quality of which are to be determined by the concerned department.

- iv. All community service contributions shall be evidenced by way of written official documents.
- v. Other professional service, paid or unpaid to the community that contents and quality of which to be determined by the respective dean/director.
- vi. Participation and professional contributions in civic and charity associations
- vii. Contribution in soliciting funding for research, teaching and community service
- viii. Political party and/or religious, family based with personal element etc activities shall not be considered as community service.

151.2 The procedures for Promotions

- 151.2.1 The staff member shall initiate the promotion request by applying to his Department/Unit by submitting all necessary credentials for promotion;
- 151.2.2 The decision by the Department/Unit shall be made within one month from the date of application for promotion;
- 151.2.3 The decisions by the SC/CC/IC shall be made within two weeks as of the date of submission by the department ;
- 151.2.4 Decisions by the senate on application for promotion shall be finalized within one month of the receipt of recommendation to it unless there are justifiable reasons for not complying with this rule.
- 151.2.5 A promotion case shall be effective as of the date:
 - i. To the ranks of a lecturer and below, when approved by the DA.
 - ii. To the rank of Assistant Professorship when approved by the School/College/Institute Council.
 - iii. To the rank of Associate Professorship as of the filing date of the secretary of the senate.
 - iv. To the rank of Professorship as of the filing date of the Board chairperson when approved by the Board.
- 151.2.6 When a head of Department/School/College/Institute or officer of the University is a candidate for promotion, immediate supervisor shall designate a senior member of the unit/committee to act as chairperson of the respective academic council/committee for the specific purpose of processing the promotion.
- 151.2.7 Promotion to the Different Academic Ranks
 - i. Graduate Assistant II
Effective performance, one year service as Graduate Assistant I and a recommendation by the DA.
 - ii. Promotion to an Assistant Lecturer
Effective performance, one year of effective service as graduate Assistant II and a recommendation by the DA.
 - iii. Promotion to a Lecturer
The qualification of Master's degree or equivalent
 - iv. Promotion to an Assistant Professorship
An academic staff with:
 - A. MD degree with a specialty certificate or DVM with a Masters degree or MD degree or DVM degree and one article in a reputable journal ; or a PhD degree or equivalent; or
 - B. The qualification of a Master's degree or equivalent; and

- C. A minimum of four years of effective teaching as a Lecturer; and
 - D. A minimum performance evaluation of $\geq 75\%$; and
 - E. At least one article in a reputable journal since last promotion; or,
 - F. In some fields such as architecture and the like, two recognized and realized projects for which the applicant is a principal investigator or a patent holder for at least one of the projects which demonstrate professional and creative talent which must have been critically and positively evaluated by both internal and external assessors who are specialists in the area, or at least one article; or
 - G. Release of at least one technological package including variety release through nationally accredited mechanism since becoming a Lecturer; or
 - H. At least one teaching material (reviewed and evaluated by both internal and external assessors) for specific course that the applicant has taught for at least two semesters;
 - I. Active participation in the affairs of the University; and
 - J. Community service is mandatory.
- v. Promotion to an Associate Professorship
- A. With the rank of an assistant professor;
 - B. Four years of effective teaching as an Assistant Professor;
 - C. A minimum performance evaluation of $\geq 80\%$; and
 - D. Publications as provided hereunder;
 - a) At least two articles in a reputable journal published, since last promotion in one's area of study; or a book; or a textbook or
 - b) Three recognized and realized projects which demonstrate professional and creative talent (in fields such as architecture, and the like) and which must have been critically and positively evaluated by two internal and external evaluators who are specialists in the area since last promotion; and
 - E. Active participation in the affairs of the University; and
 - F. Community service is mandatory.
 - G. For the promotion to the rank of associate professor, the applicant must be a principal author of at least one article he presented for promotion
- vi. Promotion to a Professorship
- A. With the rank of an Associate Professor and,
 - B. At least four years of effective teaching experience as an associate professor; and
 - C. A minimum performance evaluation of $\geq 85\%$ and
 - D. Publications as provided hereunder:
 - E. A minimum of six article in reputable journal since last promotion; or
 - F. Four articles and a text book or
 - G. One original research based book and two articles in a reputable journal or
 - H. Release of two technological packages through a nationally accredited mechanism and three principal-authored articles since last promotion or
 - I. Release of two technological packages through a nationally accredited mechanisms and a book, or

- J. Release of three technological packages in one's area of specialization; and
- K. Active participation in the affairs of the University; and
- L. Rendering active service to the community at large;
- M. Must be a principal author of at least two articles he presents for promotion

151.2.8 Promotion of a Research Staff

To all levels of promotion of a research staff, the publication requirements for the promotion shall be double.

17.2 Article 152: Accelerated Promotion

A staff member who published vigorously in his area of study may qualify for an accelerated promotion. For this purpose:

- 152.1 Every one hundred percent point achieved in publication shall be considered equivalent to one year of effective teaching. However, such a staff member should at least serve two years of effective teaching since his last promotion,
- 152.2 Secured at least one international and one national grants for the promotion to a professorship, or
- 152.3 Secured at least one national or international grant for associate professorship, or
- 152.4 Be a principal author of at least two articles he presented for promotion to assistant professorship.

17.3 Article 153: Extra-ordinary Promotions

- 153.1 Promotions to any of the academic ranks may be considered through extra-ordinary recommendation of candidates who have very exceptional merits notwithstanding that such candidates do not strictly fulfill any one of the criteria for promotion specified in this Legislation.
- 153.2 Members of the academic staff with achievements that have been widely acclaimed or who have won recognition through awards and/or meritorious achievement, citations from recognized professional bodies or institutions, may be recommended for promotions to a given rank.
- 153.3 A particular department in which the candidate is a member can initiate recommendations for extra-ordinary promotions. Such recommendation should be supported by documents that evidence the special merits of the candidate.
- 153.4 Review of the recommendation shall follow the normal process and shall be submitted to the Senate and/or the Board for approval. Such recommendation shall be accompanied by a detailed description of the special merits of the candidate which would justify the department concerned or the Senate and/or the Board taking an extra-ordinary decision on the recommendation for promotion.

17.4 Article 154: Clinical Services as a separate requirement for promotion

- 154.1 Patient consultations given and/or procedures performed in the course of rendering clinical services, since last promotion, by an academic staff at the CMHS shall be considered as a separate special requirement for promotion. In particular, for academic staff in various academic units of the CMHS, the promotion requirements, where relevant, shall consist of clinical services as described in this article and the guidelines thereto, and teaching and/or research effectiveness, publication, community service and/or public service as stipulated in this Legislation.
- 154.2 In this regard, guidelines shall be set by the relevant University body. In particular, such guidelines shall take into account particularities across departments, and differences in the nature and type of services rendered within the same department. Those guidelines shall also indicate the percentage to be attached to clinical services, determine the minimum number of patient consultations that must be given and/or the minimum number of procedures that must be performed by the academic staff concerned to earn publication points indicated hereof.

17.5 Article 155: Joint Appointment

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

17.6 Article 156: Honorary Academic Staff Appointment

- 156.1 The University may appoint as an Honorary academic staff those professionals retired from the University, professionals of great distinction and international standing who can serve the University in a teaching and/or research capacity but who by virtue of the existing appointment criteria cannot be considered for a full-time position.
- 156.2 The University may, from time to time, appoint retiring academic staff, professionals from national or international institutions or from recognized industry experts to honorary research and teaching positions in the following categories and titles:

156.2.1 Honorary Lecturer

156.2.2 Honorary Assistant Professor

156.2.3 Honorary Associate Professor

156.2.4 Honorary Professor

156.2.5 Professor Emeritus

156.3 The candidate to be appointed with honorary rank should at least fulfill the requirements of the respective academic ranks as per article 151 of this Legislation.

156.4 The Senate may issue separate guideline regarding the nomination procedures and benefits to honorary academic staffs.

17.7 Article 157: Criteria for Appointment and Promotion of Professional Librarians

157.1 Assistant Librarian V

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

157.2 Assistant Librarian IV

157.2.1 B.A., B.Sc. or equivalent;

AND

157.2.2 One year of effective experience as an Assistant Librarian V

157.3 Assistant Librarian III

157.3.1 B.A., B.Sc. or equivalent;

AND

157.3.2 Two years of effective experience in a library after the bachelor's degree;

OR

157.3.3 The degree of Masters of Library and Information Science or its equivalent

157.4 Assistant Librarian II

157.4.1 B.A., B.Sc. or its equivalent;

AND

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

OR

157.4.3 The degree of Master of Library and Information Science or its equivalent;

AND

157.4.4 Two years of effective experience in library as an Assistant librarian III

157.5 Assistant Librarian I

157.5.1 The degree of Master of Library and Information Science or its equivalent;

AND

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

AND

157.5.3 At least one publishable bibliography/catalog favorably assessed by competent librarians, preferably senior advisors;

AND

157.5.4 Effective performance in any relevant teaching assignment.

OR

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

AND

157.5.6 At least one publication in a reputable journal;

AND

157.5.7 Effective performance in any relevant teaching assignment.

OR

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

157.6 Associate Librarian

157.6.1 The degree of Master of Library and Information Science or its equivalent;

AND

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

AND

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

AND

157.6.4 Effective performance in any relevant teaching assignments.

OR

157.6.5 The degree of PhD in Library Science or its equivalent;

AND

157.6.6 At least four years of effective library experience at the rank of Assistant librarian I;

AND

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

AND

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

157.7 Librarian

157.7.1 Degree of Master of Library and Information Science or its equivalent;

AND

157.7.2 Four years of library service as Associate Librarian;

AND

157.7.3 Effective teaching in the training programs of the University relevant to the library profession;

AND

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

AND

157.7.5 Dedication to and creative participation in University affairs and in community services outside the University.

OR

157.7.6 PhD in Library Science or its equivalent;

AND

157.7.7 At least three years of effective library experience as an Associate librarian;

AND

157.7.8 Effective teaching in the training programs of the University relevant to the library profession; and

AND

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

OR

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

AND

157.7.11 Dedication to and creative participation in University affairs and in community services outside the University.

17.8 Article 158: Criteria for Recruitment and Promotion of Technical Assistants

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

158.1 Technical Assistant I

158.1.1 Appointment

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

158.2 Senior Technical Assistant

158.2.1 Appointment

A candidate with the qualification of a Bachelor's Degree, 10 + 3, college diploma or its equivalent in a specific field from recognized university.

158.2.2 Promotion

A minimum of three years of effective service as a Technical Assistant I or BSc degree with zero year service.

AND

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

AND

158.2.4 Active and effective service in the University.

158.3 Chief Technical Assistant

158.3.1 Appointment

A Masters Degree, BSc degree, college diploma or its equivalent in the specific or related field.

Promotion

158.3.2 A minimum of three years as senior technical assistant, or two years as Senior Technical Assistant or zero year service with MSc degree.

AND

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

AND

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

**158.4 Chief Technical Assistant II
Promotion**

158.1.7.1 A master degree or its equivalent

AND

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

AND

158.1.7.3 Active and effective service in the University

158.1.7.4 Two published Lab/practical manual positively assessed by one internal and one external specialist in the area.

OR

158.1.7.5 Chief Technical Assistant I with three years effective service

AND

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

AND

158.1.7.7 Two published Lab/practical manual positively assessed by one internal and one external specialist in the area.

Chapter 18

Benefits and Privileges of an Academic Staff

18.1 Article 159: Salary Scale and Increments

- 159.1 While the University shall adopt the general Government policy framework for salary scale and increments for University's academic staff, the Senate through the board will periodically propose new salary scale and increment scheme to the appropriate government bodies. In addition, the senate may decide on the benefits and incentives for academic staff.
- 159.2 This salary scale shall take into account assigned 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 instructor in the University's
- 159.3 In addition to sub-article 2 of this article, the University may also take the following factors into account in the determination of the salary of each instructor:
- 159.3.1 The Instructor's recognized professional ability and reputation.
 - 159.3.2 His previous job experience in so far as it specially reflects extraordinary professional competency.
 - 159.3.3 His previous salary (at the time when he was first hired by the University).
 - 159.3.4 His expense, if any, in moving himself and his family to the site of his work.
 - 159.3.5 The nature of the University's need for an instructor in the particular field.
 - 159.3.6 Any other circumstances which may justify compensation beyond the maximum fixed salary scheme by the University.
- 159.4 Staff members who are performing clinical duties within the University Hospital or other member of the University staff with similar responsibility shall receive a clinical differential load and allowance in addition to the remuneration for their task. The Senate shall issue separate directive governing additional benefits for academic staffs with clinical duties.
- 159.5 Within the limitations of the general salary scheme, differential salary scale may be employed for some professionals to enable the University to attract qualified professional on a competitive basis.
- 159.6 The Senate may decide on the benefits and incentives for academic and research staff.

18.2 Article 160: Extra-Work Load Payment

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

18.3 Article 161: Housing and Other Benefits

- 161.1 The University shall provide housing or housing allowance for its teaching staff. The University shall also work towards enabling staffs to own houses by creating allowances with banks and appropriate government agencies. Detailed procedures shall be worked out pertaining to the housing policy of the University.
- 161.2 When there are no extra or unoccupied houses, academic staffs shall be entitled to housing allowances. The rate of housing allowance shall be determined by the managing Council considering the market situation.
- 161.3 Available apartments/houses shall be assigned based on an open competition taking into account the applicant's service to the University, family situation (number of children under age of 18), academic rank, and office position.
- 161.4 Housing allowances shall be paid based on the academic ranks.
- 161.5 University tuition fees will be waived for spouses and dependent children of the University staff. Retired University staff will also enjoy this privilege. provided that they served the University or the constituent departments/institutions/schools for a minimum of 15 years and that they go on retirement directly from the University, or had served the University or the Constituent School/College/Institute for 20 or more years and retired from other organizations. Detail guidelines shall be worked out by the SRAPC.
- 161.6 The University shall enter medical insurance schemes for academic staffs of lecturer and above provided that the staff has served for at least five years. Details guidelines shall be worked out by SRAPC.
- 161.7 Medical fees will be waived for a staff members and his spouse and children for medical treatment at University run hospital.
- 161.8 University staff shall have priority to having access to the services and products provided by the University.
- 161.9 The University shall provide to its academic staff transport services or allowances in lieu of the latter.
- 161.10 The spouse, children, and any other person under the custody of staff member will have a right to be transferred to the University from other universities or to be placed or transfered to the School/College/Institute and departments of their choice within the University provided that they fulfill the requirement of the specific department or School/College/Institute to which they are seeking placement of transfer.
- 161.11 The University shall establish special rewards, prizes, honoraria, and other incentive mechanisms to its staff that served the University for at least ten years and in consideration of his excellent performance. However, extra ordinary performance at any time may qualify for such rewards when the Senate approves.

- 161.12 Notwithstanding with sub article 10 of this article and depending on the availability of space, up to 5% deviation from the minimum placement cut of point may be allowed for transfer of spouse, children or any dependent family of the staff.

18.4 Article 162: Additional Benefits for Clinical Duties

Staff members who are performing clinical duties at the University Hospital or College of Veterinary Medicine or other similar units of the University and staff members with similar responsibility shall receive a clinical differential load and allowance in addition to the remuneration for their tasks. The senate shall issue separate directive governing additional benefits for academic staffs with clinical duties.

18.5 Article 163: Scholarship

- 163.1 All scholarships, partially or fully, financed or secured by the University shall be governed by this provision:
- 163.1.1 Only candidates who have served for more than two years after their previous study shall be considered for competition for the scholarship.
 - 163.1.2 Candidates who have not served more than two years can compete if there still remaining positions that cannot be filled by the candidates who satisfy the requirement.
 - 163.1.3 Without prejudice this conditions in sub-article 1 of this article, priority shall be given to staffs who have not received scholarship
- 163.2 Any scholarship selection process shall be on an open competition, based on meritorious criteria. In particular, it shall consider the following facts
- 163.2.1 Performance evaluation
 - 163.2.2 The level of experience
 - 163.2.3 Participation in the University affairs
 - 163.2.4 Free community service
 - 163.2.5 Teaching material preparation
 - 163.2.6 Research and publication
 - 163.2.7 Field relevance
- 163.3 A detailed guideline on scholarship, short term training, study leave and contractual agreement shall be issued by SRAPC

18.6 Article 164: Leaves

Study Leave

- 164.1. Any academic staff member who is awarded fellowship by the University or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship or a self-funded study in a recognized foreign University leading to a higher degree in his field of specialization may be granted a study leave provided that the study is in line with the staff development scheme worked out by his Department /Institute or College and when he gets permission from his Department and School/College/Institute Council;

- 164.2. An academic staff member may be awarded a study leave for a higher degree provided that he has served the University for a minimum of two years following his employment or reinstatement after a previous study leave. However, if the scholarship is for the next higher degree/s and if it is found to be highly important for the capacity building of the department, the School/College/Institute Council may award its staff such a study leave regardless of the time limit;
- 164.3. Payment of salaries to staff members on study leave shall be governed by the applicable Government policy;
- 164.4. A staff member who is on a study leave shall keep the University informed of his academic progress by means of biannual reports starting from the end of the first six months into his leave from relevant bodies of his host institution. Failure to submit such reports may result in the discontinuation of payment of salary that may be due or other appropriate actions will be taken. If the staff cannot send an evidence of the continuation of his study within one year (two consecutive semesters), his contract with the University shall be terminated to be followed by a legal action;
- 164.5. An academic staff member that, for acceptable reasons, cannot complete his studies within the originally granted period of study leave has to formally request the University for an extension of his study leave;
- 164.6. An academic staff member who is on a study leave has a grace period of three months after completion of study to organize his return to the University and a maximum period of twelve months, including the three months of grace period, if he proves beyond doubt to the University that he has been offered academic training or postdoctoral research opportunities;
- 164.7. Notwithstanding sub article 1 of this article, staff on study leave shall seek University approval for any extension of stay beyond the completion of their study;
- 164.8. The University reserves the right to claim damages from staff members who fail to return to their respective duties within the periods of time specified in the contract;
- 164.9. A staff member who fails to return to the University to resume his work within the periods of time specified in his contract shall lose his employment with the University and also face a legal action;
- 164.10. An academic staff who has got the opportunity to continue his higher horizontal learning may be granted study leave if his study can be justified and approved by the DA and School/College/Institute Council;
- 164.11. An academic staff granted study leave shall sign a contractual agreement for the duration of his study leave with the University;
- 164.12. An academic staff who fails to sign the contractual agreement shall not be entitled to the benefit prescribed in this legislation.

18.7 Article 165: Research Leave

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

- 165.2 A staff member requesting research leave under this article shall present a specialized program of study or research to improve scholarly capabilities to the respective department.
- 165.3 The department shall confirm that such leave will not seriously impede the teaching and research activity of the department;
- 165.4 A research leave may be extended without pay for a period not exceeding six months on the condition that;
- 165.4.1 The department confirms that such extension will not seriously impede its academic or research programs;
- 165.4.2 The concerned staff member produces satisfactory evidence beyond any doubt that the extension 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
- 165.4.3 There is adequate funding for research and maintenance during the period for which the extension is sought;
- 165.5 Notwithstanding sub-articles 2.3 and 2.4 of this article, a staff member shall be entitled to a half of his salary where the duration of the approved research leave lasts six months to two years;
- 165.6 Research leaves provided in this article shall be granted with full pay and benefits;

18.8 Article 166: Leave up on Secondment

- 166.1 An academic staff member with a rank of Associate Professor or above who served the University for at least three years may be granted leave without pay for a maximum period of two years provided that the following conditions are fulfilled:
- 166.1.1 The staff member is seeking the leave upon secondment, or
- 166.1.2 Upon having been offered an appointment at another higher education or a research Institute, or
- 166.1.3 When appointed by the Federal or Regional Government/s, or
- 166.1.4 Upon getting an appointment/academic position in a reputable University outside the country which is deemed to be an honor for the University;
- 166.1.5 When the appointment is an opportunity for experience that would not only benefit the country at large but also enhance the professional capacity of the scholar;
- 166.1.6 When the staff member is not eligible for any kind of leave at the time of applying for an unpaid leave and that the secondment or the appointment for which the leave is sought cannot be postponed;
- 166.1.7 When granting the leave will not seriously disrupt the normal functioning of academic activities in the department ;
- 166.1.8 The work experience and publications obtained by a staff while on leave shall be considered for promotion when the applicant fulfills the requirements for promotions;
- 166.1.9 Any request for secondment may be considered only when the receiving institution requests the University in writing its institutional interest to accept the staff on secondment;

- 166.2 When approved by the department, leave without pay for a certain period of time shall be allowed by the respective School/College/Institute Council. However, the approval of the senate shall be sought for a staff with the rank of Associate Professor and above.

18.9 Article 167: Sabbatical Leave

- 167.1 A full-time academic staff member 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.
- 167.2 Sabbatical leaves shall be applied for and granted as follows:
- 167.3.1.1 The application for a sabbatical leave shall be submitted to the department six months before the staff member anticipates leaving for his sabbatical;
 - 167.3.1.2 The department to which a request for a sabbatical has been submitted shall ensure that the normal function of teaching and research and community engagement will not be adversely affected by the departure of the staff member asking for sabbatical leave;
- 167.3 An academic staff member may apply for an unpaid leave of absence for a maximum period of six months contiguous to his sabbatical leave if he can demonstrate to the satisfaction of his department and the University that returning to full time duty would seriously prejudice the completion of work on which he had spent the full length of his sabbatical. Such additional leave of absence can be granted only if the department determines that its teaching activities would not be compromised and the rights of other staff members for leave would not be jeopardized by granting the leave.

18.10 Article 168: Occasional Leave

Occasional leaves including those to attend seminars, workshops, symposium, short courses, etc. may be granted with full pay for a period not exceeding a total of 30 calendar days continuously in one semester. If such leaves are required for longer than one month in a semester the following conditions must be met:

- 168.1 The teaching assignment of the academic staff can be covered by another staff;
- 168.2 The training is relevant to the professional development of the academic staff and the capacity building of the University;
- 168.3 The academic staff is willing to compensate for such leave by taking assignment during the long vacation period;
- 168.4 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.
- 168.5 Such leave of absence must be approved and endorsed by DA, and any leave longer than one month at a time should be approved by the VPAA;

18.11 Article 169: Sick Leave

An academic staff member of the University shall be granted sick leave with full pay for six months and half pay for additional six months in the event of protracted illness within a given year. In either case, the leave shall be granted only when the staff member produces a medical certificate which verifies that such a leave is medically required or advisable.

18.12 Article 170: Marriage Leave

Any permanent staff member of the University is entitled for fifteen working days of marriage leave.

18.13 Article 171: Mourning Leave

Seven days mourning leave for a staff shall be allowed if a member of a family and immediate extended member of family is deceased.

18.14 Article 172: Maternity and Paternity Leave

Maternity and paternity leave shall be granted as per the relevant law of the land.

