



SEEK WISDOM, ELEVATE YOUR INTELLECT AND SERVE HUMANITY !



Addis Ababa University Senate Legislation 2023

Novemeber 2023

Table of contents

Contents	Page
Preamble	11
TITLE I: GENERAL PROVISIONS	12
Article 1. Short Title and Issuing Authority	12
Article 2. Definitions, Interpretation and Gender Reference.....	12
Article 3. Scope of Application	18
TITLE II. THE UNIVERSITY ADMINISTRATION AND THE SENATE	19
CHAPTER ONE: Organizational Structure and Governance	19
Article 4. Structure of the University	19
Article 5. Chancellor.....	19
Article 6. Board of Governance.....	19
Article 7. The President	19
Article 8: The Vice Presidents	20
Article 9. The Senate	20
Article 10. Powers and Responsibilities of the Senate	21
Article 11. Senate Meetings.....	22
Article 12. Communication of Senate Deliberations and Decisions	22
Article 13. The Secretariat of the Senate	22
Article 14. The University Council	23
Article 15. The University Managing Council	23
Article 16. Executive Committee	23
CHAPTER TWO: COMMITTEES OF THE SENATE	23
Article 17. Committees of the Senate	23
Article 18. Informing Deans, Directors and Officers	26
Article 19. Major Functions of the Committees	26
Article 20. Secretaries of Senate Standing Committees	27
Article 21. The Senate Executive Committee (EC).....	27

Article 22. Academic Standards and Program Review Committee (ASPRC) .	28
Article 23. Student Admissions and Enrolment Committee (AEC)	30
Article 24. Research, Technology Transfer and Community Engagement Committee (RTTCEC).....	31
Article 25. Cultural and Social Affairs Committee (CSAC)	32
Article 26. Staff Recruitment, Appointment and Promotions Committee (SRAPC).....	34
TITLE III: INTERNAL ACADEMIC ORGANIZATION OF THE UNIVERSITY	35
CHAPTER THREE: COLLEGES, INSTITUTES, SCHOOLS, DEPARTMENTS AND CENTERS	35
Article 27. General Provisions on the Organization of Academic Units ...	35
Article 28. Academic Positions and Support Services in Colleges and Teaching Institutes	36
CHAPTER FOUR: POWERS AND RESPONSIBILITIES OF COLLEGES	36
Article 29. Powers and Responsibilities of a College.....	36
CHAPTER FIVE: COLLEGE LEVEL COUNCIL AND ACADEMIC COMMISSION	36
Article 30 General provision	36
CHAPTER SIX: DEPARTMENTS, SCHOOLS AND CENTERS	36
Article 31. Departments/Centers Chairs and School Heads	36
CHAPTER SEVEN: DEPARTMENT/SCHOOL/CENTER LEVEL ACADEMIC AND GRADUATE COMMISSIONS	37
Article 32. Department/Center/School Level Committees	37
TITLE IV. ACADEMIC STAFF.....	37
CHAPTER EIGHT: GENERAL PROVISIONS ON ACADEMIC STAFF	37
Article 33. Policy Premises on University Academic Staff.....	37
Article 34. Contents of Contract of Employment, Periodic Renewal and Status of this Legislation in the University Contracts	38
Article 35 Rights of Academic Staff	38
Article 36. Duties of Academic Staff	40

Article 37. Rights and duties of academic staff whose retirement age has been extended and terms of retention after formal retirement	41
Article 38. Rights and duties of non-full-time academic staff.....	41
Article 39. University Ranks for Academic Staff.....	42
Article 40. Salary Scale	42
Article 41. Salary and Benefits	43
Article 42. Extra-work Load Payment.....	43
Article 43. Housing and other Benefits	43
CHAPTER NINE: PROMOTION OF ACADEMIC STAFF	43
Article 44. Procedures for Promotions:	43
Article 45. Effective Dates of Promotion	43
Article 46. Criteria for Promotions: Principles Governing Promotions	43
Article 47. Promotion Requirements for Academic Staff	46
Article 48. Promotion Requirements for Academic Staff in Research Institutes	48
Article 49. Clinical Services as a Separate Requirement for Promotion	48
Article 50. Promotion Requirements of Academic staff in the Performing and Visual Arts	48
Article 51. Criteria for Appointment and Promotion of Professional Librarians, Technical Assistants Artistic Experts and Museum Staff	49
Article 52. Academic rank assignment at the time of employment.....	49
Article 53. Employment, Rights and Obligations, and Promotion of Graduate Assistants	50
CHAPTER TEN: LEAVES AND OTHER ADMINISTRATIVE MATTERS.....	50
Article 54. Study Leave	50
Article 55. Research Leave.....	50
Article 56. Sabbatical Leave.....	50
Article 57. Other Leaves.....	51
Article 58. Accumulating Leaves	51
Article 59. Tenure	51
Article 60. Designation of Emeritus/Emerita	51