18.15 Article 173: Annual Leave

173.1 Every academic staff is entitled for two months of summer vacation;

173.2 Notwithstanding sub article 1 of this article, academic staffs may in certain circumstances such as in Hospital may be obliged to work for 11 months. Such a staff shall be entitled to get a payment for the 11th month based on the rules of the (elevenization);

173.3 Officials on duty shall be entitled to a payment of the two months summer vacation in the form of annualization;

18.16 Article 174: Accumulating Leaves

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

18.17 Article 175: Tenure

175.1 Tenure is awarded in recognition of merit, not as a matter of right. Tenure provides a guarantee of security in employment to an instructor, irrespective of changes in remuneration, but does not constrain the University in its rights to either dismiss or discipline a staff member as set out in this Legislation. As such, tenure constitutes expression of the University's confidence that the staff member will deserve the award in his continued professional career.

175.2 Criteria for Awarding Tenure

Tenure may be awarded to a full-time University academic staff member who:

175.2.1 Holds the rank of Assistant Professor or above; and

175.2.2 Has served the University for a minimum period of 15 years; and

- 175.2.3 Demonstrates a desire to continue to serve the University as a staff member for an indefinite period; and
- 175.2.4 Has demonstrated throughout his professional career:
 - 175.2.3.1 Scholarly ability through teaching, research, publications or other contributions to the advancement of his field; and
 - 175.2.3.2 Commitment to serve the University through contributions as a member of committees or in connection with other tasks which may have been assigned to him by the academic unit or the University's Management.
- 175.2.5 Procedures for Awarding Tenure
 - The senate shall determine tenure appointments through separate guideline
- 175.2.6 Rights of Tenured Staff
 - An academic staff member, who is awarded tenure is guaranteed continued employment by the University at his present rank, or any rank to which he may be promoted, and at his present salary scale or any other improved salary scale.
- 175.2.7 For a staff with the rank of full professorship and demonstrated extraordinary performance in research, teaching and community engagement could claim his tenure after serving the University at least for five years.

18.18 Article 176: Working for Other Institutions or Private Interest

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

Chapter 19

Disciplinary Measures and Grievance Procedures for Academic Staff

19.1 Article 177: Objectives of Disciplinary Penalties

The objectives of disciplinary penalty shall be to rehabilitate a delinquent academic staff when he can learn from his mistakes and become a reliable academic staff or to discharge him when he becomes recalcitrant

19.2 Article 178: 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.

- 178.1 Repeated and willful failure, despite warning from the dean or the director and/or the department chair specifying the conduct disapproved of, to perform anyone or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties of an academic staff specified under the provisions of this Legislation;
- 178.2 Repeated and willful refusal, despite warning from the dean or the director and/or the department chair specifying the conduct disapproved of, to perform assigned teaching and/or research function, University or academic unit committee assignments;
- 178.3 Continuation of a willful course of conduct, despite warning from the head of department specifying the conduct disapproved of, that demonstrates open disloyalty to, and disrespect of, the University or causes unjustified embarrassment to the University and harm to its programs;
- 178.4 Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty failure to inform such conviction by court of law;
- 178.5 Continuation of a willful course of conduct, despite warning by head of department/unit specifying the conduct disapproved of, that exhibits neglect of duties, repeated absence from class and invigilation, failure in grade submission, habitual drunkenness or similar breaches of social decorum, which produce serious embarrassment to the University;
- 178.6 Continuation of a willful course of conduct, despite warning from the dean or the director and/or the department chair specifying the conduct disapproved of, that demonstrate neglect of duties, breach of professional code of conduct, habitual drunkenness or similar breaches of social decorum which produce serious embarrassment to the University;

- 178.7 Abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned, and/or improperly discharging or negligently or willfully failing to discharge administrative responsibilities;
- 178.8 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;
- 178.9 Nepotism or vengeance in administration of examinations, correction of examinations and assignments and in determination of grades;
- 178.10 Use of resources or facilities of the University for personal, political, commercial or religious gain or benefit;
- 178.11 Conducts that harass, physically or verbally abuse or maliciously defame or arbitrary detention of any member of the University;
- 178.12 Favoritism in grading, sexual harassment, molestations, physical violence, incitements of riots and ethnic clashes, friendship, theft or breach of trust, abuse of power and accepting bribes.
- 178.13 Engaging in academic dishonesty which means any of the following or a combination thereof:
 - 178.13.1 Failure to submit grades on time according to University scheduled produced and distributed by the office of Enrollment and Academic record Alumni
 - 178.13.2 Failure to submit research/project outputs on specified deadline without good cause
 - 178.13.3 Cheating which means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercises; or
 - 178.13.4 Fabrication which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise; or
 - 178.13.5 Plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; or
 - 178.13.6 Academic negligence that means willfully, with or without malice, abrogating ones academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the University; or
 - 178.13.7 Facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the above acts of academic dishonesty.
- 178.14 Commit any breach of discipline of equal gravity with the offensives specified under this article
- 178.15 Notwithstanding this article, breaches of duty and/or violations of disciplinary regulations which are not mentioned under this article; repeatedly committed and have less gravity shall, for the purpose of this Legislation be deemed non serious breach of violation.

19.3 Article 179: Classification of Disciplinary Measures

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

- 179.1 Non-serious breaches or violations as specified under Sub- Article 178.15 hereof for the first time, shall subject such staff to:
- 179.1.1 Oral warning
 - 179.1.2 Written warning
 - 179.1.3 Fine up to one month salary
- 179.2 Serious breaches of duty and/or violation of disciplinary regulations referred to under Article 178.1- 178.14 of this Legislation:
- 179.2.1 Fine up to two month salary
 - 179.2.2 Fine up to three months salary
 - 179.2.3 Suspension from work for a period not exceeding two months;
 - 179.2.4 Withholding the next academic rank or
 - 179.2.5 salary increment up to the period of two years
 - 179.2.6 Dismissal
- 179.3 After a disciplinary measure has been taken on an academic staff, such measure shall remain in his record:
- 179.3.1 for two years, where the penalty is simple;
 - 179.3.2 for five years, where the penalty is rigorous

19.4 Article 180: Disciplinary Actions by Department Head, Dean of College/School /Institute Director, Vice-President for Academic Affairs /Scientific Director and President

- 180.1 The Head of Department or School head is vested with the power to take measures for:
- 180.1.1 Oral warning;
 - 180.1.2 Written warning;
- 180.2 The Dean/Director is vested with the power to take disciplinary measures
- 180.2.1 A fine up to one month salary;
 - 180.2.2 Notwithstanding article 180 (1)(1-2), the dean/director shall have the power to take the measures prescribed under Article.180 (1) (1-2) when the staff subject to disciplinary measure is directly accountable to the Dean/Director
- 180.3 Disciplinary Actions by the VPAA/SD
- 180.3.1 A fine up to two months' salary; or
 - 180.3.2 A fine up to three months' salary;
 - 180.3.3 Postponement of promotion for an academic rank for a period not exceeding two years;
- 180.4 Disciplinary Action by the President
- The president is vested with the power to take measures for disciplinary breaches resulting in the dismissal from the university.

- 180.5 Any office holder shall be responsible for initiating disciplinary proceeding falling under his jurisdiction under this Legislation.
- 180.6 Actions taken by respective bodies may be appealed by the academic staff to the next higher body within two weeks time.

19.5 Article 181: Taking Disciplinary Measures

- 181.1 Dire Dawa University shall establish a disciplinary Committee which shall investigate disciplinary charges brought against academic staffs and there by submit recommendations to the concerned officials of the University's.
- 181.2 Disciplinary measures may be taken irrespective of any court proceedings or decision.

19.6 Article 182: Academic Staff Disciplinary Committee (ASDC)

School/College/Institute shall have disciplinary committee, three to five members, two appointed by the dean/director and the other three shall be elected by the staff. In case the committee consist three members, the dean/director elects one member and the two shall be elected from the staff. The Dean/Director appoints the chair person from the members.

19.7 Article 183: Inter-College Disciplinary Proceedings

- 183.1 There shall be a University level Inter-College Disciplinary Proceedings committee composed of five members to be established by the President, two appointed by the President and three elected by the senate members, among which one of the member shall be from DDIT. The President shall appoint the chairperson of the committee from the members.
- 183.2 Breaches of duty or violations of disciplinary regulations that are inter- college in nature shall be investigated and heard by the University level disciplinary committee.
- 183.3 Based on the recommendations to be made by the Inter-College Disciplinary Proceedings, the VPAA/SD may take any one of the penalties specified under the provisions of this Legislation on a staff member responsible for breaches of duty or violations of disciplinary regulations.
- 183.4 After the conclusion of inquiry, the Inter-College Disciplinary Proceedings shall forthwith submit to VPAA/SD on their respective staff cases.
- 183.5 The President may forward appealed cases to the Inter-College Disciplinary Proceedings if he believes that they should be seen again.
- 183.6 Inter-College Disciplinary Proceedings committee shall have its own permanent offices with necessary facilities provided by the administration of the University.
- 183.7 Inter-College Disciplinary Proceedings committee accountable to the VPAA/SD.

19.8 Article 184: Disciplinary Procedures

- 184.1 Any disciplinary case may be initiated by the Department head or any member of the University. The Head/Dean/Director may take disciplinary measures prescribed in this Legislation if he is convinced that there appears sufficient evidence showing that the person who is subject to disciplinary measure has committed the disciplinary offence. The decision of the Head/Dean/Director is appeal able.
- 184.2 Notwithstanding the provision of sub-article 1 of this article, the Head/Dean/Director shall forward without delay disciplinary matters to the College/Institute level disciplinary committee when the case merits additional investigation
- 184.3 The disciplinary committee shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations forwarded to it.
- 184.4 An initiation of disciplinary proceedings shall be made in writing including the name of the accused, particulars of the offense, the time and place of the offense, list of the evidences, and violated provisions of the law or code of conduct.
- 184.5 The committee shall handle and dispose disciplinary proceedings in accordance with the Law of the Land, this Legislation and accepted norms of fairness and equity. In particular, the committee shall give the accused the opportunity to defend himself by all legitimate means:
- 184.5.1 The committee has to inform the accused the contents of the case in writing;
 - 184.5.2 The accused may be asked to reply in writing with the attachment of all the necessary evidence;
 - 184.5.3 The committee shall evaluate the case based on the evidence produced by the parties;
 - 184.5.4 The committee is authorized to get access to any relevant documents and to call any person who might be needed for investigation;
 - 184.5.5 Upon careful scrutiny of the case, the committee has to establish the facts of the case and submit its recommendations to the head.
- 184.6 The inquiry of the committee and the recommendations of the sanctions to be applied thereon shall be submitted to the Dean of School/College or Institute Director in case of School/College/Institute level disciplinary committee.
- 184.7 The Dean/Director, upon the recommendation of the committee, shall take the necessary disciplinary measures prescribed under article 180.
- 184.8 An academic staff member dissatisfied with the inquiry and recommendations of the committee and actions by the head may appeal to the concerned authority.
- 184.9 All appeals for reconsideration shall be submitted to the appeal body within two weeks of time after the final decision.
- 184.10 Without prejudice to the right to appeal based on higher laws, the decision of the President shall be final.

19.9 Article 185: Suspension from Duty

185.1 Any academic staff will be suspended from duty if it is presumed that:

185.1.1 He may obstruct the investigation by concealing, damaging or destroying evidence related to alleged offence; or

185.1.2 He may commit additional offense on the property of the University; or

185.1.3 The alleged offence is so grave as to demoralize other academic staffs or negatively affect the public trust towards the academic staff;

185.1.4 The disciplinary offence may lead to dismissal.

185.2 An academic staff can be suspended from duty and may not get his salary according to sub article (1) of this Article only for a maximum period of not exceeding two months.

185.3 The decision given in accordance with sub-article (2) of this Article shall be notified to the academic staff in writing, with the grounds and duration of his suspension signed by the President of the University.

185.4 Unless the decision of dismissal is rendered against a suspected academic staff, the salary withheld at the time of suspension shall be paid to him without interest.

185.5 The suspension of an academic staff shall not deprive him of other rights and duties that are not affected by the suspension.

19.10 Article 186: Period of Limitation

186.1 Disciplinary measures shall not be taken against an academic staff who has committed an offence entailing simple disciplinary penalty unless such measure is taken within six months, from the time the commission of the offence is known; provided, however, that the official who has failed to take the disciplinary measures within the time limit shall be held responsible.

186.2 No disciplinary charge shall be brought against an academic staff who has committed an offense entailing rigorous disciplinary penalty and such offense also subjected to criminal liability, Unless the disciplinary charges is brought within the time limit provided in the criminal code for such criminal offense.

186.3 No disciplinary charge shall be brought against an academic staff who has committed an offense entailing rigorous disciplinary penalty and such offense is not subjected to criminal liability, Unless the disciplinary charges is brought within the time limit provided in the criminal code for petty offenses.

186.4 Notwithstanding the provision of Sub-articles (2) and (3) of this Article the official, who has failed to take the measures within a period of one year, shall be held responsible.

186.5 Any claim by an academic staff for payment of money shall be barred by limitation after six months from the date it becomes due.

19.11 Article 187: Suspension of Pronouncement of the Penalty

When an academic staff who has committed an offense entailing rigorous disciplinary penalty and such offense is not subjected to criminal liability, he has no previous penalty, also does not appear dangerous, where his breach of discipline is punishable with fine not exceeding three months, the Committee, after having taken the disciplinary measure on the academic staff, may suspend penalty, and place the academic staff on probation, where it is of the opinion that such measure will lead to the reform of the academic staff.

No measures shall be entered when an academic staff is placed on probation and does not break the conditions of his probation within the time specified under article 179(3) (1).

19.12 Article 188: Establishment of Grievance Handling Committee

The University shall establish a grievance handling committee that conducts grievance inquiry, and submits recommendation to the President.

19.13 Article 189: Duties of Grievance Handling Committee

The grievance handling committee shall investigate complaints lodged by academic staffs and submit recommendations relating to:

189.1 Interpretation and implementation of laws and directives;

189.2 Protection of rights and benefits;

189.3 Occupational safety and health;

189.4 Placement and promotion;

189.5 Performance appraisal;

189.6 Undue influence exerted by supervisor;

189.7 Disciplinary measures provided under Article 180 (1)(1-2) up to Article 180(3) (1-3) of this Legislation

189.8 Other issues related to the conditions of service.

Chapter 20

Termination of Rights and Duties

20.1 Article 190: Termination of Rights and Duties

190.1 Notice of Resignation

- 190.1.1 Staff members who have served for more than one year shall give four months notice of resignation. This may be varied by mutual agreement with the head of department depending on load distribution, and convenience to students.
- 190.1.2 Staff members who have served for less than one year are required to give one month' notice of resignation.

190.2 Redundancy and Redeployment

- 190.2.1 The University may terminate the employment of an academic staff member for reasons of an economic, financial exigencies, changes in work methods, technological, structural or similar nature. Redundancy conditions for academic staff are determined on the basis of a combination of age and length of service;
- 190.2.2 The relevant Human Resource Office must be consulted prior to the consideration of the termination of the employment of an academic staff member(s);
- 190.2.3 Compensation entitlement for redundancy shall be determined as per the applicable law.
- 190.2.4 The staff member who is removed for redundancy shall retain the right to re-deployment when the grounds for redundancy disappears and when the University needs similar expertise, experience and academic rank.

20.2 Article 191: Relocation

An academic staff may be relocated to any department, School/College/Institute in the University when it is deemed necessary. Decisions regarding deployment within School, College or Institute shall be approved by the School/College Council/Institute Council. Inter-College redeployment shall be determined with agreement of the concerned College Deans/Directors after approval by the respective College/Institute Councils and in case of disagreement the President intervenes.

20.3 Article 192: Property and Financial Clearance

- 192.1 University property clearance shall be required for all its staff members at the termination of their contracts or upon being granted sabbatical and/or study leave.

- 192.2 Any resignation is deemed to be effective only after the applicant has finalized property and financial clearance.
- 192.3 Subject to applicable laws of agency, a staff member on a leave may authorize another person to complete the clearance process on his behalf.

Chapter 21

Directorates under the Office of the president

21.1 Article 193: Other support offices under the President

The University's president office shall be assisted by management support team consisting of:

193.1 Directorate of President's Office

193.2 Directorate of Planning, Monitoring and Evaluation

193.3 Directorate of International and Public Relation

193.4 Directorate of Institutional Transformation and Good Governance

193.5 Internal Audit and Inspection Service Head

193.6 Directorate of Legal and Administrative Affairs

193.7 Directorate of Ethics and Anti-Corruption

193.8 Directorate of Gender, HIV/AIDS and Special needs

193.9 Liaison Head

21.2 Article 194: Director of President's office

194.1 Duties and Responsibilities

194.1.1 Prepares the office's plan; execute and follow-up implementation of the plan and periodic report to the concerned bodies.

194.1.2 Evaluates and provide feedback to the plans, performance and reports of offices which are directly accountable to the president.

194.1.3 Presents to the president in writing the essential points of the plans, performances and reports presented to him by directly accountable offices to the president.

194.1.4 Contacts guests/customers coming to the office. gives responses to them and report to the President those cases beyond his concern.

- 194.1.5 Examines letters/complaints which will be presented to the office and respond to as deemed necessary. If the issues presented are not his concerns, he forwards the issues to the concerned. However, he shall make follow-up for those forwarded issues and report the results to the president.
- 194.1.6 Makes a follow-up and required support for on-time accomplishment of necessary formalities to employ foreign instructors by the University.
- 194.1.7 Welcomes and serves foreign guests who come to the university, invited external examiners, etc. and make contact, between these people and other concerned bodies of the university.
- 194.1.8 Adjusts travel matters for foreign guests coming to the university, invited external examiners, etc.
- 194.1.9 Facilitates conditions to foreigners coming to the university for various reasons and to university's staff going to abroad for study, seminar and workshop.
- 194.1.10 Follows-up the successful accomplishment of issues that the university deals with various organizations and provide the necessary information to the president.
- 194.1.11 Ensures that foreigners coming to the university and university's staff going to abroad accessed the necessary cooperation/support.
- 194.1.12 Follows-up and ensures the necessary formality for the delivery of properties which will be sent to the university by other countries' governments and international organizations.
- 194.1.13 Evaluates the performance of staff under his office.
- 194.1.14 Performs other related duties assigned by the president.

194.2 Requirement

- 194.2.1 Must be an academic staff of School/College/Institute.
- 194.2.2 Must attain a minimum of second degree level of education and have an excellent record of teaching, research and community service in the University.
- 194.2.3 Must have recognized record of leadership accomplishments and foresight management at a senior level in educational, business, public and/ or governmental organizations
- 194.2.4 Must have an excellent efficiency in using and manipulating information technologies
- 194.2.5 Must have an excellent outlook for the institutional transformation and accept policies, directions and strategies of the University.
- 194.2.6 Must have good understanding of national policies, directions, strategies, rules, proclamations and trends related to higher education.
- 194.2.7 Must have knowledge about international academic organizations: trends, ways of doings etc.
- 194.2.8 Must have recognized capacity in institutional progression and transformations.
- 194.2.9 Must have interpersonal relation and communication skill.
- 194.2.10 Must have democratic outlook and accept to implement the country's constitution.
- 194.2.11 Must be exemplary as a model in conflict handling.
- 194.2.12 Must have the ability to coordinate and /or work in a team.
- 194.2.13 Must be role model in discharging his duties and responsibilities.

194.3 Appointment:

The President shall appoint the director among the full time teaching staff of the University with the rank of Lecturer and above. The appointment for the post shall be merit based and through competition as per the requirements, experience listed above and the guideline.

194.4 Notwithstanding with sub-article 3 of this article, if the director resign from his position, the University president can appoint for the vacant position among the University staff members immediately.**194.5 Accountability**

The Director of President's office shall be accountable to the President.

194.6 Term of office

The term of office shall last for three years, but can compete again for the second term.

21.3 Article 195: Planning, Monitoring and Evaluation Directorate

195.1 Duties and Responsibilities of the Director:

195.1.1 The directorate shall advise and assist the president on all matters related to planning, monitoring and evaluation;

195.1.2 Coordinates and lead the preparation and continuous revision of the University's strategic plan;

195.1.3 Coordinates project document preparation for resource mobilization activities to strengthen self financing position of the University;

195.1.4 Fosters innovative and income generating activities in the University;

195.1.5 Assists school/college/institute and departments in developing income generating business development projects;

195.1.6 Plans and organizes trainings on planning, project preparation, budget preparation for different level management bodies and staff in collaboration with the Human Resource Management and Development;

195.1.7 Coordinates the preparation of capacity building project, for fund raising from internal and/or external donor organizations;

195.1.8 Assists the core and support process owners of the University in their own annual budget preparation;

195.1.9 Leads and coordinates the preparation of the annual action and budget plan of the University's, and organizes, the University's budget and plan defense forums;

195.1.10 Follows-up and monitors the implementation of the strategic plan and annual action plan of the University and reports the status to the president;

195.1.11 Prepares quarterly and annual reports of the University by coordinates the activities of the different organs;

195.1.12 Assists the president in planning and preparation of agenda and materials for the governing body's meetings;

195.1.13 Performs other duties assigned by the president;

195.2 Requirements

- 195.2.1 Must have at least second degree in economics, project planning, educational planning, education management or other related fields with relevant experiences;
 - 195.2.2 Must have a proven experience in strategic and action plan preparation;
 - 195.2.3 Must have a proven experience in development project preparation and project administration;
 - 195.2.4 Must have an excellent communication and interpersonal skill and proven leadership ability and motivation;
 - 195.2.5 Must have an excellent computer skill and have appreciation for ICT;
 - 195.2.6 Must have an understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the unit;
 - 195.2.7 Must have high commitment towards realization of the University's vision and missions;
 - 195.2.8 Must have Comprehensive knowledge and understanding of the University's working environment;
- 195.3 Appointment:
The President shall appoint the director among the full time teaching staff of the University with the rank of Lecturer and above. The appointment for the post shall be merit based and through competition as per the requirements, experience listed above and the guideline.
- 195.4 Notwithstanding with sub-article 3 of this article, if the director resign from his position, the University president can appoint for the vacant position among the University staff members immediately.
- 195.5 Accountability
The Director of Planning, Monitoring and Evaluation shall be accountable to the President
- 195.6 Term of office
If the position is hold by an academic staff, the term of office shall last for three years, but can compete again for the second term.

21.4 Article 196: International and Public Relations Directorate

- 196.1 Duties and Responsibilities
- 196.1.1 Assesses critical issues for external linkage and communication needs of the University and develop strategies and mechanisms for communication and linkage creation;
 - 196.1.2 Prepares agreement protocol on academic, research, and development issues for corporation with local and international partner institutions and organizations;
 - 196.1.3 Organizes EXPO and maintain strong media network to publicize the University's Teaching Learning as well as Research Affairs activities.
 - 196.1.4 Keeps updated information of all activities of the University and create conducive environment for those who are interested to know and visit the performance of the University;
 - 196.1.5 Establishes strong linkage with national and regional government agencies to support the capacity building development programs and foster communication for mutual interest;

- 196.1.6 Establishes strong linkage with the business and industry sector to connect the teaching learning and research affairs activities to the real environment;
- 196.1.7 Explores potential cooperating partner institutions and funding organizations for capacity building programs of the University and assist in creating linkages and communications.
- 196.1.8 Promotes research and academic programs of the university in general and that of the school/college/institute in particular through media briefings, journals, brushes, magazines, bulletins, and Web pages etc;
- 196.1.9 Organizes the recording and proper documentation of important events in the University such as conferences, workshops, meetings, visits, media briefings and other related events;
- 196.1.10 Prepares welcome and welfare sessions for local and international delegates;
- 196.1.11 Explores potentials partnership programs for the capacity building programs of the University;
- 196.1.12 Assists the different Units of the University in creating links with national and international academic and research organizations and initiations;
- 196.1.13 Carries out other tasks assigned by the President.

196.2 Requirements

- 196.2.1 Must have at least second degree level of education in political science and international Relations, Journalism or other related fields and have relevant experiences;
- 196.2.2 Must have an excellent communication and interpersonal skill and proven ability and motivation in establishing linkages;
- 196.2.3 Must have very good command of English language;
- 196.2.4 Must have excellent computer skill and appreciation for ICT;
- 196.2.5 Must have an understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the university missions;
- 196.2.6 Must have demonstrated high commitment towards realization of the academic, research and community service provision mission of the university;
- 196.2.7 Must have comprehensive knowledge and understanding of the university's working environment;
- 196.2.8 Must have proven experience in creating and enhancing a customer service culture within an organization;

196.3 Appointment:

The President shall appoint the director among the full time teaching staff of the University with the rank of Lecturer and above. The appointment for the post shall be merit based and through competition as per the requirements, experience listed above and the guideline.

- 196.4 Notwithstanding with sub-article 3 of this article, if the director resigns from his position, the University president can appoint for the vacant position among the University's staff members immediately.

196.5 Accountability

The Director of International and Public Relations shall be accountable to the President.

196.6 Term of office

If the position is hold by an academic staff, the term of office shall last for three years, but can compete again for the second term.

21.5 Article 197: Institutional Transformation and Good Governance Directorate

197.1 Duties and Responsibilities

- 197.1.1 Designs institutional capacity building programs to implement changes in the University and monitor their implementation in collaboration with business process owners;
- 197.1.2 Formulates, organizes, and monitors the implementation of new ideas for changes in the University;
- 197.1.3 Establishes objectives and setting policies to ensure the achievement of the stretched objectives of the different processes of the University;
- 197.1.4 Coordinates the implementation of continuous awareness creation programs and communicate the concepts, benefits and procedures of institutional transformation to all the University's community;
- 197.1.5 Organizes and coordinates benchmarking of best practices and advise the president, on change related issues;
- 197.1.6 Develops achievement valuation measures and criteria and conduct continuous assessment of the overall achievements of the implementation change programs in the University in collaboration with different process owners and suggest appropriate measures;
- 197.1.7 Identifies and analyses the weakness and strength of the implementation process of the redesigned processes with their causes;
- 197.1.8 Identify and deal with managing resistance throughout the change process;
- 197.1.9 Mainstreams the institutional values and believes with in institutional processes and management and measurement system;
- 197.1.10 Creates institutional culture based on the designed values and believes through coaching the employees while carrying their responsibilities;
- 197.1.11 Creates cost effective, transparent and responsive work environment, and implement and monitor the performance of the University in collaboration with other management bodies;
- 197.1.12 Designs areas of Quick-win and monitor their implementation;
- 197.1.13 Regularly reports on the status of implementation and achievements of the re-designed business processes.
- 197.1.14 Carries out other tasks assigned by the president;

197.2 Requirements

- 197.2.1 Must attain at least second degree level of education in any field of study with relevant experiences in change management; and have served the University at least for two years.
- 197.2.2 Must have demonstrated commitment and competence in monitoring the University; transformation in general and the execution of the re-engineered Process of the University in particular;
- 197.2.3 Must have demonstrated communication and interpersonal skill and proven leadership ability and motivation;

- 197.2.4 Must have an excellent computer skill and appreciation for ICT;
- 197.2.5 Must have an understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the unit;
- 197.2.6 Must have demonstrated competence in coordinating activities and development of team spirit;
- 197.2.7 Must have high commitment towards realization of University's vision and mission;

197.3 Appointment:

The President shall appoint the director among the full time teaching staff of the University with the rank of Lecturer and above. The appointment for the post shall be merit based and through competition as per the requirements, experience listed above and the guideline.

197.4 Notwithstanding with sub-article 3 of this article, if the director resign from his position, the University president can appoint for the vacant position among the University staff members immediately.

197.5 Accountability

The Director of Institutional Transformation and Good Governance shall be accountable to the President.

197.6 Term of office

If the position is hold by an academic staff, the term of office shall last for three years, but can compete again for the second term.

21.6 Article 198: Gender, HIV/AIDS and Special Needs Directorate

The University Shall Have Gender, HIV/AIDS and Special Needs Directorate that will cater to all issues pertaining to matters provided in this article:

198.1 The Directorate shall have a director and as many experts as are necessary.

198.2 The president appoints a director for the Directorate.

198.3 The Directorate shall be directly accountable to the Directorate of the President's office.

198.4 The Directorate shall have a coordinator and an expert at a campus.

198.5 Duties and responsibility

Gender, HIV/AIDS and Special Needs Director shall assist and advise the president in mainstreaming all matters related to Gender, HIV/AIDS, and Environment and other cross cutting issues. Accordingly he shall:

198.5.1 Prepare procedures and guidelines to ensure equal employment opportunities for women, people with disabilities and other special needs under the overall direction of Federal Government Civil Servant Proclamation and other International Procedures.

198.5.2 Develop the overall cross cutting issues', annual strategic plan of the University and monitor their implementation;

198.5.3 Ensure female students and female staffs' participation in different social and economical activities in the University.

- 198.5.4 Plan, coordinate, and monitor the implementation of all gender related activities in the University;
- 198.5.5 Plan, coordinate, and monitor the implementation of all HIV/AIDS related activities in the University;
- 198.5.6 Coordinate the development projects to solicit assistance from governmental and non-governmental organizations to support gender and HIV/AIDS related activities to the University;.
- 198.5.7 Coordinate the assessment studies on problems related, HIV/AIDS and female employees and students in their working and learning environment, and propose possible intervention plans;
- 198.5.8 Consult and monitor the implementation of affirmative action for female employees and the students;
- 198.5.9 Strive to in coordinating the mainstreaming of gender and HIV/AIDS issues in the overall planning and activities of the University;
- 198.5.10 Support the activities of students' organization working on gender, HIV/AIDS and other related issues;
- 198.5.11 Participate in the planning and implementation of gender and HIV/AIDS related activities in the regional administration;
- 198.5.12 carry out other tasks assigned by the president.

198.6 Requirements

- 198.6.1 must attain a second degree level of education in gender studies, sociology, socio anthropology and other related fields and have related relevant experience
- 198.6.2 must have an excellent communication and interpersonal skill and proven leadership ability and motivation;
- 198.6.3 must have an excellent computer skill and appreciation for ICT.
- 198.6.4 must have an understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the unit;
- 198.6.5 must have proven commitment towards realization of the University's vision and missions;
- 198.6.6 must have comprehensive knowledge and understanding of the university's working environment;
- 198.6.7 must have proven experience in creating and enhancing a culture of gender equality, respect tolerance and mutual understanding among the University's community;

198.7 Appointment:

The President shall appoint the director among the full time teaching staff of the University with the rank of Lecturer and above. The appointment for the post shall be merit based and through competition as per the requirements, experience listed above and the guideline.

198.8 Notwithstanding with sub-article 7 of this article, if the director resign from his position, the University's president can appoint for the vacant position among the University's staff members immediately.

198.9 Accountability

The Director of Gender, HIV/AIDS and Special Needs shall be accountable to the President

198.10 Term of office

If the position is hold by and academic staff, the term of office shall last for three years, but can compete again for the second term.

21.7 Article 199: Internal Audit and Inspection Service Head

199.1 Duties and Responsibilities

The Internal Audit and Inspection Service head shall assist and advise the president on issues of proper and lawful administration of University's Finance, Property and Personnel as well as proper implementation of rules and regulations in all activities of the University's. According he shall:

- 199.1.1 Design rules and regulations, procedures, policies and guidelines on University internal financial transaction, and control based on the government's rules and regulations;
- 199.1.2 Monitor the procurement practice, against the procurement regulations and audit the consistencies of the procedure;
- 199.1.3 Control and monitor that University's properties are well administered and recorded and evaluates the condition of the properties;
- 199.1.4 Consult the president to decide on disposal, grant, sale etc. of properties;
- 199.1.5 Control and monitor the performance of the responsible bodies against the rules, procedures, policies of the finance system;
- 199.1.6 Assess the University's business risks and suggest proactive measure for the problems encountered in the finance, purchase and property administration and on implementation of other rules and regulations;
- 199.1.7 Assess complaints in line with laws and regulations as required by the president;
- 199.1.8 Ensure the effectiveness of the practice of Human Resource Management against the government laws and the University's rules and regulations;
- 199.1.9 Report regularly and consult the president about the progress of activities of the unit and on issues that need attention;
- 199.1.10 Carryout additional tasks assigned by the president

199.2 Requirements

- 199.2.1 must have at least second degree level of education in Auditing, Accounting and/or Finance, Financial Management or related fields with at lest two years of relevant experience;
- 199.2.2 must have an excellent communication and interpersonal skill;
- 199.2.3 must have an excellent computer skill and appreciation for ICT;
- 199.2.4 must have an understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the unit.
- 199.2.5 must have high commitment towards realization of the University vision and missions;
- 199.2.6 must have proven experience in creating and enhancing a customer service culture within the University.

199.3 Accountability

The office of Internal Audit and Inspection Service Head shall be accountable to the President

199.4 Term of office

If the position is hold by an academic staff, the term of office shall last for three years, but can compete again for the second term.

21.8 Article 200: Ethics and Anti-Corruption Directorate

200.1 Duties and Responsibilities

- 200.1.1 Assists different management organs on cases related to ethical matters;
- 200.1.2 Investigates and reports cases of disciplinary breach and corruption in the University;
- 200.1.3 Ensures that common ethical issues are developing in line with the mission of the university;
- 200.1.4 Ensures that profession specific ethics are developing in line with the mission of the university and organizes training and awareness creation forums on legal and ethical matters;
- 200.1.5 Regularly report to the president on progress of activities of the office related to ethical matters;
- 200.1.6 Raise the awareness of staffs and students of a University on anti-corruption policies, anti-corruption laws, regulations and directives, good conduct and harmful effects of corruption.
- 200.1.7 Coordinate activities regarding the promotion of ethics and combating
- 200.1.8 Follow up measures taken based on its finding or that external or internal auditors as well the reports of disciplinary and grievance committee and decision based thereon.
- 200.1.9 Oversee that no influence is made or staff who exposed corruption or report to the President office with concrete evidence the act of the staff who influence, punish or attempt influence or punish such staff, and follow up measures taken against him, where influence is from the University, it shall report to the commission the relevant organ of investigation.
- 200.1.10 Record and report to the commission and make the President know the same immediately.
- 200.1.11 Any incident of corruption it has observed or brought to its attention through whistle blowing and follow up the status of the case.
- 200.1.12 Carries out other tasks assigned by the president

200.2 Requirements

- 200.2.1 must have at least a second degree in Law (LLM), Philosophy, Political Science and International relations, Sociology, Management, Accounting and other fields with at least two years experiences;
- 200.2.2 must have an excellent communication and interpersonal skill;
- 200.2.3 must have an understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the unit;
- 200.2.4 must have a high commitment towards realization of the vision and mission of the university;
- 200.2.5 must have comprehensive knowledge and understanding of the university's working environment;
- 200.2.6 must have proven experience in creating and enhancing a customer service culture within an organization;

200.3 Appointment:

The President shall appoint the director among the full time teaching staff of the University with the rank of Lecturer and above. The appointment for the post shall be merit based and through competition as per the requirements, experience listed above and the guideline.

200.4 Notwithstanding with sub-article 3 of this article, if the director resign from his position, the University president can appoint for the vacant position among the University staff members immediately.**200.5 Accountability**

The Directorate of Ethics and Anti-Corruption Director shall be accountable to the President

200.6 Term of office

If the position is hold by an academic staff, the term of office shall last for three years, but can compete again for the second term.

21.9 Article 201: Legal and Administrative Affairs Directorate

201.1 Duties and Responsibilities

201.1.1 Investigates the legality of regulation, directives, legislation, legal notices of the University and recommend suggestions;

201.1.2 Handles all legal cases related to the University at any courthouse and/or organization;

201.1.3 Evaluates the legality of contractual agreements made between the University and individuals, other organizations;

201.1.4 Prepares and/or assists in the preparation of legal contractual forms;

201.1.5 Monitors the legality of the implementation of the university's contractual agreements;

201.1.6 Evaluates different procedures and guidelines developed in the University from legal point of view and provide suggestions;

201.1.7 Assists different management organs on, cases related to legal matters;;

201.1.8 Regularly report to the president on progress of activities of the office related to legal matters;

201.1.9 Carries out other tasks assigned by the president;

201.2 Requirements

201.2.1 must have least a second degree in Law (LLM) with at least two years experiences;

201.2.2 must have an excellent communication and interpersonal skill;

201.2.3 must have an understanding of national policies and international trends and issues that are directly or indirectly related to the activities of the unit;

201.2.4 must have high commitment towards realization of the vision and mission of the university;

201.2.5 must have comprehensive knowledge and understanding of the university's working environment;

201.2.6 must have proven experience in creating and enhancing a customer service culture within an organization;

201.3 Appointment:

The President shall appoint the director among the full time teaching staff of the University with the rank of Lecturer and above. The appointment for the post shall be merit based and through competition as per the requirements, experience listed above and the guideline.

201.4 Notwithstanding with sub-article 3 of this article, if the director resign from his position, the University president can appoint for the vacant position among the University staff members immediately.

201.5 Accountability

The Director of Legal and Administrative Affairs shall be accountable to the President.

201.6 Term of office

If the position is hold by an academic staff, the term of office shall last for three years, but can compete again for the second term.

21.10 Article 202: Liaison Office

202.1 Duties and Responsibilities:

202.1.1 Prepares annual plan and budget for the liaison office and provide regular progress report of activities;

202.1.2 Acts as contact person on behalf of the University with government and other organizations residing in Addis Ababa;

202.1.3 Facilitates the reception and air travel of University Guests from abroad, incoming and outgoing, and travel of University staff abroad;

202.1.4 Purchases air tickets for University staff and guests' foreign travel up on the approval of the purchase by the appropriate bodies;

202.1.5 Collects applicants' CV, and organize interview sessions when vacancy positions are announced by the University;

202.1.6 Contacts with foreign and local organizations, agencies and receive with vehicles, education, research equipments and materials and other procured items by fulfilling necessary requirements;

202.1.7 Purchases urgent items to be purchased from Addis Ababa after being approved by the appropriate bodies of the University;

202.1.8 Pays contractual agreement bills of the University in Addis Ababa;

202.1.9 Collects Proforma for small items to be purchased from Addis Ababa;

202.1.10 Organizes tender opening ceremony in Addis Ababa;

202.1.11 Contacts the media agencies to promote the University and follow up its implementation;

202.1.12 Processing necessary requirements such as visa and other documents for foreign travel to Local and foreign staff;

202.1.13 Follows-up equipments and vehicles on service or maintenance in Addis Ababa and report the progress to the concerned body;

202.1.14 Assists students and staff of DDU referred to Hospitals in Addis Ababa for medical or emergency cases;

202.1.15 Performs other duties assigned by the president;

202.2 **Requirements**

202.2.1 must have at least first degree level of education in Management, Administration or related field and have at least two years relevant experiences;

202.2.2 must have an excellent computer skill and appreciation for ICT;

202.2.3 must have an excellent interpersonal communication skill;

202.2.4 must have skills in planning, monitoring and evaluation;

202.2.5 must have knowledge and experience in writing report;

202.3 Accountability

The Liaison Officer shall be accountable to the President

202.4 Term of office

If the position is hold by and academic staff, the term of office shall last for three years, but can compete again for the second term.

Chapter 22

Quality Enhancement and Academic Program Affairs Directorate

22.1 Article 203: Director for Quality Enhancement and Academic Program Affairs Directorate

This is division of the University, which has three units beneath it: curriculum Development and Review Expert, professional (teachers) development Coordinator and Academic Program Affairs officers.

203.1 Duties and Responsibilities:

The Director for QEAPA shall;

203.1.1 Coordinate and monitors the development and implementation of academic quality enhancement internal system (strategies and procedures) that shall be continuously improved.

203.1.2 Ensure appropriate guidance and support for University quality enhancement procedures, policies and strategies.

203.1.3 Develop University level quality standard, undertake academic quality audit on periodic basis, follow up and rectify the deficiencies revealed by the audit, maintain appropriate documentation of the audit and submit such a document regularly to VPAA.

203.1.4 Overview and facilitates the management of external academic quality audits and similar events.

203.1.5 Represent the University regarding quality enhancement and academic program design to external bodies.

203.1.6 Provide/facilitate training/awareness workshops regarding academic quality enhancement/assurance procedures, policies and strategies to the University's academic staffs.

203.1.7 Conduct need assessments so as to design new programs or to review the existing undergraduate & post graduate programs with teams in the respective schools on annual bases.

203.1.8 Conduct impact assessment to terminate or maintain all programs.

203.1.9 Undertake & guide activities of curricular development, updating/revisions and implementation of same by the school/college/institute.

203.1.10 Establishe strong contact with HESC and HERQA.

- 203.1.11 Publish accurate, detailed and comprehensive annual educational statistical data within 30 days after the end of each semester, except in the circumstances of force majeure.
- 203.1.12 Plan and execute pedagogical skill improvement programs.
- 203.1.13 Prepare plan and budget for quality enhancement/assurance and related office activities.
- 203.1.14 Solicit and manage funding for academic quality enhancement/assurance and program design at the University.
- 203.1.15 Perform other duties assigned by VPAA.

203.2 Requirements

The candidate for Quality Enhancement and Academic Program Affairs Director:

- 203.2.1 Must attain a minimum of second degree and have excellent record of teaching, research and community service at the University.
- 203.2.2 Must have a recognized record of curriculum design, educational quality auditing, educational policy and related area.
- 203.2.3 Must have recognized credentials for the participation on curriculum designing and/or quality auditing and assuring processes.
- 203.2.4 Must have an excellent outlook for the institutional transformation and accept policies, directions and strategies of the university
- 203.2.5 Must have an excellent efficiency in using and manipulating information technologies
- 203.2.6 Must have good understanding of national policies, directions, strategies, rules, proclamations and trends related to the university affairs.
- 203.2.7 Must have knowledge about international academic organizations: trends, ways of doing etc.
- 203.2.8 Must have recognized capacity in institutional progression and transformations.

203.3 Appointment:

The Vice Presidents for Academic Affairs shall nominate the Director among the full time teaching staff of the University with the rank of lecturer and above through competition and appoint by the President. Detail guideline shall issue by Vice President for Academic Affairs.

- 203.4 Notwithstanding with sub-article 3 of this article, if the director resign from his position, the University president can appoint for the vacant position among the University staff members immediately.

203.5 Accountability:

Director of Quality Enhancement and academic program affairs, is accountable to the university Vice President for Academic Affairs.

203.6 Term of Office:

The term of office Quality Enhancement and Academic Program Affairs shall last for three years, but can compete again for the second term.

22.2 Article 204: Academic Program Affairs Officer

204.1 Duties and Responsibilities

- 204.1.1 Advise, assist and support the Quality Enhancement and Academic Program Affairs Director on the matter of Academic Program Affairs unit of the University.
- 204.1.2 Administer all aspects of academic and program affairs unit of academic staff including counseling and social support, appraisal and suspension related to academic program affairs activities.
- 204.1.3 Coordinate educational plan, operation and supervise the implementation of all matters related to the academic programs in all Institute/College/School in accordance with the relevant rules and regulation of the university.
- 204.1.4 Develop the course catalogue and periodically updates the catalogue,
- 204.1.5 Follow up, supervise and ensure that the academic staff recruitment is in accordance with rules and regulations of the university.
- 204.1.6 In cooperation with Institute/College/School, assess the overall academic man power requirement of the university.
- 204.1.7 Handle scholarship matters of the academic staff in accordance with the existing rules and regulations.
- 204.1.8 Facilitate the development of criteria and guidelines about the administration of academic. staff scholarship and ensures its implementation.
- 204.1.9 Maintain all needed information and statistics regarding academic affairs.
- 204.1.10 Coordinate and monitor the delivery of intra-college programs and courses.
- 204.1.11 Provides/facilitates training/awareness workshops regarding academic quality enhancement/assurance procedures, policies and strategies to the University academic staffs.
- 204.1.12 Carries out other relevant tasks assigned to him by the QEAPA Director.

204.2 Requirements

The candidate for the post of Academic Program affairs officer

- 204.2.1 Must attain a minimum of second degree in pedagogy related sciences and have excellent record of teaching, research and community service at the university
- 204.2.2 Must have recognized record of curriculum design, educational quality auditing, educational policy and related areas.
- 204.2.3 Must have recognized credentials for the participation on curriculum designing and/or quality auditing and assuring processes.
- 204.2.4 Must have an excellent outlook for the institutional transformation and accept policies, directions and strategies of the university
- 204.2.5 Must have an excellent efficiency in using and manipulating information technologies
- 204.2.6 Must have a good understanding of national policies, directions, strategies, rules, proclamations and trends related to the university affairs.
- 204.2.7 Must have knowledge about international academic organizations: trends, ways of doing etc.
- 204.2.8 Must have recognized capacity in institutional progression and transformation.

204.3 Appointment:

The appointment for the post of Academic Program affairs officer shall be merit based through competition as per the requirements and experience listed above.

204.4 Notwithstanding with sub-article 3 of this article, if the Academic Program affairs officer resign from his position, the University president can appoint for the vacant position among the University staff members immediately.**204.5 Accountability:**

The officer of academic program affairs is accountable to the University's Quality Enhancement and Academic Program Affairs Director.

204.6 Term of Office:

The term of office of academic program affair officer is three years.

22.3 Article 205: Curriculum Development and Review Expert

205.1. Duties and Responsibilities

The Curriculum development and review expert shall;

205.1.1 Propose launching of a new program revision of existing programs, curriculum and canceling of phased out programs based on the results obtained through stakeholders need analysis, market assessment, quality auditing and other premises.