Article 61. Adjunct Professorship.....	52
Article 62 Other Non-full Time Academic Ranks.....	52
Article 63. Property Clearance	52
Article 64. Duty to Inform upon Arrest or Conviction.....	52
Article 65. Use of University Property for Personal Purposes	52
Article 66. Working for other Institutions or for Private Interest.....	52
CHAPTER ELEVEN: ACADEMIC STAFF DISCIPLINE.....	54
Article 67. Acts Constituting Breach of Duty and/or Violation of Disciplinary Regulations	54
Article 68. Disciplinary Action by Various Heads of Academic Units.....	55
Article 69. Disciplinary Actions by the AVP	56
Article 70. The Ad Hoc Discipline Committee	56
Article 71 Inter-college Disciplinary Proceedings	57
CHAPTER TWELVE: TEACHING, RESEARCH AND COMMUNITY ENGAGEMENT LOAD	58
Article 72. Teaching Load and Student-Teacher Ratio	58
Article 73. Research Load	59
TITLE V: ACADEMIC RULES AND REGULATIONS.....	61
CHAPTER THIRTEEN: ACADEMIC CALENDAR	61
Article 74. Academic Calendar.....	61
CHAPTER FOURTEEN: ADMISSION AND RELATED MATTERS ...	61
Article 75. Admission requirements	61
Article 76. Special admission modalities.....	62
Article 77. Readmission after Dismissal	62
Article 78. Choice of Program of Study	63
Article 79. Transfer of Students.....	63
CHAPTER FIFTEEN: COURSES/ MODULES OFFERED BY THE UNIVERSITY	64
Article 80. General Provision on Courses and Modules.....	64
Article 81. Core Area Modules and Courses	64
Article 82. General Education Modules/Courses	64

Article 83. Elective Modules/Courses	65
Article 84. Phased-out Modular Courses/ Modules.....	65
Article 85. Semester Load for Non-Clinical Students	65
Article 86. Duration of Study and Validity of Courses/ Modules	66
Article 87. Credit Requirements for Graduation	66
Article 88. Class Attendance	67
CHAPTER SIXTEEN: ACADEMIC AND RESEARCH ADVISING.....	67
Article 89. Academic support and research advising.....	67
CHAPTER SEVENTEEN: GRADING SYSTEM, ACADEMIC ACHIEVEMENTS AND STATUS FOR UNDERGRADUATE PROGRAMS	67
Article 90 Grading Rules for Undergraduate Programs	67
Article 91. Semester Academic Achievements	69
Article 92. Academic Achievements for Graduation	70
Article 93. Graduation with Distinction, Great Distinction and Very Great Distinction.....	70
Article 94. The Addis Ababa University Medal	70
CHAPTER EIGHTEEN: ASSESSMENTS AND EXAMINATIONS.....	71
Article 95. General Provisions on Examinations.....	71
Article 96. Administration of Periodic, Exit and Final Examinations.....	71
Article 97. Violation of Examination Regulations	72
Article 98. Re-marking of Examinations.....	73
Article 99. Make-up Examinations.....	73
CHAPTER NINETEEN: GRADUATE STUDIES	73
Article 100. General Provisions.....	73
Article 101. Multidisciplinary Graduate Programs involving several Academic Units.....	74
Article 102. Duties and Responsibilities of the Office of the Graduate Programs (OGP)	74
Article 103 Admission, Scholarship Award and Transfer in Graduate Studies	74
Article 104. Enrolment and Registration in Graduate Studies	74