205.1.2 Mobilize and manage curriculum experts and concerned academic bodies to run curriculum development, review or canceling projects.

205.1.3 Perform continuous assessment on the need and expectation of customers and stakeholders.

205.1.4 Advise on regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, and merger of courses;

205.1.5 Support Institute/College/School Academic standard, Quality Assurance and curriculum Committee and work in contact.

205.1.6 In consultation with School/College dean or Institute director, establish ad hoc committee with regard to curriculum issues.

205.1.7 Analyze and interpret the result of the assessment and the feedback from quality assurance and impact assessment units.

205.1.8 Justify and recommend opening of new programs, revising the existing ones and canceling the phased out ones based on the result of analysis.

205.1.9 Prepare business plan for the newly recommended and revised programs

205.1.10 Prepare daily, monthly, quarterly, semi annual and annual reports to the director.

205.1.11 Facilitate calls for external advisers and review panels and support their activities

205.1.12 Continuously assess the impact of programs of the University in the society.

205.1.13 Work on alumni tracking as a tool for impact assessment

205.1.14 Provide expert support and advice during the analysis and evaluation of existing and proposed programs;

205.1.15 Establish standards by which curriculum development team must work.

- 205.1.16 Advise the curriculum development teams of academic departments through the analysis, design, development of a curricula;
- 205.1.17 Conduct a research to identify and strengthen at the University level the best instructional design, instructional theory or methods of course delivery;
- 205.1.18 Review curriculum development results of academic departments and identify areas that needs to be improved;
- 205.1.19 Prepare plan (activity, budget etc);
- 205.1.20 Perform other related duties as assigned by the Quality Enhancement and Academic program Affairs Director.

205.2. Requirements

- 205.2.1 Must have Second Degree or above level of education and have a minimum of two years of experience.
- 205.2.2 Must have very good interpersonal communication and negotiation skill.
- 205.2.3 Must have very good ICT application skills.
- 205.2.4 Must have ability to coordinate and/or work effectively in a team
- 205.2.5 Must have willingness and commitment to serve the university.

205.3. Requirement:

The Requirement of the Curriculum Development and Review Expert shall be merit based through competition as per the requirements and experiences stated above.

205.4. Accountability

The Expert shall be accountable to QEAPA Director's.

22.4 Article 206: Teachers' Professional Development Coordinator

206.1 Duties and Responsibilities

The teachers' profession development coordinator shall:

- 206.1.1. Prepare project proposals to acquire material and financial resources by which it can run its program and develop the teaching resource of the University's.
- 206.1.2. Assess pedagogical skill deficiencies existed in each teaching departments of DDU and provide trainings as per the identified gaps.
- 206.1.3. Conduct training to promote professional and research skills of academic staff.
- 206.1.4. Provide basic and advanced training in instruction skill, course design, assessment of learning, IT and English language.
- 206.1.5. Provide expert to support in the design, implementation and evaluation of educational programs.
- 206.1.6. Undertake researches and provide advises to departments, schools, colleges, institute and academic support service on quality issues that are relate to teaching learning process.
- 206.1.7. Provide consultancy service to the wider community in the area of education especially in teaching learning process.

- 206.1.8. Provide audiovisual resources/service in the form of loan system to the academic staff for the teaching learning processes.
- 206.1.9. Conduct short and long term trainings for academic staff that could help to enhance students' learning and learning outcome assessment.
- 206.1.10. Organize special resource unit for the academic staff so that they can access facilities for the unit.
- 206.1.11. Improve teachers professional knowledge and skills.
- 206.1.12. Provide on-job pedagogical training for the academic staff that could help them improve their pedagogical capacities.
- 206.1.13. Deliver appropriate and need based training for the academic staff.
- 206.1.14. Take into account for effective use of human resource attempts made so far through HDP, ELIP and others to improve teachers' pedagogical knowledge skill.
- 206.1.15. Perform any other duties as assigned by the Quality Enhancement and Academic Programme Affairs Director.

206.2 Requirement

- 206.2.1 Must have an excellent outlook for the institutional transformation and accept policies, directions and strategies of the university
- 206.2.2 Must be compassionate about international academic organizations: trends, ways of doing etc.
- 206.2.3 Must attain a minimum of second degree and have excellent record of teaching, research and community service at the university
- 206.2.4 Must have recognized record of Planning and Programming on related areas.
- 206.2.5 Must have recognized credentials on pedagogy and teachers educators training
- 206.2.6 Must have excellent efficiency in using and manipulating information technologies
- 206.2.7 Must have good understanding of national policies, directions, strategies, rules, proclamations and trends related in the regard of university matters.

206.3 Appointment:

The appointment to the position of teachers' professional development coordinator shall be merit based through competition as per the requirements and experiences stated above.

206.4 Accountability:

The Teachers' profession development coordinator is accountable to the QEAPA Director.

206.5 Term of Office:

The term of the office shall be three years.

Chapter 23

Research Affairs (RA) Directorate

23.1 Article 207: Director of Research Affairs Directorate

207.1 Duties and Responsibilities

- 207.1.1 Establish, coordinate and monitor the overall activities of the office under Research affairs directorate;
- 207.1.2 Coach RA activities;
- 207.1.3 Formulate well-articulated research agenda as per the community needs;
- 207.1.4 Get feedback from impact assessment and acts accordingly;
- 207.1.5 Seek the available knowledge and technologies that can solve the identified and prioritized problems;
- 207.1.6 Collect and document of the end-to-end process information;
- 207.1.7 Develop new project proposal for impact assessment;
- 207.1.8 Plan budget for the RA process;
- 207.1.9 Handle media briefings related to RA process;
- 207.1.10 Make national and international benchmarking;
- 207.1.11 Identify best practices;
- 207.1.12 Prepare reports about the RA process;
- 207.1.13 Facilitate fund securing for RA process and brings the information to the RA directorate;
- 207.1.14 Arrange and facilitates scientific meetings, workshops conferences, media;
- 207.1.15 Facilitate national and international benchmarking on RA process;
- 207.1.16 Seek fund and markets concept notes;
- 207.1.17 Arrange and facilitates meetings with stakeholders up on the request for Research affairs;
- 207.1.18 Promote stock of knowledge and technology available in the university;
- 207.1.19 Arrange on-campus and off-campus exhibitions and demonstrations/ popularizations;
- 207.1.20 Facilitate and participate in different forum (national & international exhibitions, workshops etc.);
- 207.1.21 Document and facilitate publication of generated knowledge and technology;

- 207.1.22 Facilitate registration of patent rights in collaboration with Intellectual Property Rights of the University enterprises;
- 207.1.23 Deal with publishing and dissemination of journals, books, leaflets, posters, newsletters etc.);
- 207.1.24 Deal with technology transfer, Industry linkage and dissemination;
- 207.1.25 Establish institutional ethical research review committee
- 207.1.26 Organize data (including electronic data) to be recorded in a durable and appropriately referenced form. Data management should comply with relevant privacy protocols.
- 207.1.27 Perform any other duties related to the Research and Technology Interchange;

207.2 Requirements

The candidate for the post shall:

- 207.2.1 Be academic staff of the university.
- 207.2.2 Attain a minimum of Second Degree level of education and have an excellent record of teaching, research and publication and community engagement in the university.
- 207.2.3 Have recognized record of leadership accomplishments and foresight management at a senior level in educational, business, public and/ or governmental organizations
- 207.2.4 Have an excellent efficiency in using and manipulating information technologies
- 207.2.5 Have an excellent outlook for the institutional transformation and accept policies, directions and strategies of the university
- 207.2.6 Have good understanding of national policies, directions, strategies, rules, proclamations and trends related to higher education.
- 207.2.7 Have knowledge about international academic organizations: trends, ways of doings etc.
- 207.2.8 Have recognized capacity in institutional progression and transformations.
- 207.2.9 Have interpersonal relation and communication skill.
- 207.2.10 Be an exemplary as a model in conflict handling.
- 207.2.11 Have the ability to coordinate and /or work in a team.
- 207.2.12 Be a role model in discharging his duties and responsibilities
- 207.2.13 Provide confidentiality agreements to protect intellectual property rights to be agreed between the institution, the researcher and a sponsor of the research.

207.3 Appointment

The Vice President for Research and Community Engagement shall nominate the Director among the full time teaching/research staff of the University with the rank of lecturer and above through competition and appointed by the President and detail guideline shall be issued by Vice President for Research and Community Engagement.

- 207.4 Notwithstanding with sub-article 3 of this article, if the director resigns from his position, the University president can appoint for the vacant position among the University staff members immediately.

207.5 Accountability

The director shall be accountable to the Vice-President for Research and Community Engagement.

207.6 Term of office

The term of office shall last for three years, but can compete again for the second term.

23.2 Article 208: RA Council

Membership to RA Council

208.1 Research Affairs Director(Chairperson)

208.2 Research and Technology Interchange, Director of DDIT (Member)

208.3 University Industry Linkage Head of DDIT(Member)

208.4 School/College/Institute Research and Community Engagement coordinators

208.5 Research and Publication Officer (Member and Secretary).

Duties and Responsibilities

208.1.1 Formulate policies and strategies that foster research undertakings in line with National/Regional research priorities and for the development of science and technology. The council may involve concerned school/college/institute or resource persons in these processes.

208.1.2 Formulate guidelines for implementation of research affairs policies and strategies of the University;

208.1.3 Oversee coordination of research, technology interchange and industry linkage undertakings of the university.

208.1.4 Assist each department/unit in its efforts to solicit fund for research from sources in Ethiopia or abroad.

208.1.5 Lay down policies and procedures for visiting research scholars from other Universities who seek formal association and collaboration with and sponsorship by a department/unit.

208.1.6 Lay down policies for allocating funds for research technology interchange and publication; and approve budget for research grants.

208.1.7 Review and approve research projects submitted to it by school/college/institute.

208.1.8 Establish and provide guidelines for ad hoc technical committees which screen specific area of specialized projects when deemed necessary.

208.1.9 Suggest feasible options, including incentive mechanisms of encouraging academic staff members to undertake, research activities.

208.1.10 Review and recommend to the RACEPC Senate standing committee the creation and termination of research stations.

208.1.11 Ensure that certain minimum standards are maintained by publications of the university;

208.1.12 Ensure that the list of reputable journals in various disciplines is maintained in respective unit and make them available for use in promotion requests.

208.1.13 Examine the research activities of the university.

208.1.14 Provide procedures for the launching of the new journal.

208.1.15 Determine criteria for establishing the reputability of journals.

208.1.16 Design, facilitate and endorse collaborative activities with national and international institutions.

- 208.1.17 Determine its own rules of procedures within the framework of the DDU Senate Legislation.
- 208.1.18 Perform any other duties as may be required.

23.3 Article 209: Research and Publication Officer

209.1 Duty and Responsibilities

- 209.1.1 Coordinate the preparation of research strategy documents in line with the University's mission, goals and ensure that it shall be updated through time;
- 209.1.2 Formulate guidelines for publications, as a measure of research productivity and progressive work to be reported to the director;
- 209.1.3 Organize the peer-review with most applications to outside funding bodies;
- 209.1.4 Determine the national or international standing of a person's research through peer review each time a manuscript is submitted for publication in a refereed journal;
- 209.1.5 Encourage presentation of research at national and international conferences provides instant peer review of research accomplishments;
- 209.1.6 Set rules and justify that members of the University staff who wish to take Research and Study Leave for their leave on the basis of research objectives and past research performance;
- 209.1.7 Organize data (including electronic data) to be recorded in a durable and appropriately referenced form. Data management should comply with relevant privacy protocols;
- 209.1.8 Ensure that data related to publications are available for discussion with other researchers. Where confidentiality provisions apply (for example, where the researchers or institution have given undertakings to third parties, it is desirable for data to be kept in a way that reference to them by third parties)
- 209.1.9 Provide Confidentiality agreements to protect intellectual property rights to be agreed between the University, the researcher and a sponsor of the research.
- 209.1.10 Make sure that all confidentiality agreements have been made known at an early stage.
- 209.1.11 Ensure that the procedures formulated include guidelines on the establishment and ownership of and access to databases containing confidential information, and any limits on this.
- 209.1.12 Consent to Researchers that they must be responsible for ensuring appropriate security for any confidential material, including that held in computing systems. Where computing systems are accessible through networks, particular attention to security of confidential data is required.
- 209.1.13 Plan and promote research with concerned school/college/institute and departments.
- 209.1.14 Promote the acquisition and distribution of scientific and scholarly journals;
- 209.1.15 Organize scientific meetings to evaluate the technical and scientific progress of research projects carried out in the University;
- 209.1.16 Run documentation services to give access to information and serve the University as a center of information regarding research and publication activities.

209.2 Requirements

209.2.1 Must have second degree or above in any field and have a minimum of two years of related experience.

209.2.2 Must have a tremendous exposure to research and publication activities.

209.2.3 Very good interpersonal communication and negotiation skill.

209.2.4 Very good ICT application skills.

209.2.5 Ability to coordinate and/or work effectively in a team

209.2.6 Must have willingness and commitment to serve the university

209.3 Recruitment:

The appointment of Research and Publication Officer shall be merit based through competition as per the requirements and experiences stated above.

209.4 Accountability

Accountable to the Research Affairs Director.

209.5 Term Office

The term of office shall last for three years, but can compete again for the second term.

23.4 Article 210: Administration of Research

210.1 The overall administration of research in the University is vested in the Research and Community Engagement Vice-President office.

210.2 The Vice-President for Research and Community Engagement, Dean/Director and department heads shall have the responsibility to implement guidelines to be issued by the Senate.

210.3 Researchers whose proposals have been approved and funded shall submit periodic reports to the respective Department, School/College/Institute office and to the office of RA director in accordance with guidelines set by the VPRCE.

210.4 All reports by researchers to be submitted to external funding shall obtain the prior endorsement of Vice-President for Research and Community engagement/ Scientific Director.

210.5 The financial administration of research funds shall be governed by the existing financial policy and procedure of the University, such other relevant guidelines as may be issued by the university or by the agreements in the project documents.

23.5 Article 211: Research Priorities

The following are general guidelines for setting research priorities:

211.1 The initiation of research priorities shall be the responsibility of each department and school/college/institute based on the Strategic Plan Document of the University;

211.2 In determining their research priorities, departments and schools/college/institute shall take into account:

211.2.1 The needs and priorities of the community, the region and the country;

211.2.2 The missions and objectives of the University;

211.2.3 The magnitude of the problem and urgency (present/future);

- 211.2.4 Its contribution to enhancement of academic excellence, and development of science and technology.
- 211.3 The decision of a department on its priorities shall be accompanied by the DA meeting that deliberated on the issue and should be submitted to the respective School/College/Institute.
- 211.4 The School/College/Institute RA shall approve the research priorities of departments and put the decision to RA council.
- 211.5 Interdepartmental/Inter School/College/Institute or University-wide ad-hoc virtual team shall be set up by the Research, Technology Interchange Directorate to deal with multidisciplinary subjects.
- 211.6 Research priorities shall be revised every 2-5 years at all levels.

23.6 Article 212: Proprietary Rights on Research Findings and Research Property

Without prejudice to the relevant provisions of Federal and/or State laws and unless otherwise explicitly provided under individual research agreements, the University shall have proprietary rights on research findings and/or products and/or technology patent conducted as per the relevant provisions of this Legislation.

23.7 Article 213: Research, Technology and Business Incubation Centers

- 213.1 The University shall establish research, Technology and Business Incubation Centers in its mandated areas, and other locations within the country as deemed necessary, all operating under the same rules and regulations.
 - 213.1.1 The Research, Technology and Business Incubation Centers shall serve as research sites, and locations of technology demonstrations and popularization as the case may be.
 - 213.1.2 Each center can have research, demonstration and popularization stations.
- 213.2 Purposes of the Centers
 - 213.2.1 The centers shall identify, initiate, and conduct research in various fields of specialization following the procedures adopted by the University regarding initiation and implementation of research and development endeavors;
 - 213.2.2 The centers shall serve as field laboratories, and students and practical training sites;
 - 213.2.3 The centers shall be responsible for coordinating and laying out demonstrations of research findings
 - 213.2.4 The centers shall be responsible for disseminating research findings to the ultimate users;
 - 213.2.5 The centers shall be involved in training of the community and in providing advisory services and
 - 213.2.6 Collaborate with the industry in establishing business and research incubation centers and create the environment for start-up companies and for reverse engineering and applied research.

Chapter 24

Community Engagement Directorate

24.1 Article 214: Director of Community Engagement

214.1 Duties and Responsibilities

- 214.1.1 Coordinate all community engagement and consultancy activities of the University;
- 214.1.2 Initiate and implement policies that would enhance the provision of community engagement and consultancy services to develop agencies and other national and international organizations;
- 214.1.3 In cooperation with academic departments of the University, promote community engagement and consultancy services for government and other organizations or interested groups on aspects of community engagement.
- 214.1.4 Register and keep records of community engagement and consultancy services rendered;
- 214.1.5 Identify markets for community engagement and consultancy services in collaboration with relevant units of the University;
- 214.1.6 Prepare contract formats and ensure their implementation in consultancy services rendered by units of the University;
- 214.1.7 Receive complaints and take the necessary corrective measures in accordance with the rules and regulations of the University's.
- 214.1.8 Make periodic follow-up and monitoring of consultancy services and submit annual report to the Presidents and the Senate;
- 214.1.9 Develop strategic plan for university's community engagement and consultancy service;
- 214.1.10 Play an active role in developing markets for community engagement and consultancy services in collaboration with relevant School/College/Institute and departments and other units of the university;
- 214.1.11 Verify terms of consultancy services and sign contracts
- 214.1.12 Authorize payments as per the terms and conditions of the contract
- 214.1.13 Make other decisions related to community engagement and consultancy services.
- 214.1.14 Perform other task given by VPRCE.

214.2 Requirements

The candidate for Community Engagement Director shall:

- 214.2.1 Be an academic staff of the university.

- 214.2.2 Attain a minimum of second degree level of education and have an excellent record of teaching, research and publication and community engagement in the University.
- 214.2.3 Have a recognized record of leadership accomplishments and foresight management at a senior level in educational, business, public and/ or governmental organizations.
- 214.2.4 Have an excellent efficiency in using and manipulating information technologies.
- 214.2.5 Have an excellent outlook for institutional transformation and accept policies, directions and strategies of the University's.
- 214.2.6 Have good understanding of national policies, directions, strategies, rules, proclamations and trends related to Higher Education.
- 214.2.7 Have knowledge about international academic organizations: trends, ways of doings etc.
- 214.2.8 Have recognized capacity in institutional progression and transformations.
- 214.2.9 Have interpersonal relation and communication skill.
- 214.2.10 Be an exemplary as a model in conflict handling.
- 214.2.11 Have the ability to coordinate and /or work in a team.
- 214.2.12 Be a role model in discharging his duties and responsibilities

214.3 Appointment:

The Vice-President for Research and Community Engagement shall nominate the Director among the full time teaching staff/research of the University with the rank of Lecturer and above through competition and appointed by President detail guideline shall issue by Vice-President for Research and Community Engagement.

- 214.4 Notwithstanding with sub-article 3 of this article, if the director resign from his position, the University president can appoint for the vacant position among the University staff members immediately.

214.5 Accountability

The director shall be accountable to the Vice-President for Research and Community Engagement.

214.6 Term of office

The term of office shall last for three years, but can compete again for the second term.

24.2 Article 215: Community Engagement Directorate Council

- 215.1 The council of Community Engagement Directorate is composed of

- 215.1.1 Community Engagement Director (Chair person)
- 215.1.2 School/College/Institute Research and Community Engagement coordinators (Member and Secretary).
- 215.1.3 Technology and Industry Linkage coordinator of DDIT (Member)
- 215.1.4 Training and Consultancy coordinator (Member)
- 215.1.5 Technology Interchange and Industry Linkage Coordinator (Member)
- 215.1.6 Community engagement coordinator of DDIT(Member)

215.2 Duties and Responsibilities

- 215.2.1 Formulate policies and strategies that foster community engagement in line with National/Regional priorities and for community development.
- 215.2.2 Formulate guidelines for implementation of community engagement policies and strategies of the University;
- 215.2.3 Oversees coordination of community engagement of the University
- 215.2.4 Assist each department in its efforts to solicit fund for community engagement from sources in Ethiopia or abroad.
- 215.2.5 Lay down policies for allocating funds for community engagement; and approve budget for community engagement grants.
- 215.2.6 Review and approve community engagement project proposals submitted to it by colleges.
- 215.2.7 Establish and provide guidelines for ad hoc technical committees which screen specific or area specialized projects when deemed necessary.
- 215.2.8 Suggest feasible options including incentive mechanisms of encouraging academic staff members to involve in community engagement activities.
- 215.2.9 Design, facilitate and endorse collaborative activities with national and international institutions.
- 215.2.10 Determine its own rules of procedures within the framework of the DDU Senate Legislation.
- 215.2.11 Perform any other duties as may be required.

24.3 Article 216: General Provisions on Consultancy Services

- 216.1 The rendering of consultancy services through appropriate channels for remuneration or otherwise shall be carried out with a view to rendering public service, opening an outreach for professional capacity building of the University staff, and enhancing the teaching/learning process as well as generation of resources.
- 216.2 For the purpose of this Legislation consultancy service shall mean any form of professional or technological service rendered to any organization or individual by the University or a staff of the University in accordance with rules and regulations of the University as provided in this Legislation or other instruments.
- 216.3 The types of consultancy services include research, training, program/project evaluation, production of materials, advisory or any other service of a professional or/and technical nature.
- 216.4 The University as an institution or through its individual staff members shall render consultancy services to fulfill the outreach mandates of the University, to enhance the professional development of the University staff and to contribute to income generation.

24.4 Article 217: Determination of Fee for Consultancy Services

- 217.1 Consultancy service contract preparations shall involve the determination of proper and accurate cost of the consultancy service to be rendered. Due regard being given to the special expertise required in the determination of consultancy costs, School/College/Institute, or Department shall take full responsibility in the determination of the component parts that should be considered.
- 217.2 All cost components including overhead charge to be considered in the determination of consultancy fees shall be decided in accordance with the guidelines provided by the Senate under the recommendation of the VPRCE.
- 217.3 The directorate of community engagement shall be considered in the determination of consultancy fees.
- 217.4 The Community Engagement Directorate shall submit a draft of such guidelines and follow-up the implementation.
- 217.5 The academic staff member (or a group of academic staff members) engaged in consultancy service is entitled to 80-85 % of the total consultancy net income. The share that will go to the University shall be according to the following rates:
- 217.5.1 When the consultancy service is carried out using University time and facilities that do not incur financial expenditure (such as office, computers, etc.) 20% of the net income shall be utilized by the University.
- 217.5.2 When the consultancy service is given without using the University facilities, but time, the rate shall be 10% of the net income.
- 217.5.3 When the consultancy service is given without using University facilities and time, the rate shall be a total of 5% of the net income.
- 217.6 A 3/4th of the net income stipulated in sub-articles 5.1 to 5.3 of this article shall be utilized by the University for the promotion of research/consultancy activities. The remaining share (a quarter) of the University from the net income shall be utilized by the concerned school/college/institute or department.
- 217.7 Where individuals engaged in a consultancy services belong to different School/College/Institute or Departments, the share of the fee shall be based on the ratio of the number of consultants involved and/or benefits accrued to the individuals.
- 217.8 Any University employee who is found involved in any form of consultancy service (any type of paid service for that matter) without the consent of the school/college/institute or department shall be considered to have seriously breached the University's regulation and will be subject to disciplinary measures.

24.5 Article 218: Training and Consultancy Coordinator

218.1 Duties and Responsibilities

218.1.1 Prepares training and consultancy plans with concerned bodies.

218.1.2 Prepares timetable/schedule for training and consultancy in collaboration with facilitators and resource persons.

- 218.1.3 Announces training and consultancy to all School/College/Institute/Departments.
- 218.1.4 Contacts and assigns relevant facilitators and resource persons for training projects and consultancy services.
- 218.1.5 Prepares materials and arranges venue for training and consultancy services.
- 218.1.6 Selects and prepares field sites for training and consultancy(where practice is involved)
- 218.1.7 Ensures the availability of adequate numbers of tools and materials required for training and consultancy.
- 218.1.8 Collects feedback from participants of training and consultancy and facilitators/resource persons of concerned bodies.
- 218.1.9 Writes training and consultancy Report.
- 218.1.10 Disseminates Report to higher level, Send copy to other stakeholders (including managers and supervisors of participants).
- 218.1.11 Makes arrangements for post training and consultancy follow up.
- 218.1.12 Assesses training and consultancy needs and prioritize with training coordinators
- 218.1.13 Provides or look for assistance for logistics for training and consultancy activities
- 218.1.14 Ensures the recruitment of the appropriate participant for training and consultancy in consultation with responsible parties
- 218.1.15 Writes invitation letters to participants and facilitators/resource persons and getting them signed by the Manager
- 218.1.16 Ensures an enabling environment for the participants of training to be able to apply the new knowledge and skills in the workplace
- 218.1.17 Ensures that supplies, equipment, physical infrastructure are available for providers to be able to translate training and consultancy
- 218.1.18 Reads training report and provide feedback to coordinators
- 218.1.19 Performs any other related duties that may be assigned by the director.

218.2 Requirements

The candidate for Training and Consultancy Coordinator shall:

- 218.2.1 Attain a minimum of second degree level of education and have excellent record of teaching, research and publication and community engagement in the University.
- 218.2.2 Have recognized record of leadership accomplishments and foresight management at a senior level in educational, business, public and/ or governmental organizations
- 218.2.3 Have an excellent efficiency in using and manipulating information technologies
- 218.2.4 Have an excellent outlook for the institutional transformation and accept policies, directions and strategies of the university
- 218.2.5 Have good understanding of national policies, directions, strategies, rules, proclamations and trends related to higher education.
- 218.2.6 Have knowledge about international academic organizations: trends, ways of doings etc.
- 218.2.7 Have a recognized capacity in institutional progression and transformations.
- 218.2.8 Have interpersonal relation and communication skill.
- 218.2.9 Have democratic outlook and accept to implement the country's constitution.

- 218.2.10 Be exemplary as a model in conflict handling.
- 218.2.11 Have the ability to coordinate and /or work in a team.
- 218.2.12 Be role model in discharging his duties and responsibilities

218.3 Appointment:

The Vice President for Research and Community Engagement shall nominate the Training and Consultancy Coordinator among the full time teaching staff of the University with the rank of Lecture and above and appointed by the President. The appointment for the post shall be merit based and through competition as per the requirements, experience listed above and detail guideline shall be issued by the VPRCE.

- 218.4 Notwithstanding with sub-article 3 of this article, if the Training and Consultancy Coordinator resigns from his position, the University President can appoint for the vacant position among the University staff members immediately.

218.5 Accountability

The coordinator shall be accountable to the Director for community engagement.

218.6 Term of office

The term of office shall last for three years, but can compete again for the second term.

24.6 Article 219: Technology Interchange and Industry Linkage Coordinator

219.1 Duties and Responsibilities

- 219.1.1 Conduct value-chain analysis and identify areas of collaboration;
- 219.1.2 Establish strong linkage with the business and industry sector to connect the teaching learning and research and technology interchange activities to the real environment;
- 219.1.3 Explore potential cooperating partner institutions and funding organizations for capacity building programs of the University and assist in creating linkages and communications;
- 219.1.4 Setup comprehensive ranges of services including network services (exchange research reports, annual reports, proceedings, newsletters, etc), field days etc to enhance the exchange of scientific knowledge and experiences between professionals and to disseminate information to relevant target groups;
- 219.1.5 Establish and maintain scientific relations with other institutions within and outside the country;
- 219.1.6 Encourage visiting research scholars from other institutions who seek formal association with and sponsorship by the University;
- 219.1.7 Liaison to use infrastructures of national, regional or local training, research or development centers and initiate collaborative research and technology transfer;
- 219.1.8 Ensure the transfer of knowledge by extending the research findings to the outside community;
- 219.1.9 Shall execute memorandums of understanding on behalf of the university necessary for the intended purposes of the network;

219.2 Requirements

The candidate for the post shall:

- 219.2.1 Attain a minimum of second degree level of education and have excellent record of teaching, research and publication and community engagement in the university.
- 219.2.2 Have recognized record of leadership accomplishments and foresight management at a senior level in educational, business, public and/ or governmental organizations
- 219.2.3 Have an excellent efficiency in using and manipulating information technologies
- 219.2.4 Have an excellent outlook for the institutional transformation and accept policies, directions and strategies of the university
- 219.2.5 Have good understanding of national policies, directions, strategies, rules, proclamations and trends related to higher education.
- 219.2.6 Have knowledge about international academic organizations: trends, ways of doings etc.
- 219.2.7 Have recognized capacity in institutional progression and transformations.
- 219.2.8 Have interpersonal relation and communication skill.
- 219.2.9 Have democratic outlook and accept to implement the country's constitution.
- 219.2.10 Be exemplary as a model in conflict handling.
- 219.2.11 Have the ability to coordinate and /or work in a team.
- 219.2.12 Be role model in discharging his duties and responsibilities

219.3 Appointment:

The Vice President for Research and Community Engagement shall nominate the Technology Interchange and Industry Linkage coordinator among the full time teaching staff of the University with the rank of Lecture and above and appointed by the President. The appointment for the post shall be merit based and through competition as per the requirements, experience listed above and detail guideline shall be issued by the VPRCE.

- 219.4 Notwithstanding with sub-article 3 of this article, if the Technology Interchange and Industry Linkage coordinator resign from his position, the University president can appoint for the vacant position among the University staff members immediately.

219.5 Accountability

The coordinator shall be accountable to the Director for Community Engagement.

219.6 Term of office

The term of office shall last for two years, but can compete again for the second term.

24.7 Article 220: Sub-Contracting Consultancy Service Agreements

Where the School/College/Institute or Department cannot execute all the components of consultancy service agreements, it may involve individuals or organizations outside the University in consultation with the office of the VPRCE/SD. In such cases the terms and conditions of involvement should be specified in the contractual agreement.

24.8 Article 221: Property Ownership

Unless otherwise expressly specified in individual consultancy service agreements, all materials, equipment, supplies and vehicles purchased from sources originating in consultancy agreements shall be utilized exclusively for the execution of the agreement and shall thereafter remain University's property.

Chapter 25

Enrollment, Academic Record and Alumni Directorate (EARAD)

25.1 Article 222: Director of Enrollment, Academic Record and Alumni Directorate (EARAD)

222.1 EARAD is a unit of the University responsible for all operational matters pertaining to student admission, selection and placement, allocation of classrooms, lecture halls and keeping academic records of all the School/College/Institute and graduation.

222.2 The directorate of EARA carries on the duties and responsibilities given to it in this chapter in close cooperation with relevant departments and other offices of the University.

222.3 The office of the EARAD shall have, Assistant EARA, School/College/Institute EARA and EARA in Continuing and Distance Education program.

222.4 Duties and Responsibilities
The Directorate shall:

222.4.1. Prepare the academic calendar of the University each year in consultation with the Vice- President for Academic Affairs and submit the same to the Senate for approval;

222.4.2. Ensure that pertinent laws, this Legislation, directives of the Senate and its committees and guidelines on students (admission, registration, graduation,) and curricula (courses, credit requirements, etc.) are equitably, observed;

222.4.3. Create and maintain up-to-date, confidential, private, safe, and permanent records of all students, including drop-outs, dismissals, withdrawals, and alumni of undergraduate and graduate program

222.4.4. Create and maintain up-to-date and accurate information on student admission, placement, registration, academic performance, retention, attrition, and graduation based on types programs and modes of delivery;

222.4.5. Ensure that optimum use is made of classrooms, lecture halls and laboratories and maintain accurate records of such utilizations;

222.4.6. Prepare and issue the Academic Calendar, University Catalog(s), and admission prospectus and student handbooks of the University on a regular basis;

222.4.7. Issue transcripts, degrees, diplomas and certificates;

222.4.8. Be responsible for the custody of the common seal of the University;

222.4.9. Support, coordinate and oversee the EARAD units of the University;

- 222.4.10. Without prejudice to the Relevant provisions of HEP No. 650/2009, and upon approval of the President and Vice-President consult with the Ministry of Education on intake capacity, admission, and set university- wide general criteria for admission and placement as per the decision of the Senate and its concerned committee;
- 222.4.11. Oversee the School/College/Institute's intake capacity;
- 222.4.12. Prepare the list of candidates recommended by the SC/CC/IC eligible for the award of degrees;
- 222.4.13. Ensure that all admissions of foreign students are conducted as per the rules and regulations of the University;
- 222.4.14. Manage all finance related issues of the Directorate ;
- 222.4.15. Submit the annual budget of the Directorate to the VPABD and administer such funds as may be placed at his disposal;
- 222.4.16. 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;
- 222.4.17. Maintain regular reports on such files and records as the Directorate of the EARAD pertaining to students (admission, placement, registration, academic performance, attrition, graduation, etc.) and curricula (courses, credit requirements, etc.) to VPAA;
- 222.4.18. 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;
- 222.4.19. Make any recommendations and on how to improve the overall operations of the Directorate and its various units thereon;
- 222.4.20. Perform other relevant tasks as assigned by the VPAA

222.5 Requirements

The candidate must

- 222.4.1 Attain a minimum of second degree of education level and have excellent record of teaching, research and community service at the university
- 222.4.2 Have an excellent outlook for institutional transformation and accept policies, directions and strategies of the university
- 222.4.3 Have knowledge about international academic organizations: trends, ways of doing etc.
- 222.4.4 Have recognized record of computer science, information technology, electrical/computer engineering, database administration, or any other related area
- 222.4.5 Have recognized integrity, honesty and professional ethics.

222.6 Appointment:

The VPAA shall nominate the EARAD Director among the full time teaching staff of the university with the rank of Lecturer and above and appoint by the President. The appointment for the post shall be merit based and through competition as per the requirements, experience and approved by the President and detail guideline shall be issued by VPAA.

- 222.7 Notwithstanding with sub-article 6 of this article, if the director resign from his position, the University president can appoint for the vacant position among the University staff members immediately.

222.8 Accountability:

The EARA Director is accountable to the Vice President for Academic Affairs.

222.9 Term of Office:

The term of office is three years but the director can compete for the second time.

25.2 Article 223: Deputy Director for Enrollment, Academic Record and Alumni Directorate

223.1 Duties and Responsibilities

The Deputy EARA shall:

223.1.1 Develop and maintain admission procedures for the EARA units;

223.1.2 Process all applications for admission in accordance with University's policies and procedures;

223.1.3 Consolidate up-to-date statistics on admission, registration, and readmission on the basis of reports from EARA units;

223.1.4 Assist with the preparation of the University's Catalogue, admission prospectus, brochure, student handbooks and other publications related to the Directorate;

223.1.5 Assist the EARA Units in developing and maintaining records;

223.1.6 Coordinate logistical needs for the activities of the Directorate such as registration, examinations, exemption, readmission, withdrawal;

223.1.7 Consolidate from the Directorate complete documents on all new admissions and readmissions;

223.1.8 Prepare semester reports for EARA in his area of responsibility;

223.1.9 Administer matters covering personnel, finance, resources, maintenance, acquisition, and purchasing;

223.1.10 Prepare annual work plans and activity schedules of the Directorate and ensure their timely implementation upon approval by EARA Director;

223.1.11 Serve as public relations Director for the Directorate;

223.1.12 Ensure that up-to-date staff records are kept;

223.1.13 Organize trainings for staff of the EARA;

223.1.14 Establish an efficient working mechanism to monitor and oversee the activities of EARA units;

223.1.15 Pick up timely issues and arrange discussion with the EARA Director and the staff when necessary; and

223.1.16 Perform such other duties as may be assigned to him by the EARA Director and VPAA.

223.2 Requirements

The candidate must

223.3.1 Attain a minimum of second degree education level and have excellent record of teaching, research and community service at the University

223.3.2 Have an excellent outlook for institutional transformation and accept policies, directions and strategies of the university

- 223.3.3 Have knowledge about international academic organizations: trends, ways of doing etc.
- 223.3.4 Have recognized record of computer science, information technology, electrical/computer engineering, database administration, or any other related area
- 223.3.5 Have recognized integrity, honesty and professional ethics.
- 223.3.6 Have recognized computer skill.

223.3 Appointment

The EARA Director shall nominate the Deputy EARA Director in consultation with VPAA/SD among the full time teaching staff of the university with the rank of Lecturer or above and appoint by the VPAA/SD. The appointment for the post shall be merit based and through competition as per the requirements, experience listed above and the guideline set by VPAA.

- 223.4 Notwithstanding with sub-article 3 of this article, if the Deputy EARA director resign from his position, the University president can appoint for the vacant position among the University staff members immediately.

223.5 Accountability

The Deputy EARA Director is accountable to EARA Director.

223.6 Term of office

The term of office shall last for three years, but can compete again for the second term

25.3 Article 224: School/College/Institute EARA Coordinator

224.1 Duties and Responsibilities

The School/College/Institute EARA shall:

- 224.1.1 Be responsible for all matters pertaining to academic records certification, registration and other such functions for the School/College/Institute concerned;
- 224.1.2 Provide proper guidance, leadership and checking of the EARA personnel and their activities at School/College/Institute level;
- 224.1.3 Maintain statistical data on academic performance and progress, academic excellence and rate of retention of students and services rendered and regularly submits to the School/College/Institute dean and the EARA Director;
- 224.1.4 Arrive at a solution of new problems on the basis of consistency with established policies and producers;
- 224.1.5 Be able to supervise subordinate staff and delegate authority as necessary to successfully accomplish duties;
- 224.1.6 Plan, prepare and issue ID cards to students in consultation with EARA Director;
- 224.1.7 Develop efficient systems for handling add and drop, withdrawal/clearance and readmissions;
- 224.1.8 Prepare enrollment data and other necessary data including graduates and submit to the Directorate of the EARA on a timely bases and as required;
- 224.1.9 Issue all necessary certification of active students and dropouts on a timely bases;
- 224.1.10 Adopt fee structure and service charges in consultation with EARA Director;
- 224.1.11 Ensure that University regulations and SC/CC/IC decisions are effectively executed;

- 224.1.12 Contribute to the preparation of the academic calendar of the University and ensure that it is respected by the school.college/institute;
- 224.1.13 Ensure that students who have completed graduation requirements are immediately presented to the SC/CC/IC and subsequently forwarded for approval and timely conferment of degrees and diplomas;
- 224.1.14 Prepare the list of candidates recommended by the College council eligible for award of degree, diplomas and certificates;
- 224.1.15 Ensure that all student records are immediately transferred to the Director up on graduation of the student;
- 224.1.16 Ensure the optimum use is made of classrooms, lecture halls and laboratories and maintain accurate records of such activities in the concerned college in consultation with the main EARA Directorate.
- 224.1.17 Be responsible to modernize the students' record management taking advantages of the expertise in consultation with the EARA Directorate;
- 224.1.18 Exercise administrative power on their School/College/Institute regarding day to day operations;
- 224.1.19 Be creative and visionary to continuously improve operations and systems and improve both efficiency and quality of services; and
- 224.1.20 Perform such other duties as may be assigned to him by EARA Director and School/College Dean and Institute Director

224.2 Requirements

The candidate must

- 224.3.1 Attain a minimum of second degree of education level and have excellent record of teaching, research and community service at the University
- 224.3.2 Have an excellent outlook for institutional transformation and accept policies, directions and strategies of the university
- 224.3.3 Have knowledge about international academic organizations: trends, ways of doing etc.
- 224.3.4 Have recognized record of computer science, information technology, electrical/computer engineering, database administration, or any other related area
- 224.3.5 Have recognized integrity, honesty and professional ethics.
- 224.3.6 Have recognized computer knowledge

224.3 Appointment

School/College/Institute EARA shall be nominated by EARA Director in consultation with the respective college Dean or Director among the full time teaching staff of the concerned School/College/Institute with the rank of Lecturer or above and appointed by VPAA. The appointment for the post shall be merit based and through competition as per the requirements, experience listed above and the guideline set by VPAA.

- 224.4 Notwithstanding with sub-article 3 of this article, if the School/College/Institute EARA resign from his position, the University president can appoint for the vacant position among the University staff members immediately.

224.5 Accountability

The School/College/Institute EARA director accountable to EARA.

224.6 Term of office

The term of office shall last for three years, but can compete again for the second term

25.4 Article 225: EARA coordinator of Continuing and Distance Education Program

225.1 Duties and responsibilities

The EARA of CDE shall:

225.1.1 Prepare and distribute CDE calendar in consultation with the University's EARAD.

225.1.2 Plan and inform different activities to be performed on the basis of the calendar to School/College/Institute

225.1.3 Notify registration day for CDE students.

225.1.4 Notify tutorial period, and exam period.

225.1.5 Notify graduation day.

225.1.6 Prepare registration slip by observing the curriculum of respective departments.

225.1.7 Collect different registration slip from registered students and put it in students file

225.1.8 Provide identification number for students and distribute the ID to each respective departments.

225.1.9 Collect students grade from course instructors.

225.1.10 Prepare student copy of each semester.

225.1.11 Follow-up different academic issues of the CDE students (add/drop, readmission, withdrawal, dismissal, etc.).

225.1.12 Prepare diploma and certificate for graduating students in collaboration with the University EARAD.

225.1.13 Adjust different promotion in different media regarding the newly started programs, registration date, tutorial and other matters.

225.1.14 Conduct other activities assigned by EARA director.

225.2 Requirements

The candidate must

225..11 Attain a minimum of second degree of education level and have excellent record of teaching, research and community service at the university

225..12 Have an excellent outlook for institutional transformation and accept policies, directions and strategies of the university

225..13 Have knowledge about international academic organizations: trends, ways of doing etc.

225..14 have recognized record of computer science, information technology, electrical/computer engineering, database administration, or any other related area

225..15 Have recognized integrity, honesty and professional ethics.

225..16 Have recognized computer knowledge

225.3 Appointment

Continuing and Distance Education EARA shall be nominated by EARA Director in consultation with the Director of CDE among the full time teaching staff with the rank of Lecturer or above and appointed by VPAA. The appointment for the post shall be merit based and through competition as per the requirements, experience listed above and the guideline set by VPA.

225.4 Notwithstanding with sub-article 3 of this article, if the EARA coordinator of Continuing and Distance Education Program resign from his position, the University president can appoint for the vacant position among the University staff members immediately.

225.5 Accountability

The Continuing and Distance Education EARA is accountable to EARA Director.

225.6 Term of office

The term of office shall last for three years, but can compete again for the second term

Chapter 26

Library and Information Services Directorate

26.1 Article 226: General Provisions on the University's Library

The University's Library consists of a central library and other constituent libraries. The University shall not allocate funds to maintain any library which is not a recognized part of its library, schools, college and institutes may have their own constituent libraries.

26.2 Article 227: Property Interest in Books and Other Media

All materials purchased by or donated to any library within the University become automatically the property of the University and no library of the University may obtain property interest in library materials separate and distinct from the University, for the University alone has the capacity to enjoy property interests in such materials. Where an item is loaned to any particular library within the University, the use of such loaned materials may still be made subject to general library regulations but without prejudice to the property interests retained by the lender and the observance of any restrictions imposed as a condition of loan.

26.3 Article 228: Creation and Dissolution of Constituent Libraries

228.1 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 several departments.

228.2 Constituent libraries may be authorized by University's VAP/SD of the DDIT in consultation with the Director of Library and Information Service and the deans and directors concerned.

228.3 Any constituent library may be merged or dissolved by agreement between the Director of Library and Information Service and the dean or director of the involved school/college/institute, and subject to the rules set forth.

26.4 Article 229: Creation of Smaller Collections on Loan from the Relevant Library

- 229.1 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/college/institute or department of the University in order to facilitate academic instructions. Small collections of this nature are not constituent libraries and are governed by such arrangements as the University Librarian may stipulate;
- 229.2 Any acquisition of books or other reference materials by such units shall be duly registered and cataloged by the University's Library System.

26.5 Article 230: Functions of the University's Library

- 230.1 The primary function of the DDU Library is to build and maintain balanced collection of information sources that support the teaching learning and research activities of the University's;
- 230.2 The collection should include a wide range of basic monographs, a selection of core journals in different formats, the standard reference tools, selected CD-ROM databases, on-line information sources and documents pertaining to different subject areas.
- 230.3 It shall also collect information sources that are believed useful for the curriculum and research programs of the University as selected by the teaching school/college/institute, researchers and students in cooperation with the library and information professionals.
- 230.4 It shall identify and build a data base of suppliers of books, periodicals and other sources of information.
- 230.5 It shall develop criteria for selection of suppliers of books, periodicals and other sources of information and submit to LICTC of Senate standing committee.

26.6 Article 231: Director for Library and Information Services

- 231.1 Duties and Responsibilities of Library and Information, Director:
- 231.1.1 Develops the library and information resources provision policies and strategies in consultation with key stakeholders;
 - 231.1.2 Develops policies, regulations and procedures of the library and making sure that they are converted into action.
 - 231.1.3 Ensures precisely responsibilities and duties of each unit in the library.
 - 231.1.4 Endeavor to make all services are automated by sustainable collaboration with ICT center.
 - 231.1.5 Prepares and administers its budget (ordering supplies and equipment, maintain and supervise records when required, etc)
 - 231.1.6 Plans to recruit professionals and non professionals provide training and recommend promotions.
 - 231.1.7 Publicizes newly arrived materials, extension services and statistics to all users.