Article 105. Program of Study	75
Article 106. Credit Requirements and Course Load.....	75
Article 107. Duration of Study	75
CHAPTER TWENTY: ACADEMIC ACHIEVEMENTS AND STATUS IN GRADUATE PROGRAMS.....	76
Article 108. General Provisions on Graduate Programs.....	76
Article 109. Grading System	76
Article 110. Academic Probation and Dismissal	77
Article 111. Repeating Modules/Courses	77
Article 112. Withdrawal and Readmission	78
Article 113 Transfer from One Program to Another	78
Article 114. The Graduate Thesis/Dissertation	79
Article 115 The External Examiner	81
Article 116 Graduation	81
CHAPTER TWENTY ONE: CONTINUING AND e-LEARNING EDUCATION.....	81
Article 117. General Provisions.....	81
Article 118. Implementation of the continuing and e-learning education programs	82
CHAPTER TWENTY TWO: BESTOWAL OF HONORARY DOCTORATE DEGREE.....	82
Article 119 Honorary Doctorate/ <i>Doctor Honoris Causa</i>	82
TITLE VI: RESEARCH, UNIVERSITY-INDUSTRY LINKAGE, CONSULTANCY SERVICES AND COMMUNITY ENGAGEMENT ...	82
CHAPTER TWENTY THREE: RESEARCH	82
Article 120 Policy Premises on Research	82
Article 121. General Provisions on Research	83
Article 122. Procedures for Initiating and Conducting Research	84
Article 123. Administration of Research	84
Article 124. General Provisions on Research Institutes	85
Article 125. Functions of Research Institutes	85
Article 126. Director of a Research Institute	85

Article 127. Research Institute Commission (RIC).....	85
Article 128. Property Rights on Research Findings and Research Property	86
Article 129 Research Priorities	86
Article 130. Reputability of Journals.....	86
Article 131. Commissioning and Approval of Teaching Materials, Textbooks and Books	86
CHAPTER TWENTY FOUR: UNIVERSITY-INDUSTRY LINKAGE AND TECHNOLOGY TRANSFER.....	86
Article 132 Policy Premises on University-Industry Linkage and Technology Transfer.....	86
Article 133. General Provisions on Universty-Indudtry Linkage and Technology Transfer.....	87
CHAPTER TWENTY FIVE: COMMUNITY ENGAGEMENT	88
Article 134. Principle.....	88
Article 135. General Provisions on Community Engagement.....	88
CHAPTER TWENTY SIX: CONSULTANCY	89
Article 136. Principles	89
Article 137. General Provisions on Consultancy Services	89
Article 138. Sub-contracting Consultancy Service Agreements	89
Article 139. Property Ownership.....	89
Article 140 Data, Publication and Intellectual Property Rights	90
TITLE VII: UNIVERSITY OFFICES	90
CHAPTER TWENTY SEVEN: THE UNIVERSITY LIBRARY	90
Article 141. General Provisions on the University Library	90
Article 142. Organizational Structure of the University Library System.....	90
Article 143. Property Interest in Books and other Media.....	91
Article 144. Creation and Dissolution of Constituent Libraries	91
Article 145. Creation of Smaller Collections	91
Article 146. Budget Appropriations for the Library	91
Article 147. Library Staff	92
CHAPTER TWENTY EIGHT: THE OFFICE OF THE UNIVERSITY REGISTRAR.....	92