- 231.1.8 Creates strong and sustainable linkage with national and international sister libraries and with organizations, working on the area.
- 231.1.9 Conducts periodic survey of users' need to identify and improve library collections of the University.
- 231.1.10 Ensures users' support services (Reference, circulations periodicals and documentation) are at least to the level of users' need.
- 231.1.11 Ensures technical services (Acquisition, cataloging & Classification, audiovisual and Photocopy) are running to improve library collection.
- 231.1.12 Ensures that historical, ceremonial and occasional moments of the university are well documented and accessible to users.
- 231.1.13 Ensures accessibility of library materials are both in hard and soft copy.
- 231.1.14 Ensures provision of high speed Internet services in the library.
- 231.1.15 Ensures security of all library collections and materials.
- 231.1.16 Installs periodic inventory system.
- 231.1.17 Performs other duties the VPAA will entrust him.
- 231.2 Requirements
 - The candidate
 - 231.2.1 Must be full time civil servant.
 - 231.2.2 Must have minimum of second degree of academic level in library and information science, management information system, library and documentation, information technology, informatics and other related fields accompanying certificates on library service
 - 231.2.3 Must have two years of experience on library services.
 - 231.2.4 Must Have knowledge about international academic organizations: trends, ways of doing etc.
 - 231.2.5 Must have positive outlook for institutional transformation and accept policies, directions and strategies of the university.
 - 231.2.6 Must have Demonstrate interpersonal relation and communication skill.
 - 231.2.7 Must Have democratic outlook and accept the country's constitution.
 - 231.2.8 Must have Demonstrate ability to communicate effectively with library staff, school/college/ins and staff and the public regarding straightforward issues and to respond effectively to the needs of the public.
 - 231.2.9 Must have Demonstrate ability to keep up-to-date with standard practices, procedures or policies the incumbent must implement.
- 231.3 Recruitment:
 - Recruitment for the post of library and information service director shall be merit based through competition as per the requirements and experience listed above.
- 231.4 Notwithstanding with sub-article 3 of this article, if the library and information service director resign from his position, the University's president can appoint for the vacant position among the University's staff members immediately.
- 231.5 Accountability:
 - The library and information service director is accountable to VPAA.

26.7 Article 232: Weeding of Library Materials

- 232.1 The weeding process is a continual evaluation of resources intended to remove items that become obsolete, are superseded by later editions, are unnecessary, unused, or are in poor physical conditions.
- 232.2 Decisions on weeding of materials shall be made by using an item-by-item procedure and requires collaboration between the library professionals charged with the weeding process and appropriate school/college/institute members to evaluate the material and to determine if it is up for weeding. Involvement of school/college/institute members most directly concerned with possible future use of the materials is essential in the weeding process to assure that materials of interest are not inadvertently discarded.
- 232.3 The Director for Library and Information Services upon approval from LICTC of Senate Standing committee shall formulate an appropriate weeding policy in which procedures and appropriate criteria for carrying out the weeding activity are set. Items weeded out from the Library may be donated to other institutions, or sold as used books or disposed of by other means.

26.8 Article 233: Budget Appropriations for the Library

- 233.1 The library and information service Director shall ensure that school/college/institute in submitting their budgetary request to the University for equipping, staffing, maintenance and development of the library;
- 233.2 The library and information service director, in consultation with relevant university body responsible for planning and budget, shall prevent duplication of expenses.
- 233.3 The library and information service Director shall submit annual proposal on budgetary matters pertaining to the VPABD, to all relevant deans/director in order to guide the school/college/institute in obtaining improved planning and clarification of budgetary allocation policies and maintaining a balanced library system.

26.9 Article 234: Internal Organizational Structure of the University's Library System

- 234.1 The University Library System shall have three divisions, the Technical Service Division, the User Services Division, and ICT Service Division.
- 234.2 The Technical Service Division shall be a centralized service responsible for coordinating the acquisition, cataloguing and classification of all library information resources by the libraries. It basically comprises of the Acquisition and Cataloguing Section. The Division shall also be responsible in implementation of the library automation system.
- 234.3 The User Services Division shall be responsible for providing direct services to users of library. All Constituent libraries come under this Division.
- 234.4 The ICT Services Division shall be responsible for organizing and delivering electronic resources services, digital library services, and other computer based information services to users of the constituent libraries. The Division is also responsible to keep up the University's Libraries with the current developments of ICT based library services.

26.10 Article 235: Library Staff

- 235.1 The Libraries shall have professional librarians and other support personnel.
- 235.2 The terms of employment, promotion and termination of employment of professional librarians shall be governed by the rules and regulations applicable to academic staff.
- 235.3 Professional librarians shall be expected to teach or assist in teaching courses in their areas of specialization.

Chapter 27

Continuing and Distance Education Directorate

27.1 Article 236: General Provisions

- 236.1 The *raison d'être* for continuing and distance education includes the need to expand access to post-secondary education, to enhance the role of the University in the nation's socio-economic development and expand partnership with stakeholders (business community, government agencies, and non-profit organizations).
- 236.2 The CDE directorate shall place excellence in the pursuit of the University's mission of providing education, conducting research and rendering service to the public.
- 236.3 The CDE directorate shall work closely with the Regular Undergraduate and Graduate Program Offices.

27.2 Article 237: Director of Continuing and Distance Education

- 237.1 Continuing and Distance Education Director shall have the following Duties and responsibilities
- 237.1.1 Plan, lead, control, execute and monitor all activities related with continuing & distance education program of the University.
 - 237.1.2 Investigate demand for CDE programs and propose, based on the findings, if new programs are to be introduced and implement up on approval the university Senate.
 - 237.1.3 Ensures courses offered in CDE programs are in accordance with academic standards of the university.
 - 237.1.4 Periodically assess feasibility and profitability of each program and make adjustments to tuition fees and payments and propose to the University's decision making body.
 - 237.1.5 Facilitate and coordinate need assessment for new CDE programs and other tailor made programs.
 - 237.1.6 Explore feasibility and justifiability of new and existing programs in CDE at the main campus or satellite centers.
 - 237.1.7 Popularize and assure popularization through periodic promotion of new and existing programs with all possible means.

- 237.1.8 Manage and assure that incomes and expenses of the CDE are handled according to the financial regulations of the country.
- 237.1.9 Prepare and submit quarterly and annual academic, administrative, and financial reports to the VPAA.
- 237.1.10 Collect suggestions or complaints from continuing and distance education programs' stakeholders specifically students and take corrective actions.
- 237.1.11 Work together with all departments in registration, teaching learning and academic quality enhancement etc.
- 237.1.12 Carry out other assignments given by VPAA.

237.2 Requirements

- 237.2.1 Must attain a minimum of second degree and have an excellent record of teaching, research and community service at the university's.
- 237.2.2 Must have recognized record of leadership accomplishments and foresight management at a senior level in educational, business, public and/ or governmental organizations.
- 237.2.3 Must have efficiency in using and manipulating information technologies
- 237.2.4 Must have positive outlook for institutional transformation and accept policies, directions and strategies of the university's.
- 237.2.5 Must have good understanding of national policies, directions, strategies, rules, proclamations and trends related in the regard of university affairs.
- 237.2.6 Must have knowledge about international academic organizations: trends, ways of doing .
- 237.2.7 Must demonstrate interpersonal relation and communication skill.
- 237.2.8 Must have recognized capacity in institutional progression and transformations.
- 237.2.9 Must accept the country's constitution and have democratic outlook.
- 237.2.10 Must be exemplary as a model in discharging his duties and responsibilities.
- 237.2.11 Must have ability to coordinate and /or work in a team.

237.3 Appointment:

The VPAA shall nominate the CDE Director among the full time teaching staff of the University with the rank of Lecturer and above and appointed by the President. The appointment for the post shall be merit based and through competition as per the requirements, experience and approved by the President and detail guideline shall be issued by VPA.

- 237.4 Notwithstanding with sub-article 3 of this article, if the director resign from his position, the University's president can appoint for the vacant position among the University staff members immediately.

237.5 Accountability:

The Continuing and Distance Education, Director shall be accountable to the VPA.

237.6 Term of Office:

The term office is three years, but can compete again for the second time.

27.3 Article 238: Continuing and Distance Education Council (CDEC)

238.1 composition

- 238.1.1 Vice president for Academic Affairs (Chair person)
- 238.1.2 Director of CDE (Member and Secretary)
- 238.1.3 Dean of School/College who have programs in CDE (Member)
- 238.1.4 Director of EARAD (Member)
- 238.1.5 Dean, School of Graduate Studies (Member)
- 238.1.6 Deputy Scientific Director (Member)

238.2 Meeting

The council holds meeting once a month. However, urgent meetings would be held as required.

238.3 Quorum

The presence of two-third of the members of the council constitutes a forum.

27.4 Article 239: Extension Program Coordinator

239.1 Duties and Responsibilities:

- 239.1.1 Assess the demand for CDE programs in main campus and in different satellite centers and present the assessment report to CDE Director.
- 239.1.2 Facilitate promotion to publicize newly opened programs in CDE in consultation with the CDE Director and other concerned bodies
- 239.1.3 Based on course offering, notify tuition fee per semester ahead of time and coordinates the whole process of fee collection.
- 239.1.4 Assure that students of CDE program have made payments per semester in line with the regulations of the university;
- 239.1.5 Facilitate payments of instructors and others that are involved in CDE programs based on prior agreement.
- 239.1.6 Ensures that all the necessary agreement formats are signed by concerned bodies (the client, instructor, head of the department, Dean of the School/College or Institute Director; University CDE Director and/ or VAP).
- 239.1.7 Facilitate per diem, transport facilities, and other general administrative services for the operation of teaching and learning programs of CDE in the university and satellite centers, in consultation with the concerned parties.
- 239.1.8 Closely follow the operation of teaching-learning programs of CDE in the university and in the satellite centers and report to the University CDE Director.
- 239.1.9 Collect suggestions or complaints from stakeholders of CDE programs specifically students and reports to CDE Director.
- 239.1.10 Evaluate the performance of instructors in their duties through different mechanisms and ensure the assignment of effective and efficient instructors per department.
- 239.1.11 Prepare statistical report of CDE students as required.

239.1.12 Facilitate advisory services to CDE students in collaboration with concerned Department.

239.1.13 Carryout teaching responsibility of maximum 6 credit hours.

239.1.14 Conduct other activities assigned by the University CDE director.

239.2 Requirements

239.2.1 Must attain a minimum of second degree with relevant experience

239.2.2 Must have an excellent inter-personal communication and coordination skill

239.2.3 Must have an excellent outlook for institutional transformation and accept policies, directions and strategies of the university

239.2.4 Must be compassionate about international academic organizations: trends, ways of doing

239.2.5 Must have recognized capacity in institutional progression and transformations

239.2.6 Must have good understanding of national policies, directions, strategies, rules, proclamations and accept the country's constitution.

239.2.7 Must have an excellent efficiency in using and manipulating information technologies

239.3 Appointment

The VPAA shall nominate the Extension Program Coordinator among the full time teaching staff of the University with the rank of Lecturer and above and appointed by the President. The appointment for the post shall be merit based and through competition as per the requirements, experience and approved by the President and detail guideline shall be issued by VPAA.

239.4 Notwithstanding with sub-article 3 of this article, if the Extension Program Coordinator resigns from his position, the University's president can appoint for the vacant position among the University's staff members immediately.

239.5 Accountability

Extension Program Coordinator is accountable to the University's CDE Director.

239.6 Term of Office

The appointment lasts for three years but he can compete for the second term.

27.5 Article 240: Summer and Distance Education Programs Coordinator

240.1 Duties and Responsibilities

240.1.1 Assess the demand for CDE programs in main campus and in different satellite centers and present the assessment report to CDE directorate.

240.1.2 Facilitate promotion to publicize newly opened programs in summer program in consultation with the CDE director and other concerned bodies.

240.1.3 Based on course offering, notify tuition fee per semester for summer program ahead of time and coordinates the whole process of fee collection.

240.1.4 Assure that students of summer and distance education program have made payments per semester in line with the regulations of the university;

- 240.1.5 Facilitate payments of instructors and others that are involved in summer CDE programs based on prior agreement.
- 240.1.6 Assure that all the necessary agreement formats for summer are signed by concerned bodies (the client, instructor, Head of the department, Dean of the school/college, University's CDE director and/ or VPAA);
- 240.1.7 Manage the production of teaching materials/modules of distance courses and assure the distribution of those materials to students;
- 240.1.8 Closely follow the operation of teaching-learning programs of summer and distance in the university and in the satellite centers and report to the University CDE Directorate.
- 240.1.9 Collect suggestions or complaints from stakeholders of summer and distance programs specifically students and reports to CDE Directorate.
- 240.1.10 Facilitate per diem, transport facilities, and other general administrative services for the operation of teaching-learning programs of summer and distance in the University and satellite centers, in consultation with the concerned parties.
- 240.1.11 Evaluate the performance of instructors in their duties through different mechanisms and ensure the assignment of effective and efficient instructors per department.
- 240.1.12 Prepare statistical report of summer and distance students as required.
- 240.1.13 Facilitate advisory services to summer students in collaboration with concerned Department.
- 240.1.14 Carryout teaching responsibility of maximum 6 credit hours.
- 240.1.15 Conduct other activities assigned by the University's CDE directorate

240.2 Requirements

- 240.2.1 Must attain a minimum of second degree with relevant experience.
- 240.2.2 Must have an excellent inter-personal communication and coordination skill.
- 240.2.3 Must have an excellent outlook for institutional transformation and accept policies, directions and strategies of the university.
- 240.2.4 Must be compassionate about international academic organizations: trends, ways of doing.
- 240.2.5 Must have recognized capacity in institutional progression and transformations.
- 240.2.6 Must have good understanding of national policies, directions, strategies, rules, proclamations and accept the country's constitution.
- 240.2.7 Must have an excellent efficiency in using and manipulating information technologies.

240.3 Appointment

The VPAA shall nominate the Summer Program Coordinator among the full time teaching staff of the University with the rank of Lecturer and above and appointed by the President. The appointment for the post shall be merit based and through competition as per the requirements, experience and approved by the President and detail guideline shall be issued by VPAA.

- 240.4 Notwithstanding with sub-article 3 of this article, if the Summer Program Coordinator resign from his position, the University president can appoint for the vacant position among the University staff members immediately.

240.5 Accountability

Coordinator of summer and distance program is accountable to the University's CDE directorate.

240.6 Term Office

The appointment lasts for three years but he can be re-appointed for the second term.

27.6 Article 241: School/College/Institute CDE Coordinator

241.1 Duties and Responsibilities of school/college/institute coordinator

241.1.1 Make analysis of demand for CDE for school/college/institute programs and based on that proposes programs to be introduced in the school/college/institute and get them endorsed by CDE council.

241.1.2 Screen application through the concerned programs and ensures that the minimum number of students required to commence the programs.

241.1.3 Prepare and follow up payment ledger by cross checking against CDE accountant and report to the director of CDE.

241.1.4 Assures the payments per semester in line with the regulations of the University.

241.1.5 Consults with the concerned bodies on the preparations of schedules.

241.1.6 Check allocation of instructors

241.1.7 Prepares all schedules (periodic and semester schedules).

241.1.8 Evaluate the performance of instructors in their duties.

241.1.9 Ensure the assignment of effective and efficient instructors per program.

241.1.10 Facilitate advisory services to students in collaboration with concerned programs.

241.1.11 Sign contracts with instructors for the preparation of modules and request of payment up on completion.

241.1.12 Request monthly payments from the CDE office following the request of program coordinators.

241.1.13 Conduct a regular discussion session with class representatives on the overall teaching process.

241.1.14 Make a supervision of class to check whether classes are conducted as per time schedule.

241.1.15 Develop quarterly reports and submit to the director of CDE.

241.1.16 Maintain hard copy and electronic filling system of students' data and reporting active students' list and status of student at the end of every semester to CDE coordinators and director.

241.1.17 Conduct other activities assigned by the University's CDE director and Coordinators.

241.2 Appointment

The VPAA shall nominate the School/College/Institute coordinator of CDE program among the full time teaching staff of the University with the rank of Lecturer and above and appointed by the President. The appointment for the post shall be merit based and through competition as per the requirements, experience and approved by the President and detail guideline shall be issued by VPAA.

- 241.3 Notwithstanding with sub-article 2 of this article, if the School/College/Institute coordinator of CDE program resigns from his position, the University's president can appoint for the vacant position among the University's staff members immediately.
- 241.4 Accountability
School/College/Institute coordinator of CDE program is accountable to the University's CDE directorate.
- 241.5 Term Office
The appointment lasts for three years but he can re-appoint for the second term.

27.7 Article 242: The Role of Departments in Continuing and Distance Education Program

- 242.1 The decision to initiate and offer a program leading to a degree, diploma and certificate, the academic aspects of its implementation shall be the responsibility of the department that awards the same. However, all programs offered in the University should be approved by the Senate.
- 242.2 Ensure courses offered in CDE, including courses that are offered in distance mode, shall have the same content and carry the same credits as those offered in the regular program and be taught at accepted University standards. Such course credits shall be transferable where appropriate.
- 242.3 Ensure continuing and distance education courses shall be taught by members of the department that teach the courses in the regular program. In situations where this is not possible, staff members from other departments and/or other part-time instructors having the commensurate qualifications could be assigned to teach the courses.
- 242.4 Follow academic staff members that handle continuing and distance education courses shall be paid according to the regulations of the University.
- 242.5 School/College/Institute/departments that generate incomes through CEP shall share from the generated income on the basis of rules to be issued by the University.

Chapter 28

Students' Service Affairs

28.1 Article 243: Establishment

The Office of Students' Service Affairs is hereby established.

28.2 Article 244: Director of Students' Service Affairs Directorate

The Directorate of Student Service Affairs shall be headed by a Director

28.3 Article 245: Duties and Responsibilities

The Directorate of Students' Service Affairs shall:

- 245.1.1 Advise students on non-academic matters and provide guidance and counseling services as required;
- 245.1.2 Ensure the physical and psychological well-being of students; to this end, work in cooperation with work units concerned on the welfare of students;
- 245.1.3 Advise University's higher officials on students' services related matters;
- 245.1.4 Provide the necessary support to college level students' services work units;
- 245.1.5 Implement all disciplinary decisions made by the academic units empowered to decide on student's disciplinary cases;
- 245.1.6 Plan, implement, monitor, evaluate and report all the concerns regarding non academic students' services process;
- 245.1.7 Ensure the chartering and registration of all students' organizations in accordance with the Policy on Extracurricular Activities and Sports.
- 245.1.8 The provisions of this Legislation and any other relevant law of the country; and give the necessary support to strengthen the Students' Union of the University's;
- 245.1.9 Oversee the maintenance of students' services information system and work towards the automation in a comprehensive manner of such students' services information system and ensure its proper utilization; in particular, ensure the establishment of systematic guidance and counseling infrastructures including appropriate information delivery mechanisms on such services and peer counseling and mentor-ship systems;

- 245.1.10 Solicit funds and administer such funds as well as the President's fund for scholarship; provide economic support to students who are demonstrably needy and excel academically either in kind or in cash or in the form of part-time employment; such economic support schemes shall be transparent and equitable and be implemented in accordance with the policy and procedures on student's economic support;
- 245.1.11 Conduct orientation sessions every year for all students; orientations to incoming students shall aim at introducing and familiarizing such students with opportunities and facilities available at the University, their rights and obligations and ensure in particular that orientations at academic unit levels are inclusive, duly planned and delivered to newly admitted students;
- 245.1.12 Give particular attention to the welfare and the affairs of female students and students with disabilities which shall be carried out in consultation with the relevant University offices such as the Gender, HIV/AIDS and Special Need;
- 245.1.13 Initiate, diverse and innovate various programs that enhance the quality of students' life at the University's;
- 245.1.14 Respond to students' inquiries based on the University's rules and resources;
- 245.1.15 Find better ways providing students services and negotiate with the concerned bodies to employ;
- 245.1.16 Collaborate and assist teams and officers in delivering services in the most effective way;
- 245.1.17 Ensure collective integrity, responsibility and accountability for every activity at the directorate;
- 245.1.18 Ensure sports, cultural and recreational logistics like football field, table tennis, stage, etc are properly organized and accessible to students;
- 245.1.19 Initiate and instill team spirit in the office to accomplish effectively and efficiently the student service activities;
- 245.1.20 Ensure recognition of creative performance and outcome;
- 245.1.21 Assist students' organizations and clubs;
- 245.1.22 Search for new ways and ideas of improving students' services and negotiate with the stakeholders;
- 245.1.23 Ensure whether or not the budget allocated for students' service serves for the purpose designed, and employed effectively;
- 245.1.24 Handle non-academic students' disciplinary cases in line with the University's rules and regulations;
- 245.1.25 Check and recommend the release of payments to the outsourced students' services;
- 245.1.26 Participate in designing and evaluating the performance of employees.
- 245.1.27 Prepare and submit periodic and annual reports to the concerned organ;
- 245.1.28 Allow the request of purchase and delivery of materials from store;
- 245.1.29 Forward unforeseen procurement and service requests;

- 245.1.30 Facilitate students' extracurricular activities;
- 245.1.31 Prepare, in co-operation with the relevant units, a "Handbook for International Students" and other students of the University;
- 245.1.32 Perform any other duty with respect to international students assigned to him;
- 245.1.33 Ensure the overall administration, supervision and guidance of international students and help in all ways possible with their personal, financial and other difficulties;
- 245.1.34 Perform other related duties as required by VPABD and the President;
- 245.1.35 Appointment
The Director of Students' Service Affairs shall be appointed by the President on competitive basis and shall be accountable to the VPABD.
- 245.1.36 Notwithstanding with sub-article 1 of this article, if Director of Student Service Affairs resign from his position, the University president can appoint for the vacant position among the University staff members immediately.
- 245.1.37 Term Office
The term of office of the Director of Students' Affairs shall be three years.

28.4 Article 246: Deputy Director of Students' Service Affairs

- 246.1 Duties and Responsibilities
Deputy Director of Students' Service Affairs shall
- 246.1.1 Provide liaison with the Director of Students' Service Affairs and to serve as the delegate of the Director of Students in the students' affairs;
- 246.1.2 Undertake such other responsibilities may be assigned in matters pertaining to student service affairs;
- 246.2 Accountability
Deputy Director of Students Service Affairs is accountable to the Director;
- 246.3 Appointment
The Deputy Director of Students' Service Affairs shall be appointed by the President on competitive basis and shall be accountable to the Director of Student's Service Affairs.
- 246.4 Notwithstanding with sub-article 1 of this article, if Deputy Director of Student Service Affairs resign from his position, the University president can appoint for the vacant position among the University staff members immediately.
- 246.5 Term Office
The term of office of the Deputy Director of Students' Service Affairs shall be three years.

28.5 Article 247: Guidance and Counseling Office

- 247.1 The University has a Guidance and Counseling Office which is accountable to the Office of Students' Service Affairs. The Office shall provide personal counseling services for all enrolled students in need of such service.