Article 148. The Office of the University Registrar	92
Article 149. The University Registrar	92
Article 150. The College Associate Registrars	93
Article 151. Other Units of the Office of the University Registrar	93
CHAPTER TWENTY NINE: THE UNIVERSITY PRESS.....	94
Article 152. General Provisions on the University Press	94
Article 153. Organization and Management of the University Press	94
CHAPTER THIRTY: THE OFFICE OF GENDER ANDEDUCATIONAL EQUITY.....	94
Article 154. The Office of gender and educational equity	94
TITLE VIII:STUDENT AFFAIRS, STUDENT RIGHTS AND DUTIES AND STUDENT ORGANIZATIONS	95
CHAPTER THIRTY ONE: STUDENT AFFAIRS.....	95
Article 155. The Office of Student Affairs.....	95
Article 156. Powers and Duties of the Office of Student Affairs	95
CHAPTER THIRTY TWO: STUDENT RIGHTS AND DUTIES, AND DISCIPLINE.....	96
Article 157. Rights and Duties of Students	96
Article 158. Code of Conduct of Students.....	96
CHAPTER THIRTY THREE: STUDENT ORGANIZATIONS	99
Article 159 Policy Premises on Student Organizations.....	99
Article 160. Common Provisions on students organizations.....	100
TITLE IX: HEALTH CARE.....	101
CHAPTER THIRTY FOUR: TIKUR ANBESSA SPECIALIZED HOSPITAL.....	101
Article 161 Tikur Anbessa Specialized Hospital (TASH).....	101
TITLE X: TRANSITORY AND MISCELLANEOUS PROVISIONS....	102
CHAPTER THIRTY FIVE: TRANSITORY PROVISIONS	103
Article 162 Pending Academic Matters.....	103
Article 163. Consistency with the Proclamation and Regulations Issued Thereunder	103
CHAPTER THIRTY SIX: MISCELLANEOUS PROVISIONS.....	103

Article 164. Forgery and False Statements	103
Article165. Repealed Regulations	103
Article 166. University Rules and Regulations Inconsistent with this Legislation	104
Article167. Power to Issue Guidelines	104
Article168. Obligation to Comply	104
Article 169 Effective Date	104

Preamble

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

Whereas Addis Ababa University is a Flagship University with a vision of leading research university responsive to national needs and committed to excellence in shaping the future.

Whereas, the University's mission must be recast by having regard to the high national priority, advance excellence in education, cutting-edge research and innovation, community engagement across the broad base of knowledge, provide highest standard clinical services to meet the needs and aspiration of our nation/society, region and the world.

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

Whereas the College of Health Sciences and the University Hospital are entrusted with a vital role in providing advanced curative and rehabilitative healthcare emphasizing innovation, patient care, education, research, and community services while also addressing the increasing demand for skilled healthcare professionals

Whereas, Autonomous University Proclamation No. 1294/2023 and Council of Ministers Regulation No.537/2023; not only confers considerable financial and administrative autonomy on the country's public institutions of higher education, with a view to making their financial and administrative systems adaptable to the requirements of the core activities of institutions of higher education, but also determine, in broad terms, the organizational structures and the powers and duties of the major units of the institutions;

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

Now, therefore, this Senate Legislation is approved by the Addis Ababa University's Board of Governance in accordance with Article 18 (11) of the Proclamation;

TITLE I: GENERAL PROVISIONS

Article 1. Short Title and Issuing Authority

- 1.1. This Legislation may be cited as ‘Senate Legislation of Addis Ababa University of 2023’.
- 1.2. This Legislation is issued by the Board of Governance of Addis Ababa University pursuant to the powers vested in it by Article 18 (11) of the Proclamation; .

Article 2. Definitions, Interpretation and Gender Reference

2.1. Definitions

In this Legislation, unless the context requires otherwise or regulated otherwise by other instruments:

- 2.1. Academic administration’ shall mean the control and supervision of academic activities in academic units.
- 2.2. Academic calendar shall mean, semester based and/or year based arrangement of student management system including summer as applicable to specific programs
- 2.3. Academic year shall mean at least two semesters including Summer programs.
- 2.4. Academic Community’ shall mean all students and academic staff of the University.
- 2.5. Academic governance’ shall mean the legally defined working relationship among academic units and the arrangement that governs academic decision making by academic officers and other lawfully constituted bodies.
- 2.6. ‘Academic officer’ shall mean an academic office bearer who is appointed to be in charge of an academic unit or office through the process put in place for the purpose.
- 2.7. Academic staff’ shall mean members of the academic units within the University employed in the capacity of teaching and/or research, and any other professional of the University who shall be recognized as academic by the Senate.
- 2.8. Academic unit’ shall mean a college, an institute, a department, a school, or a center established as a constituent unit of the University.
- 2.9. ‘Board’ shall mean the Board of the University established and empowered as per Articles 11 and 13 of the Proclamation.
- 2.10. ‘Center’ shall mean an academic unit that runs and/or coordinates programs of multi/cross disciplinary nature, and specialized areas of study or services in: a) at least two degree granting programs/disciplines at undergraduate, or b) at least two degree

granting academic programs/disciplines at least one each at undergraduate and graduate levels, or, c) at least two degree granting academic programs/disciplines at graduate level. Depending on the nature of disciplines and programs it offers, a center may be equivalent to a department. .

- 2.11. Clinical center: an executive clinical unit that offers /coordinates transdisciplinary services in a specialized area in a School or College with
 - a. at least two clinically aligned services with related under and/ or graduate-level programs of confer a certificate, diploma or degree and/or
 - b. has a minimum of 10 full time interdisciplinary specialists and /or su specialists that can offer specialty or subspecialty care in addition or running more than 75% of their programs courses /modules
- 2.12. ‘Chair’ shall mean an executive manager of an academic unit such as a department and center.
- 2.13. Clinical Care administration’’: the planning, implementation and monitoring of Clinical activities and resource administration in clinical units
- 2.14. Clinical care governance’’: Legally defined relationship among tiers of clinical units and the arrangements that govern clinical decision making by clinical officers and other lawfully constituted bodies
- 2.15. ‘Clinical service’ shall mean a service given by an academic staff of the College of Health Sciences in consulting and treating a patient.
- 2.16. Clinical Department’’.’ shall mean a discipline-based executive academic unit engaged mainly in teaching, research, , provision of medical care and community engagement and that runs:
 - a. at least two clinical programs/ Divisions at undergraduate or graduate levels or a combination of it in which a degree, a diploma or a certificate may be obtained, and
 - b. has a minimum of ten full-time academic staff that can handle more than seventy five percent of the required courses/modules
- 2.17. Clinical division shall mean a specialized clinical unit that includes two or more interdisciplinary units, each offering a minimum of two undergraduate or graduate programs leading to certificates, diplomas, or degrees, and is staffed by at least five faculty members responsible for delivering 75% of the program courses.
- 2.18. Clinical unit shall a specialized clinical care entity that provides at least one teaching or research program related to its services, can cover at least 75% of the program's course content award certificates, diplomas and degrees and is led by a subspecialist

- 2.19. College Academic Commission’ shall mean a commission established in each College
- 2.20. ‘College’ shall mean an academic unit of the University that coordinates and oversees the academic, research, and community engagement having units under it; academic departments, schools and centers and other units which share similar resources, and headed by executive deans.
- 2.21. ‘Community engagement’ shall mean mutually beneficial scholarly collaborations and partnerships of the university community with local, regional, and international communities to address their specific needs through initiatives centered on social, economic, cultural developments and environmental challenges.
- 2.22. ‘Community service’ shall mean a service rendered by the University community to communities, government institutions, business, non-profit organizations, and society at large with the objective of solving their problems through capacity building, awareness creation and whenever necessary, with the active engagement of the community with a view to improving the quality of their lives.
- 2.23. ‘Continuing and e-Learning Education student’ shall mean a student who is enrolled in an evening/weekend, summer inservice and online education program.
- 2.24. ‘Core academic staff’ shall mean the minimum number of full-time academic staff in an academic unit.
- 2.25. Core clinical staff:” The minimum number of full time clinical staff in a clinical unit/division/Department.
- 2.26. ‘Credit’ shall mean a quantified means of expressing and measuring learning equivalence, awarded for the demonstrable achievement of learning outcomes.
- 2.27. ‘Department/Center/School Academic Committee’ shall mean an academic committee of each department, school and center defined in the pertinent sub-articles of this Article.
- 2.28. ‘Department’ shall mean a discipline-based executive academic unit engaged mainly in teaching, research, and provision of community engagement and that runs:
- a) at least two programs at undergraduate or graduate levels or a combination of it in which a degree, a diploma or a certificate may be obtained, and
 - b) has a minimum of ten full-time academic staff that can handle more than seventy five percent of the required courses/modules.
- 2.29. ‘Director’ shall mean the executive manager of University academic programs and research offices.
- 2.30. ‘Fiscal Year’ shall mean the Ethiopian fiscal year (Hamle 1(July 8) to

Sene 30 (July 7).