- 247.2 The confidential nature of counseling sessions is highly respected. Thus, a student's permission is required before any information is released, except in very unusual circumstances.
- 247.3 Anonymity of individuals shall be strictly respected in using confidential counseling records for any scientific investigation by authorized bodies of the University.

28.6 Article 248: Guidance and Counseling Officer

There shall be Guidance and Counseling Officer who is accountable to the Director of Students' Service Affairs.

248.1 Duties and responsibilities:

- 248.1.1 Submit recommendations to the Director of Students' Service Affairs, and to deans of School/College or Institute director as required and accepted by the Guidance and Counseling Office;
- 248.1.2 Keep the records of clients confidentially unless requested to disclose by parties which the office accepts as eligible;
- 248.1.3 Arrange programs and seminars useful to students in improving their academic competence;
- 248.1.4 Establish a strong Guidance and Counseling center staffed with professionals and backed by fully pertinent information (psychological tests, study skill center, vocational and career counseling about their profession);
- 248.1.5 Establish cooperation with other University units so as to run the teaching-learning process, community and student services smoothly and efficiently; and
- 248.1.6 Perform any other duties with respect to Guidance and Counseling as assigned to it by the Director of Students' Service Affairs.

28.7 Article 249: Students' Discipline

- 249.1 Without prejudice to article 91 and the power of Students' Service Affairs Directorate to issue further disciplinary rules, all student disciplinary matters shall be governed under this Legislation.
- 249.2 Without prejudice to the power of each department to enforce disciplinary measures, the primary responsibility for the implementation of provisions pertaining to the Code of Conduct of Students shall be vested on the EARA Directorate.

28.8 Article 250: Students' Discipline Committee

Students ought to know their rights, duties and responsibilities strictly. Any disciplinary breach is subject for a disciplinary measure. Students' Discipline Committee, which shall be established by the VPABD of the University, shall investigate disciplinary breaches.

Student Discipline Committee shall have the following members:

- 250.1 Director of Students' Service Affairs (chairperson)
- 250.2 School/College/Institute academic Staff Representatives (member)
- 250.3 Director of Gender, HIV/AIDS and Special Needs (member)

250.4 Representative of University's Police (member)

250.5 Students' representatives (member).

250.6 Director of Student Service Affairs (member and secretary)

250.7 Director of EARAD (Member)

250.8 Director of CDE (Member)

250.9 Students' Representative of CDE program (member)

28.9 Article 251: Duties and Responsibilities of the Discipline Committee

251.1 The discipline committee shall screen and ascertain the merits of the case in a fair and impartial procedure that ensure due process of law in the screening process.

251.2 The Discipline Committee shall communicate its findings and recommendations in writing to the Students' Service Affairs Directorate.

251.3 The Discipline Committee shall be accountable to the Students' Service Affairs Directorate.

251.4 Each member of the Students' Discipline Committee shall serve for a period of two years at the end of which he may be re-elected.

28.10 Article 252: Meeting and Decision

252.1 The Discipline Committee shall dispose disciplinary cases without delay. The Committee shall draw a time line of disposing a case to be approved by the Director of Students' Service Affairs.

252.2 A majority (50+1) of the Discipline Committee composes a quorum.

252.3 The Discipline Committee shall pass its decision by majority (50+1).

252.4 The Discipline Committee shall duly observe due process of law.

252.5 The Discipline Committee shall in particular respect the right of the student to be heard and defend all allegations presented against him.

28.11 Article 253: Students' Affairs Committee

If possible, during declared crisis, the Chairperson of the Students' Affairs Committee shall inform as soon as possible, preferably within 48 hours, the Senate of any action it has taken.

28.12 Article 254: Emergency Management Committee

254.1 A special Emergency Management Committee shall be constituted as an organ of the Senate in time of recognized crisis. This Committee shall be composed of:

The President	Chairman
Vice President for Academic Affairs	Member
Vice President for Administrative and Business Development	Member
Director of Students' Service Affairs	Member and Secretary
President of the university students' union	
Member and	
One students' representative, preferably a female	Member

254.2 The Committee shall have the authority:

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

254.2.2 To discuss and communicate with students, school/college/institute, the Board of Governors and appropriate government organs, and authorize and release prompt communications on behalf of the University.

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

254.3 The Emergency Management Committee shall consult to the fullest extent possible and practicable with the Senate and the Students' Affairs Committee during declared crisis. It shall inform as soon as possible, preferably within 48 hours, the Senate of any action it has taken.

28.13 Article 255: Foreign Students

255.1 The purpose of having foreign students is to promote mutual understanding and appreciation between Ethiopian and the countries of respective students.

255.2 There shall be a Foreign Students' Office under the Directorate of Students' Service Affairs.

255.3 The Foreign Students' Office shall be headed by a foreign students' advisor, who shall be a mature, sympathetic and experienced with Ethiopian culture.

255.4 The Foreign Students' Office shall:

255.3.1 Be responsible for the overall administration, supervision and guidance of foreign Students and to help in all ways possible with their personal, financial and other difficulties;

255.3.2 Be responsible for the initiation, organization, and administration of special orientation programs;

255.3.3 Prepare, in cooperation with relevant units, a "Handbook for Foreign Students";

255.3.4 Organize and welcome foreign students upon arrival;

255.3.5 Find ways and means to introduce foreign students to the Ethiopian society;

255.3.6 Study and report on any problem affecting foreign students; and

255.3.7 Perform any other duty with respect to foreign students assigned to it by the Director of Students' Service Affairs.

Chapter 29

Students' Rights, Duties, and Discipline

29.1 Article 256: Policy Premises on Students' Affairs

- 256.1 Achievement of University's goals depend partly on commitment and sense of belongingness of its students as members of the university community.
- 256.2 The University is committed to foster a positive environment for learning and ensuring the safety, rights and dignity of every member of the University community. To this effect, the University encourages every student to assume individual responsibility of respecting rights and dignity of others, and helping to promote the free and open exchange of ideas in the atmosphere of mutual respect.
- 256.3 Students of DDU are free, in so far as the requirements of curricula permit, to inquire into many subjects that interest them, to organize discussion groups or study clubs for the consideration of any subject, and to invite and address them any speaker they may choose. The responsibility and accountability of students' publications shall be in accordance with the rules and regulations of the University and the general press.
- 256.4 Every student has the right to petition or disseminate information on campus as per the code of conducts on the freedom of speech. However, those who circulate petitions must identify themselves to appropriate administrative body before circulating such petitions. Students have rights to picket peacefully in the University.
- 256.5 Any type of discrimination on the basis of race, sex, religion, national origin, disability, and marital or retirement status is prohibited. Equal opportunity and access to rights and privileges are the University's core values addressing unity in diversity. Judgments about students shall be based on their abilities and performances only.
- 256.6 Academic integrity is a fundamental University's value. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for their respect for others' academic endeavors. Academic dishonesty includes, but not limited to, the following: submitting somebody's work, plagiarism, cheating, falsification of academic materials, misrepresentation of documents, selling academic or computer assignments, misuse of computing resources.
- 256.7 As a community, which strive always toward the ideals of a community of scholars and a community of people of integrity, DDU relies as far as possible upon a system of self discipline founded upon tolerance for differences and mutual trust and respect to govern relationships among its members.
- 256.8 Nevertheless, like any other community, Dire-Dawa University community requires rules to safeguard its effective institutional functioning, fair procedures for investigation of charges

of violation of these rules, and sanctions to deter persons violating the rules and to penalize those who are not deterred effectively. The law of the community governs. However, the University is neither a law reinforcement agency nor a “sanctuary” for lawbreakers.” The University has been and continues to be concerned whenever students are involved in legal problems or misconduct.

256.9 Boycott of classes is not in the interest of the University and its community and shall lead to disciplinary actions.

29.2 Article 257: Rights of Students’

257.1 Subject to relevant laws, regulations and the provisions of this Legislation, students shall have the right to:

- 257.1.1 Free inquiry of truth and freedom of expression of ideas and thoughts in the process of learning and conducting research.
- 257.1.2 Enjoy the freedom to learn with appropriate opportunities and conditions in class room, campuses and in the larger community.
- 257.1.3 Protection of their constitutional human rights, personal safety, and security of their personal property on campus.
- 257.1.4 Be free to express their views orderly on issues of institutional policy;
- 257.1.5 Receive protection from any form of discrimination or harassment;
- 257.1.6 Be entitled to equitable and fair treatment in all respects of the teacher- student conducive to stimulate learning;
- 257.1.7 Be evaluated solely on academic basis consistent with norms provided for by this legislation and the University’s academic standards, and receive redress against capricious valuation;
- 257.1.8 Participate in a transparent system of performance evaluation of academic staff and academic programmes;
- 257.1.9 Enjoy the benefits of a carefully considered policy of confidentiality regarding the information that should be part of their permanent educational record and as to the conditions of its disclosure;
- 257.1.10 Join the University’s students’ union, which shall be founded on the principle of Universality of membership in accordance with the pertinent laws so as to promote and protect lawfully their common interests;
- 257.1.11 Obtain access to facilities of the university through their union in accordance with the rules and procedures of the University;
- 257.1.12 Participate, through their union or representatives, in the sessions of the University’s governing bodies in accordance with this Legislation and HEP No. 650/2009;
- 257.1.13 Use, under the leadership and guidance of the students’ union and with the attendant responsibilities, communications media on campus to provide a forum for the free exchange of ideas and to present news, opinion and editorial comments;
- 257.1.14 Benefit from the cost-sharing system and receive guidance and counseling services in accordance with this Legislation.
- 257.1.15 Give suggestions in the preparation of bylaws, regulations and directives pertaining to administrative matters as well as in the review and development of curricula.

257.2 Rights of students with disabilities

257.2.1 Notwithstanding the provisions of sub-article 1 of this article, 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:

257.2.1.1 Making its facilities and programs amenable to use with relative ease by students with disabilities;

257.2.1.2 Relocating classes, developing alternative testing procedures, and providing different educational auxiliary aids in the interest of students with disabilities;

257.2.1.3 Taking into account the interests of students with disabilities in its building designs, campus physical landscape, computers and other infrastructures; and

257.2.1.4 Ensuring that students with disabilities get academic assistance, including tutorial sessions, exam time extensions and deadline extensions.

29.3 Article 258: Duties and Responsibilities of Students

258.1 Without prejudice to other provisions of HEP No. 650/2009 and other applicable laws, any student of the University shall have the responsibilities to:

258.1.1 Attend classes properly and respect the indivisible authority of any academic staff in the leadership and management of the teaching-learning process;

258.1.2 Maintain standards of academic performance established for each course in which he is enrolled;

258.1.3 Know and uphold the objectives of higher education and the guiding values of the University;

258.1.4 Respect, in classroom or anywhere in the premises of the University, the rights of other persons protected by law;

258.1.5 Observe scrupulously the applicable provisions of this Legislation and the rules of the University which are consistent with this Legislation;

258.1.6 Interact with academic and other staff and any other student of the University with due respect to their constitutional rights;

258.1.7 Refrain from any unlawful act and from any unethical activities;

258.1.8 Remonstrate and seek redress peacefully and through legal avenues in the event student interests, be it individual or collective, are at stake, and exhaust all University avenues of redress;

258.1.9 Use and handle the properties of the University with due care and be held accountable for any damage caused to the property of the University due to intentional or negligent misuse or destruction;

258.1.10 Effect payment of fees applicable in accordance with the provisions of this Legislation for services that have been provided by the University.

258.2 Preparation and amendment of the code of conduct governing students' behavior and appropriate disciplinary procedures shall be the responsibility of the Director of Students' Service affairs upon approval of the Senate. Regarding administration of students behavior and appropriate disciplinary measures refer to Student Discipline Directive.

29.4 Article 259: Limits of Jurisdiction

Acts committed off University campuses and not connected with any University-sponsored or supervised activity shall not constitute a ground for any disciplinary action unless where a student is convicted of commission of a criminal offense that clearly demonstrates that he is unfit to be a member of an academic community.

29.5 Article 260: Students' Participation in Disciplinary Matters

Students shall participate at all stages of the decision-making process in disciplinary matters

29.6 Article 261: Responsibility to Report Violations of the Code of Conduct

It is the responsibility of every member of the University Community, whether a student or a staff member, to report to the appropriate authority any facts within his knowledge which would appear to show a violation of the Code of Conduct.

29.7 Article 262: Primary Responsibility for Implementation

Without prejudice to basic procedural requirements of fairness, primary responsibility for the implementation of provisions pertaining to the Code of Conduct of Students shall rest with relevant academic units and/or the Office of the Director of Students Affairs.

29.8 Article 263: Codes of Conduct

The codes of conduct serve as conduct standards at the University to give the students general notice of the prohibited acts. The University shall secure equitable and transparent treatment of every party to a dispute relating to students.

263.1 Violation of the University Student Codes of Conduct may result in disciplinary sanctions. Student discipline committee of the University shall initially consider cases of violation of codes of conduct.

263.2 The purpose of codes of conduct is to prevent abuse of the rights of others and to maintain the public order appropriate to the University without which there can be no intellectual freedom, and they shall be interpreted to that end.

263.3 University student codes of Conduct includes, but not limited to, the following

263.2.1 Willfully causes physical injury to any other person, or threaten to do so for any purpose

263.2.2 Physically, verbally, graphically, or electronically harass any person or incite others to commit the act of such harassments with in the University (this includes: intentional insults, stalks, assaults, strikes, threats, intimidations based on ones ethnic, religious, political, social etc backgrounds).

- 263.2.3 Notwithstanding, sub-article 2.2 of this article, if the above mentioned disciplinary acts committed outside the University on university staff in relation with university affairs.
- 263.2.4 Willfully damage or destroy property of the university or remove or use such property without authorization.
- 263.2.5 Enter into prohibited areas, facility or private office of staff member without expressed or implied permission.
- 263.2.6 Refuse to leave any such building, facility or private office after being required to do so by any authorized person.
- 263.2.7 Temper with the fire safety equipment, electricity, water pool, etc that may cause danger
- 263.2.8 Obstruct the free movement of persons or vehicles in any place
- 263.2.9 Deliberately disrupt or incite others to disrupt the peaceful conduct of teaching, research administration, disciplinary proceeding or other university functions.
- 263.2.10 Possession of any rifle, shotguns, pistols, ammunitions, or other firearm or weapon upon any promises
- 263.2.11 Possession of any illegal drugs and controlled substances upon any promises. Illegal drugs and controlled substances include, but are not limited to, alcohol, beverage, chat, heroin, cocaine, etc
- 263.2.12 Take or steal any property
- 263.2.13 Harbor stolen property
- 263.2.14 In any manner deface walls or any structure of the institution
- 263.2.15 Carelessly litter walkways, residence and classroom areas
- 263.2.16 Picket and demonstrate on the University without order or in a way that jeopardize public order and peace
- 263.2.17 Trafficking of pornographic materials or committing pornographic deals;
- 263.2.18 Dress oneself in culturally and morally indecent manner or against standards of professional ethics
- 263.2.19 Misuse or abuse laboratory equipment, library, sport field, classroom and computing resources without due attention to safety and property regulations
- 263.2.20 Failing to present identification upon request by a concerned University staff and or to comply with proper and lawful and of a University official
- 263.2.21 Failing to witness appear for a disciplinary proceeding to respond to allegations or
- 263.2.22 Violate any laws of the land, HEP No. 650/2009, the legislation, student code of conducts and others laws of the university.
- 263.2.23 Attempt, aid, conspire, hire or be an accessory to any prohibited act by these codes of conduct
- 263.2.24 Furnish any false information and or withhold any true information before a hearing or at the time of admission, examination or withdrawal
- 263.2.25 Retaliate or intimidate by stalking or threaten or harass complainant or other person alleging a misconduct
- 263.2.26 Attempt or make sexual assault or contact, including but not limited to, inappropriate touching or fondling, against the person's will.

263.2.27 Facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help others to commit any of the above acts of academic dishonesty.

263.4 Prohibited Acts

Subject to the provisions of sub-article 1 of article 261, the following acts are prohibited and constitute grounds for disciplinary action:

263.2.1 Academic dishonesty means any of the following or a combination thereof

- i. Cheating which means intentionally using or attempting to use unauthorized materials, information, or study aids in academic exercise such as test/quiz, exams and assignments or
- ii. Allowing others to cheat means intentionally let others to copy test/quiz, exam and assignments
- iii. Fabrication which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise or
- iv. Plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise or
- v. Academic negligence that means willfully, with or without malice, abrogating ones academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the University or

263.5 The sanctions for violations of any one of the offenses provided for in this article shall be prescribed in collaboration with the Directorate of Student Affairs.

263.6 A student who commits an act of academic dishonesty as defined in sub-article 2.1 article 261 of this Legislation shall be suspended for a minimum of one academic year where he is an undergraduate student and a minimum of two academic years where he is a graduate student. In addition to such suspension, such student shall receive an "XF" grade where his academic unit uses a letter grade or an "XO" grade where his academic unit uses a number grade. These notations shall be entered into the student's transcript. The notation "XF" or "XO" shall be considered as a grade of "F" or zero for calculating his GPA.'

263.7 Disciplinary cases shall be subject to due process of law in which the concerned student shall get the opportunity to present his case and such hearings shall be conducted by discipline committees established for this purpose at each college or campus by the Office of the Dean Students Affairs. The membership of such committees shall include the Dean of Student Affairs or his representative as a chairperson, an officer in charge of student services or his representative, one academic staff member, two student union representatives of whom one is a female student, a representative of Campus Security as well as a representative of the relevant college administration.

263.8 A student aggrieved by the decision of a discipline committee may appeal to the President within two weeks as of the date of receipt by him of the decision of the committee. The decision of the President shall be final.

263.9 Special Rules Relating to Defamation

Students enjoy the same right as academic staff to criticize the University and any of its programs. They shall observe the same limitations of that right; including the principle that one individual should not use his right to criticize in order to defame the reputation of the University and its programs. As used in this context, "defame" means to say or write things which are untrue about another, or if true, are said or written with the sole intent of injuring its standing and reputation.

- 263.10 Authority to Supplement the Provisions of this Article with the approval of the Senate, the SC/CC/IC of the various school/college/institute may issue additional rules consistent with this Legislation to add to or elaborate on the provisions of sub-article 2 of article 261 of the Legislation. Unless specified otherwise, a violation of such additional rules shall be treated as a violation of this Code of Conduct.
- 263.11 The University reserves the right to investigate and adjudicate the cases where a student is alleged to have been violated any part of the code of conduct of the University.
- 263.12 The Proceedings under the code of conduct shall not be stalled or postponed merely because the complainant is proceeding against the accused under any other provision of civil or criminal law.
- 263.13 The provision of these codes of conduct shall apply in line with relevant Law, Statues, Ordinances, Regulations Proclamations, Directives and Rules of country.

29.9 Article 264: Special Provisions on Academic Freedom

- 264.1 The “right of academic freedom” means, the right to discuss and openly express views on abstract ideas, immediate national and world problems and issues as well as other controversial matters in class, in connection with academic work or on campus in discussion groups or in print provided the expression of views is generally relevant to the subject under discussion and is consistent with rational and intellectual inquiry.
- 264.2 No act shall be deemed a violation of this Code of Conduct, which is included within the rights of academic freedom.
- 264.3 Where, however, a student abuses the rights of academic freedom he may still be subject to disciplinary actions.

29.10 Article 265 Complaints Handling

- 265.1 Any member of the University, third party, or outsider may initiate a complaint against a student for an alleged violation of these codes of conduct in writing to the Office of Student Service Affairs or Gender, HIV/AIDS and Special Needs Office.
- 265.2 Any such complaint in writing has to be signed by the person making the complaint with clear and authenticated identity and address. The complainant will at this stage be afforded full confidentiality.
- 265.3 In the event of the complaint being made to the concerned body, within not more than five working days, the responsible authorities to which the complaint is made shall communicate to the student discipline committee for hearing.
- 265.4 The student discipline committee shall pursue student conduct proceedings to judge cases of violations of these codes of conduct.
- 265.5 The University will pursue working guidelines for the student discipline committee.
- 265.6 Student conduct proceedings shall be informal in nature and need not comply with formal processes associated with the criminal and civil courts, but still being valid..

29.11 Article 266: Range of Sanctions

266.1 Oral Warning

266.2 Written Warning

266.3 Free Service punishment in the University

266.4 Suspension for a period of one Academic year

266.5 Dismissal for good

29.12 Article 267: Prohibited Acts that Constitute Grounds for Oral Warning

267.1 Improper placement of cafeteria equipment items such as tray, tea cubs, spoon etc intentionally.

267.2 Infringing the normality of queue in areas where students' service is delivered at cafeteria and in other similar services

267.3 Washing hands within the cafeteria

267.4 Disturbing other students with high sounds such as by opening mobile phones, radio, tape recorder and making noises in areas where a common service is delivered "if the acts are not grieves"

267.5 Posting pictures in doors, windows and the walls of dormitories

267.6 Writing the defamatory and insolent words which defame ethnicity, religion, gender and societal values writing on the wall, chairs, tables etc

267.7 Moving tables and chairs from class rooms and halls without permission by the concerned official or course instructors

267.8 Improper utilization of water and electric powers

267.9 Breach of any regulations issued by a competent University authority, such as library, laboratory, cafeteria and housing regulations.

267.10 Depending on the nature and occurrence of the disciplinary offense under this provision, the sanctions for violations of any one of the disciplinary offenses under this provision shall be given by the Student Service Affairs Office or the concerned head of the library

267.11 Disciplinary measures shall be communicated to the Students' Service Affairs Office

29.13 Article 268: Prohibited Acts that Constitute Grounds for Written Warning

268.1 Have already oral warning because of offenses stated under the Article/s given above and committed the same offenses

268.2 Bringing person not allowed to cafeterias

268.3 Sharing bed with non-dorm members

- 268.4 Being drunk and disturbing the University community
- 268.5 Improper utilization of the University property such as tables, chairs, television, computers, etc
- 268.6 Unwillingness to show identification card at libraries, at entries to the campus, at cafeteria, at exams, etc.
- 268.7 Smoking in class rooms, dormitories, and cafeteria
- 268.8 Creating conditions that can harm private or common health of other students
- 268.9 Dissemination, by written means, of defamatory material concerning any other member of the community.
- 268.10 Depending on the nature and occurrence of the disciplinary offense, the sanctions for violations of any one of the disciplinary offenses under this provision shall be given by the Student Service Affairs Office
- 268.11 Disciplinary measures taken as per this provision shall be communicated to the Students' Service Affairs Office
- 268.12 If the nature of the above mentioned acts are so grieve, they can be treated under the next article 271 accordingly.