- 2.31. Health Care services shall mean advanced health care service provided by Tikur Anbessa Specialized Hospital and the staff of the College of Health Sciences. The services include emergency, inpatient and outpatient services including outreach services to the different public and private health facilities. Hospital board shall mean an administrative body of the Tikur Anbessa Hospital organized as per the MOH Guideline for the Management of Federal hospitals in Ethiopia which is also a liaison to AAU board in facilitating health care services.
- 2.32. Institute' shall mean an academic unit of the University with the principal objectives of carrying out multi-disciplinary research and publishing the results thereof, and whose staff may also engage in teaching at at home-base departments/schools/centers or a unit under college given a special mission and is engaging in teaching/learning, research and community engagement, and headed by principal.
- 2.33. Institution of academic governance' shall mean the various academic bodies that are entrusted with the task of academic governance in their respective academic units.
- 2.34. 'Institutional Development' shall mean building the capacity and image of the University by initiating, mobilizing and managing resources.
- 2.35. 'International scholar' shall mean a scholar visiting the University for academic purposes such as teaching, student supervision, consultation observation, lecture delivery, clinical skill transfer ,clinical workshops and attending scientific, educational, and professional conferences and seminars.
- 2.36. 'International student' shall mean any person who is not an Ethiopian citizen but permanent resident or refugee in Ethiopia and is admitted and registered at the University with the view to pursuing his undergraduate or graduate degrees or improving his language skills or advancing his specialized studies.
- 2.37. Joint Appointment" shall mean an employment scheme that allows a faculty to work in other institution outside the university or staff from industry where when the specific expertise of a faculty/staff is required for a reasonable time.
- 2.38. Flexible Appointmnet shall mean an employment scheme that allows faculty more flexibility in how they work, and work arrangements less than full workload.
- 2.39. 'Managing Council' shall mean a body established at University level to advise the president on strategic issues and on other cases that the president or the Board believes require collective examination as well as serve as a forum for monitoring, coordination and evaluation of institutional or college operations.
- 2.40. `Ministry` shall mean the Ministry of Education of the Federal Democratic Republic of Ethiopia.

- 2.41. 'Module' shall mean a set of modules or courses taken to enable to finish a program of study and lead to a particular award/qualification.
- 2.42. 'President' shall mean the President of the University..
- 2.43. 'Proclamation' shall mean the Autonomous University Proclamation No. 1294/2023.
- 2.44. 'Professional Support Staff' shall mean an academic staff member who occupies a non-faculty position and is employed by the University to engage in a broad-range of academic support activities.
- 2.45. 'Program' shall mean a set of modules/courses in the undergraduate and graduate study disciplines.
- 2.46. 'Program Unit' shall mean an academic unit that runs at least one degree granting academic program either at undergraduate or graduate level of cross-disciplinary nature and is housed in a department, school or center.
- 2.47. 'Regular student' shall mean a fulltime student who is enrolled in a regular program.
- 2.48. 'Research and Technology Transfer' shall mean and shall include research extension, publication, dissemination, and Industry/Community-University linkage.
- 2.49. 'School' shall mean an academic department or group of departments that runs professional disciplines in:
- a. at least three degree granting academic programs/professional disciplines at undergraduate, or
 - b. at least two degree granting academic programs/professional disciplines at least one each at undergraduate and graduate levels, or
 - c. at least two degree granting academic programs/professional disciplines at graduate level and has a critical mass of a minimum of 30 fulltime staff that handle more than 75% of the required courses.
- 2.50. 'School in the CHS' shall mean an executive academic unit whose main functions are teaching, research, and provision of clinical care and or community services composed of at least Four Departments and that runs diverse but related professional disciplines in:
- a. at least four programs/professional disciplines at undergraduate or graduate levels or a combination of it in which a degree, a diploma or a certificate may be obtained; and
 - b. has a minimum of forty full time academic staff that can handle more than 85% five percent of the required courses/modules
- 2.51. 'Semester' shall mean the academic calendar that lasts 15-16 weeks for regular programs and 8-12 weeks for summer programs.

- 2.52. ‘Senate’ shall mean the Senate of the University established as per Article 17 of the Proclamation .
- 2.53. ‘Student’ shall mean any person who is admitted and registered at the University in regular/evening/summer/distance, online or any other program with the view to pursuing his undergraduate or graduate degrees or improving his language skills or advancing his specialized studies.
- 2.54. ‘Summer Student’ shall mean a student who is enrolled in a summer program.
- 2.55. ‘University Council’ shall mean a consultative body established to advise the president by expressing its views on institutional proposals regarding plans, budget, organizational structures, academic programs, agreements of cooperation, and on division, merger, and closure of academic units as well as on performance.
- 2.56. ‘University’ shall mean Addis Ababa University.
- 2.57. ‘Vice Presidents’ shall mean the executive officers of the University appointed in accordance with Articles 23 of the Proclamation.
- 2.58. “Professional librarian” is a person who has been employed as an academic staff and appointed as librarian to lead the University’s Library System.

2.2. Interpretation of this Legislation and organization for conflict resolution

- 2.2.1. The Legislation shall be interpreted in good faith in accordance with the ordinary meaning to be given to the terms of this Legislation in their context and in the light of its object and purpose.
- 2.2.2. Interpretation of provisions of this Legislation shall be compatible with the provisions of the Proclamation No.1294/2023 and the object and purposes of this Legislation.
- 2.2.3. The determination of the object and purposes of this Legislation shall be made taking the following into account:
 - 2.2.3.1. The preamble and;
 - 2.2.3.2. The supplementary means of interpretation which shall include policies of the University approved prior to the coming into force of this Legislation, the preparatory work of the Legislation and the deliberations of the Senate on the final draft of this Legislation.
- 2.2.4. The President shall be responsible for the appropriate interpretation of this Legislation.
- 2.2.5. Where controversies arise in interpreting the provisions of this Legislation, the interpretation handed down by the Board , not only

for the specific case in relation to which the interpretation was needed but for all subsequent applications of the provision concerned.

- 2.2.6. Detailed procedures on organization for conflict resolution shall be put in place.

2.3. Gender Reference

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

Article 3. Scope of Application

- 3.1. Unless expressly provided otherwise in this legislation and subject to the provisions of relevant laws of the country, the provisions of this Legislation shall only apply to academic staff and academic affairs of the University.

- 3.2. Special rules and/or directives pertaining to administrative and technical support staff as well as to property and financial management shall be issued by the Board on the basis of recommendations forwarded by competent professionals and presented to the Board by the President.

TITLE II. THE UNIVERSITY ADMINISTRATION AND THE SENATE

CHAPTER ONE: ORGANIZATIONAL STRUCTURE AND GOVERNANCE

Article 4. Structure of the University

The University has the following organs:

- 4.1. The Chancellor;
- 4.2. Board of Governance;
- 4.3. President and Vice Presidents;
- 4.4. The Senate;
- 4.5. University Council, Managing Council and Executive Committee;
- 4.6. Quality Assurance Section & Internal Audit Section accountable to the Board;
- 4.7. Other sections to be organized by the University as may be necessary

Article 5. Chancellor

The University shall have a Chancellor who, without entering into University's internal governance, will symbolize the work and good will of the University nationally and internationally, serve as a senior ambassador, search for funds and resources, and undertake other good will activities.

Article 6. Board of Governance

Establishment, composition, powers and responsibilities and termination of membership of board members and other related matters shall be as stipulated under Articles 11 to 14 of the Proclamation.

Article 7. The President

- 7.1. The President shall be the Chief Executive Officer of the University.
 - 7.2. The President shall be appointed by the Chancellor up on submission by the Board out of three candidates nominated on the basis of international open competition through the process that shall involve establishment of screening and selection committee and the participation of colleges and academic units. Details shall be determined by the Directives of the Board.
- 7.1. The President shall fulfil at least the following criteria:
- a. Capacity and commitment for the attainment of objectives of the University;

- b. Demonstrated leadership ability;
 - c. Not a member, leader or an elected official of any political party or having withdrawn from such relations before appointment to the Presidency;
- 7.2. The term of office of the President shall be five years. He might, however, compete for one additional term only.
- 7.3. The powers and responsibilities of the President shall be as prescribed under the Proclamation .