29.14 Article 269: Prohibited Acts that Constitute Grounds for Free Service Punishment in the University

- 269.1 Have already written warning for having committed offenses stated under sub-article 5 of article 267, and repetition of such offenses will lead to this type of sanction
- 269.2 Removing legal advertisements posted on advertising Boards.
- 269.3 Bringing a person from outside the University in to the dormitory
- 269.4 Crossing prohibited areas in the University
- 269.5 Crossing University campus compound fences
- 269.6 Sexual harassment
- 269.7 Damaging ornamental plants and grasses within the University
- 269.8 Depending on the nature and occurrence of the disciplinary offence, the sanctions for violations of any one of the disciplinary offenses under this provision shall be given by the Student Service Affairs office or the concerned head of the library
- 269.9 Disciplinary measures taken as per this provision shall be communicated to the Students' Service Affairs Office
- 269.10 If the nature of the above mentioned acts are so grieve, they can be treated under the next article 271, accordingly.

29.15 Article 270: Prohibited Acts that Constitute Grounds for Suspension for a Period of One Academic Year

- 270.1 Have already sanctioned with free service and repeating such offences will lead to this punishment
- 270.2 Dissemination whether by oral or written means of defamatory expressions against any member of the University community
- 270.3 Intimidating any member of the University community
- 270.4 Transferring University identity card or service card to another person
- 270.5 Having or possessing soundless weapons or dangerous tools inside the University compound
- 270.6 Sharing bed or allowing any access to dormitory to an opposite sex student
- 270.7 Having sex inside the University compound
- 270.8 Initiations, organization or promotions of any student meetings or demonstrations, without the notification of the competent University authority
- 270.9 Hacking and accessing others emails and IT facilities, misusing the University website, breaking University network and administration security, deliberate computer virus dissemination
- 270.10 Instigating conflict such as political, ethnic or religious within the University community
- 270.11 Possession of real, fake or other dangerous tools inside the University compound.
- 270.12 Without the permission of the competent University authority conducting of any student meetings
- 270.13 Initiations, organizations, or promotion of any student's demonstration with the purpose to disrupt result the University activities through encouragement
- 270.14 Absences from classes without official permission
- 270.15 Manipulating University property or deliberate attempt to destroy University property
- 270.16 Presenting or submitting others work as own work.
- 270.17 Intimidating or threatening of female students through verbal or non- verbal means or by any other form
- 270.18 Bullying a student or instructor or any member of the University community member in any form
- 270.19 Selling liquors and drugs such as marijuana, chat, etc. inside the University compound.
- 270.20 Depending on the nature and occurrence of the disciplinary offence, the sanctions for violations of any one of the offenses provided for in this Article shall be prescribed by Students' Discipline Committee.

29.16 Article 271: Prohibited Acts that Constitute Grounds for Dismissal for Good

- 271.1 Any theft in the University compound
- 271.2 Taking or tearing out of any University property books
- 271.3 Theft or unauthorized accessing of records/data from the University data base
- 271.4 Any attempt to seat for another person's examination in the University
- 271.5 Attempting fraud by copying signature or deleting any documents
- 271.6 Any attempt to harm someone from the University community with any kind of weapons
- 271.7 Committing an act of rape
- 271.8 Violence on woman with the intention of committing rape
- 271.9 Sharing bed or allowing any access in the dormitory to non-students
- 271.10 Depending on the nature and occurrence of the disciplinary offence, the sanctions for violations of any one of the offenses provided for in this provision shall be prescribed by Students' Discipline Committee.
- 271.11 A student aggrieved by the decision of the Discipline Committee may appeal to the President or to an official of the University so delegated by the President for this purpose. The decision of the President or his delegate shall be final within the University.
- 271.12 Further disciplinary rules and measures may be issued by relevant offices of the University with the authorization of the Senate.

Chapter 30

Students' Organization

30.1 Article 272: Policy Premises of Students' Organizations

- 272.1 As students constitute a vital component of the University community, they shall be provided with the means and forums for enhancing self-government and democratic participation in the affairs of the university, particularly by forming student's organizations promoting academic pursuits and their personal development.
- 272.2 All full-time regular students of the University have the right to join University-wide students' organization and/or clubs that go in line with the values and objectives of the University and higher education as reflected in the HEP and in this Legislation.
- 272.3 By virtue of the powers vested in it by the relevant laws of the country as well as by virtue of its title of ownership on premises and facilities, the University has the responsibility of overseeing all the activities including that of students' organizations that are being undertaken on its campus.

30.2 Article 273: General Provisions on Students' Organizations

- 273.1 Without prejudice to the general objectives set forth in this Chapter, students' organizations may be formed by students of the University on University-wide, college-wide or departmental level representing students within their respective constituency.
- 273.2 Students' 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, students from emerging cultural communities.
- 273.3 A University-wide students' organization may be formed consisting of students of the University either through the direct membership of individual students or through the union of student's organizations referred to in sub-article 1 of this article hereof.
- 273.4 The directorate of Students' Affairs shall ensure that all members of the student body, including those enrolled in continuing and distance education programs and graduate programs, are represented in the student union that officially represents the whole population of the student community.

- 273.5 The student's organization shall be represented in the governance of the University, including the Senate, its various committees, school/college/institute council, DA's, other academic decision making bodies and bodies engaged in the delivery of services to students. In doing so, the University shall have regard to the special position of students with disabilities.
- 273.6 The Director of Students' Services 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.
- 273.7 Without prejudice to the general objectives set out here in Article 274, student organization may be formed by regular full-time students' of the University on University-wide, school/college/institute-wide or department-wide basis to pursue their specific objectives.
- 273.8 Students' organization may also be formed on the basis of special needs (other than ethnic, race, and religion based) such as female students or students with physical impairments.
- 273.9 The modalities and procedures of recognition to student's organizations shall be as prescribed in this Legislation.
- 273.10 Where two or more applications are submitted for recognition to this effect, the application with large number of members might be granted support and recognition. The applicant with fewer members may be recognized but not supported.
- 273.11 When other organizations with similar objectives emerge during the next academic year, the ones with more members get support and recognition.

30.3 Article 274: Objectives of Students' Organizations

274.1 Students' organization may be formed to pursue the objectives set forth below:

- 274.1.1 Participate in the overall governance of the University as provided under this Legislation and HEP No. 650/2009;
- 274.1.2 Promote of academic excellence, research, intellectual culture of tolerance to diverse opinions;
- 274.1.3 Encourage debates on public issues in varied forms including discussions and publications;
- 274.1.4 Supplement the University's curricula by promoting such activities as panel discussions, debates, seminars, field trips, drama, films, art exhibitions and other recreational activities among members of the University community and the society at large;
- 274.1.5 Promote mutual respect, understanding, tolerance and co-operation among University students, other members of the University Community and between University administrations;
- 274.1.6 Promote the welfare of students;
- 274.1.7 Promote the contribution of students to the public; and
- 274.1.8 Supplement and participate in the socioeconomic activities of the society at large;

30.4 Article 275: Activities of Student's Organizations

A recognized students' organization may engage in any one of the activities set forth below:

- 275.1 Arrange gatherings outside normal class hours and, with the express permission of the relevant University offices, during normal class hours;
- 275.2 Raise funds to finance its objectives;
- 275.3 Present considered views, grievances, proposals and recommendations to the University's authorities on academic and other University matters and participate in the deliberation of these matters;
- 275.4 Organize intellectual and/or recreational events, trips and programs in consultation with the relevant offices of the University;
- 275.5 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
- 275.6 Undertake any other relevant non-partisan activity compatible with its objectives.

30.5 Article 276: Requirement for Obtaining Recognition

- 276.1 Students' organizations interested in applying for recognition and/or for support shall have more than 20% of their members out of the total number of students at Campus, College or Department levels.
- 276.2 Recognition to a students' organization may only be accorded upon submission of an application signed by all members of the organization or provisional committee.
- 276.3 Application for recognition shall be submitted to the Students' Service Affairs Directorate.
- 276.4 Application for recognition shall be accompanied by the constitution of the student organization containing inter alia the following particulars:
 - 276.4.1 The name of the organization;
 - 276.4.2 The list of its founding members along with their signature and Department's names;
 - 276.4.3 A brief and precise statement of the objectives of the organization;
 - 276.4.4 The criteria for determination of membership of the organization;
 - 276.4.5 The procedures of election of the officers of the organization, including their terms of office and the grounds for removal from office before the expiry of their terms of office;
 - 276.4.6 The functions and mandates of the leadership of the organization;
 - 276.4.7 The procedures for the convening of meetings of members and of leadership;
 - 276.4.8 The procedures applicable to amend the constitution;
 - 276.4.9 The manner of keeping, maintaining and auditing the financial resources of the organization and of the preparation and publication of its financial reports.
 - 276.4.10 The procedures to enroll new members

30.6 Article 277: Common Provisions

- 277.1 No students' organization may admit as its member or represent any person who is not a registered student of the University.
- 277.2 No students' 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 provided, however, that probationary status does not preclude a students' from holding office.
- 277.3 A duly established disciplinary body may disqualify a student from holding office on established disciplinary grounds.
- 277.4 No students' organization shall deny membership to any student on ethnic, gender, religious, regional, linguistic or other similar discriminatory grounds.
- 277.5 No students' organization that does not provide in its constitution for the democratic election of its officers and for the democratic procedure of passing decisions shall be recognized.
- 277.6 No students' organization shall be registered when its stated objectives, or activities thereof are contrary to the stated vision and mission of the University or in contravention to the country's laws.
- 277.7 No students' organization shall be registered where the organization is motivated by commercial interests or financial or material benefit to its members, spread of hatred and intolerance or promotion of a religious or political agenda.
- 277.8 A students' organization, in addition to securing recognition from the University, shall be registered with the concerned government authority as required by the country's laws.
- 277.9 A students' organization shall notify the University's office concerned about a memorandum of understanding it signs or an agreement it concludes with third parties.
- 277.10 No students' organization shall use the name, seal, logo or any other identifying symbol of the University without prior approval from a duly authorized office.

30.7 Article 278: Actions on Application for Recognition

- 278.1 The Director of Students' Service Affairs, in consultation with the relevant office, approval of the VPABD, shall grant recognition in writing where he is satisfied that the substantive and procedural conditions for recognition prescribed in this Title are fulfilled.
- 278.2 Where the Director of Students' Service Affairs is of the opinion that there are still certain conditions which need to be fulfilled but believes that they can be complied with in due course by the applicant, he shall grant provisional recognition and fix a time limit within which these conditions shall be fulfilled. Failure to comply with the conditions specified in the provisional recognition may result in the withdrawal of the recognition.
- 278.3 The Director of Students' Service Affairs may, in consultation with the relevant University offices and the approval of VPABD, deny any application for recognition in writing where he believes that the objectives of the applicants are not lawful or the substantive and procedural conditions for recognition are not fulfilled, provided, however, that the Director shall, before making his final decision, grant an opportunity to be heard.

278.4 Without prejudice to the provisions of sub- Art 2 of this article, the Director of Students' Service Affairs shall act on any application requesting recognition within 30 days from the moment his office received the application provided, however, that this period may be extended by another 7 days where the next week from the submission of the application is a leave week in accordance with the University's calendar. The applicant organization shall be deemed recognized unless the Director of Students' Service Affairs notifies it to the contrary within the period fixed in this sub-Article.

30.8 Article 279: Rights and Duties of Students' organizations

279.1 A duly recognized students' organization has the right to:

- 279.1.1 Engage in any lawful activity referred to under Chapter twenty nine of this Legislation in pursuance of its objectives;
- 279.1.2 Represent its members before any forum within or outside the University;
- 279.1.3 Use University facilities with the prior permission of the relevant University's authorities; and
- 279.1.4 Participate in the meetings of the organs of the University relating to academic and administrative matters directly affecting students' interests in such manner as this Legislation or the VPAA shall determine.

279.2 A duly recognized students' organization has the duty to:

- 279.2.1 Observe and respect rules and regulations issued by the University;
- 279.2.2 Use University's facilities with due care and sense of responsibility;
- 279.2.3 Use funds and other resources under its custody only for the attainment of its lawful objectives;
- 279.2.4 Submit to the Director of Students' Service Affairs a duly audited annual financial report and publish the same for the benefit of its members and the University;
- 279.2.5 Notify the Director of the Students' Service Affairs of the names of its newly elected officers, if any;
- 279.2.6 Give prior notice to the Director of Students' Service Affairs or his representative of any meetings other than the regular ones to be held within the premises of the University's and of any use to be made of University facilities and property provided; and
- 279.2.7 Submit a schedule of its regular meetings every semester.

30.9 Article 280: Suspension and Withdrawal of Recognition of Students' Organizations

280.1 The Director of Students' Service Affairs may, in consultation with and the approval of the VPAA, 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.

280.2 The Director of Students' Service Affairs may, in consultation with and the approval of the VPABD, withdraw the recognition accorded to any student organization only on the following grounds:

280.2.1 The organization has ceased to exist as a result of formal dissolution or in fact;

280.2.2 The organization has sponsored or encouraged activities that are unlawful or violate the rules and regulations of the University;

280.2.3 The basis upon which recognition was accorded no longer exists.

280.2.4 The Director of Students' Service Affairs shall, before suspending or withdrawing recognition, provide the organization concerned with the reason for suspension and the opportunity to be heard.

280.2.5 Any students' organizations affected by such decision may lodge an appeal to the President.

30.10 Article 281: Conditions for the Use of University's Facilities by Students' Organization

281.1 No students' organization or group may use University facilities for meetings or other purposes without the prior permission of the Director of Students' Service Affairs or, in appropriate cases, the designate of the Director of Student's Service Affairs of the college concerned;

281.2 Request to make use of University's facilities shall be made in writing by the student's organization concerned or, in the case of a students' 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;

281.3 The Director of Students' Service Affairs or his representative shall grant the permission unless:

281.3.1 The facility applied for has been previously reserved for someone else for the same date & time; or

281.3.2 The purpose for which the facility is to be used is unlawful under University's rules or laws of the Country; or

281.3.3 He has reasonable ground to believe that damage to the facility is likely to occur if the application is granted.

281.3.4 The Director of Students' Service Affairs shall provide its decision in writing;

281.3.5 Permission to make use of University's facilities under the preceding sub-articles does not relieve the student's organization or group concerned of its liability of damages caused to the facilities in violation of University's regulations.

30.11 Article 282: Disciplinary Offences

282.1 Officers of any student organization who make use of the University facilities without securing the authorization of the relevant University authorities and any student who is known to participate therein shall be subject to the penalties provided for in the provisions pertaining to Students' Code of Conduct in this Chapter.

282.2 Any student who engages in any activity on behalf of a student's group or organization not recognized by the University or on behalf of a students' organization whose recognition has been suspended or withdrawn shall, without prejudice to penalties imposed for offences against national law, be deemed to have violated the Code of Conduct and shall be subject to the penalty prescribed therein.

282.3 Disciplinary measures taken pursuant to sub-articles 1 and 2 of this article 282 hereof are without prejudice to the liability of any student organization and of any individual student to pay damages for any harm done to University facilities and property

30.12 Article 283: University's Support for Students' Publications

283.1 The University shall encourage and assist students and their organizations to exercise freedom of expression and the press.

283.2 The University shall establish advisory organs to assist students and their organizations to exercise the rights prescribed under sub-article 1 of this article 283 hereof. The advisory organs shall have the following general objectives:

283.2.1 Advise students on the quality and form of student publications; and

283.2.2 Advise students on the legality of their publications under national laws and University regulations.

30.13 Article 284: Oversight Power of the University

Notwithstanding the financial autonomy of a duly recognized and registered students' organization, the University shall have the power to set conditions for fund raising by and oversee the financial administration of such organization.

Chapter 31

Bestowal of Honorary Doctorate

31.1 Article 285: Honorary Doctorate/Doctor Honoris causa

285.1 Principles

285.1.1 The rank of honorary doctorate or doctor honoris causa (conferred as a token of respect/honor, literally meaning “for the sake of honor”) is a honorific title granted by a special procedure to persons of exceptional achievement.

285.1.2 DDU shall award honorary doctorate degrees to honor persons of outstanding contributions, and this may include a person deserving of honor by virtue of scholarly distinction, noteworthy public service resulting in significant contributions either to DDU or to education in Ethiopia, to other spheres of development in Ethiopia, Africa or the world at large.

285.1.3 DDU shall honor individuals with the highest caliber, distinguished as learned persons whose knowledge and wisdom are considered exemplary. The University considers the attribution of such an honorary title as a means for:

285.1.3.1 recognizing an outstanding person who contributed notably to his field of expertise;

285.1.3.2 exercising the rightful social roles of a university, and improving its public image as an institution that give high regards to outstanding intellectual and creative accomplishments, thereby allowing the University to make public declaration of its values. In selecting candidates, the University should attempt to choose individuals of such a caliber that in honoring them, it too is honored.

285.2 Fields for conferring doctor honoris causa

The common fields for conferring doctor honoris causa and the appropriate nomenclature of the degrees shall include, but not restricted to, the following fields of knowledge:

285.2.1 Doctor of Laws, honoris causa (LL.D) - Awarded for outstanding scholarly achievement in law or for exceptional public service;

285.2.2 Doctor of Letters, honoris causa (DLitt) - Awarded for outstanding achievement in the humanities, social sciences, or in the performing arts, of a scholarly or creative nature;

285.2.3 Doctor of Humane Letters, honoris causa (DHLitt) - Awarded for outstanding achievement in the humanities social sciences, or in the performing arts, of a scholarly or creative nature with more contributions to social well-being and humanity; or

285.2.4 Doctor of Science, honoris causa (DSc) - Awarded for outstanding achievement in the pure and applied sciences, usually of a scholarly nature.

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

285.4 Criteria for Selection

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

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

285.3.2 Service to the public: outstanding leadership in education, business, public service, or other appropriate sectors of society;

285.3.3 Service to the University: support for DDU of a nature so distinctive and major as to constitute a most significant element in the growth and development of the University's

285.3.4 Nomination and Approval of Honorary Degrees

- i. All aspects of the nomination process shall be confidential;
- ii. Nominations may be submitted by School/College/Institute, research institutes, Senate and Board members of DDU, anonymously if need be.
- iii. Each nomination shall include the full name of the nominee, the degree proposed and a biographical sketch of the nominee, a summary of the accomplishments or deeds for which the nominee would be honored along with supporting documents;
- iv. A person so nominated shall not be consulted beforehand, or at any time prior to the Senate decision on the proposal, and all deliberations, investigations and recommendations relating to the nomination shall be treated as strictly confidential by all persons concerned therewith.
- v. The executive Committee shall handle the task of receiving nominations, preparing citations for Senate deliberations, preparing degrees and medals and extending invitations through the President and the relevant offices of the University upon approval by the Senate.

285.3.5 Award of Degrees

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

285.3.6 **Title of Address** A person holding the title of Honorary Doctorate shall be entitled to use the title 'Honorary Doctor' with his names and the title shall be abbreviated as Hon. Dr.

285.3.7 **Restrictions**

- i. No person who is employed by DDU and affiliated to it in some formal way, including through its school/College/Institute and members of the University Board, may be granted an honorary degree until after he has relinquished to hold that position.
- ii. Notwithstanding the provisions of sub- article 3.7.1 of article 285 hereof the University Senate shall judge exceptional circumstances.
- iii. A degree honoris causa shall not be awarded posthumously or in absentia

285.3.8 Testamur/Testimonial

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

285.3.9 Additional Guidelines

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

Chapter 32

Supremacy of the Legislation

32.1 Article 286: Application

No rules, regulations or practices shall, in so far as inconsistent with the provisions of this Legislation and HEP No. 650/2009, be applicable to matters provided under this Legislation.

32.2 Article 287: Duty to Report Violation of the Legislation

287.1.1 The President, the Vice Presidents, Office holders, and any member of the University's community shall observe and respect the enforcement of this Legislation.

287.1.2 Any member of the community, who becomes aware of the violation of the rules of this Legislation , shall report forthwith to his immediate supervisor or to a member of higher managing body of the University.

Chapter 33

Power to Issue Directives and guidelines

33.1 Article 288: Power to Issue

The President, the Vice Presidents with the authorization of the President, and the Senate Standing Committees are delegated to issue directives, and guidelines in pursuant to their respective mandate for the proper implementation of this Legislation.

33.2 Article 289: Participation

The President, the Vice Presidents by virtue of the power delegated to them, and the Senate Standing Committees in exercising the powers vested on them by virtue of this Legislation, shall ensure the observance of the principles of fairness, transparency, and staff participation.

33.3 Article 290: Review by the Senate

The Senate may revoke or cancel directives or guidelines at any time with 50 +1% vote of its members.

33.4 Article 291: Revocation of decisions by the President

Without prejudice to the power of the Senate under article 290 and sub-article 1 of article 21 of this Legislation, the President is mandated to renounce or cancel any act of his subordinates if he finds it inconsistent with this Legislation, Senate directives, and his Presidential guidelines or decrees, or any other laws of the land.

Chapter 34

Amendment of the Legislation

34.1 Article 292: Amendment of the Legislation

292.1 Amendment of any provision/s of this Legislation may be initiated by any concerned academic community member or organ of the University. However, it can only be considered provided that it is supported by at least one-third of the Senate members.

292.2 Amendment of any provisions of this Legislation shall be approved by at least two-third vote of the Senate voting members.

Chapter 35

Transitory Provision

35.1 Article 293: Pending Academic Matters

293.1 Academic matters initiated prior to the effective date of this Legislation shall be handled in accordance with the June 2013 Senate Legislation of the University and the amendments thereto.

293.2 In particular, academic staff employments, promotions, leaves, student academic status, academic staff and student disciplines duly set in motion before the effective date of this Legislation shall be processed in accordance with the June 2013 Senate Legislation of the University and the amendments thereto.

35.2 Article 294: Custody of the Legislation

The Enrollment and Academic Record Alumni Directorate shall be the custodian of the original text of this Legislation. Only copies sealed by the Enrollment and Academic Record Alumni Directorate can be used for official reference of the Legislation. The Enrollment and Academic Record Alumni Directorate may use special codes or reference numbers in releasing copies of the Legislation to the concerned offices and interested persons.

Chapter 36

Miscellaneous Provisions

36.1 Article 295: Forgery and False Statements

Without prejudice to laws governing such conduct, any member of the University who has presented forged credential, document or who has willfully misrepresented himself in written or verbal forms, shall be liable to disciplinary measures.

36.2 Article 296: Repealed Regulations

The 2013 Senate Legislation of Dire-Dawa University and all amendments thereto are hereby repealed and replaced by this Legislation.

36.3 Article 297: University Rules and Regulations Inconsistent with this Legislation

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

36.4 Article 298: Obligation to Comply

298.1 All members of the University Community shall have the obligation to comply with the provisions of this Legislation.

298.2 All units of the University shall have the obligation to implement all the provisions in this Legislation.

36.5 Article 299: Effective Date

This Legislation shall come into force as of this Seven day of June 2018.

Dr. Yared Mamo Cherinet (Associate Professor)
President of Dire-Dawa University
Chairperson of the University Senate