Article 8: The Vice Presidents

- 8.1. The University shall have vice presidents and officials with the status of vice president accountable to the President. They shall be elected from the academic staff.
- 8.2. The Board shall determine the number, powers and responsibilities of vice presidents.
- 8.3. The vice presidents shall be elected through a process of screening and selection and with the participation of academic units. Details shall be determined by the Board.
- 8.4. The term of office of vice presidents shall be four years. They may compete for one additional term only.

Article 9. The Senate

- 9.1. The Senate shall consist of the following members
- 9.1.1. The President;
 - 9.1.2. All Vice Presidents;
 - 9.1.3. The University Registrar
 - 9.1.4. Executive Deans of Colleges
 - 9.1.5. Principals of Institutes
 - 9.1.6. Chief Librarian
 - 9.1.7. Dean of Students
- 9.1.8. One representative of academic staff from each college, and one additional clinical staff from a teaching hospital
- 9.1.9. One representative each from associations of academic staff and students; and an additional representative for students with disability

9.1.10. One representative of administrative staff

9.1.11. A maximum of additional three members might be appointed

9.2. The President shall chair the Senate.

Article 10. Powers and Responsibilities of the Senate

10.1.1. Without prejudice to the provisions of Article 18 of the Proclamation, the Senate shall have the following powers and responsibilities:

10.1.2. determine criteria for graduation and its ceremonial processions

10.1.3. formulate guidelines for determining student assessment methods and standards;

10.1.4. recommend to the Board tuition and other fees to be charged by the University;

10.1.5. issue guidelines on conditions and procedures for competitions for grants, fellowships and scholarships;

10.1.6. formulate policies and guidelines for the planning and utilization of resources;

10.1.7. formulate, modify and revise the organization of academic units of the University; and deliberate on the establishment of new units, subject to the approval of the Board;

10.1.8. establish committees, which may include persons who are not members of the Senate, to carry out any of the functions or exercise any of the powers of the Senate;

10.1.9. develop and formulate policies designed to promote principles of tolerance and accommodate issues of diversity in the various activities and programs of the University;

10.1.10. propose policies to the Board regarding employment, salaries, allowances and benefits of the academic staff;

10.1.11. formulate policies that promote social and cultural activities of the University community.

10.1.12. formulate policy and devise mechanisms for staff recruitment, retention and promotion; it may develop policies for leadership development and succession plan as well;

10.1.13. determine its own rules and procedures and elect its secretary from among its members;

10.1.14. set budgetary areas of priority, devise mechanisms for generating and retaining internal financial resources for the University.

10.1.15. provide an overall governing policy for external funding;

10.1.16. devise a mechanism that guidelines that are needed to fully implement this legislation are timely prepared, endorsed by the board and implemented.

10.2. perform such other duties as may be given to it by the Board from time to time.

Article 11. Senate Meetings

- 11.1. The Senate shall convene at least four times a year.
- 11.2. The President might convene the Senate at any time he thinks necessary.
- 11.3. The President shall convene the Senate where at least one-third of senate members request for the meeting.
- 11.4. In the absence of the President, any of the deputies shall, preside over the meetings of the Senate.
- 11.5. If, for any reason, the President or his deputies cannot be present at a meeting, the Senate shall be presided over by a *pro-tempore* chairperson who shall be elected from the members of the Senate present at that particular meeting.
- 11.6. The duration of service of representative members in the Senate shall be three years, with the possibility of re-election only once.
- 11.7. The presence of more than half of the members of the Senate shall constitute a quorum.
- 11.8. Decisions of the Senate shall be passed by a majority vote of the members present and voting. In case of a tie, the chairperson shall have a casting vote.

Article 12. Communication of Senate Deliberations and Decisions

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

Article 13. The Secretariat of the Senate

- 13.1. There shall be a Secretariat of the Senate within the Office of the President, whose functions shall be to process the proper documentation and keeping of the records of the deliberations and decisions of the Senate and its EC.
- 13.2. The Office of the President and the Secretariat of the Senate shall be responsible for the follow-up and proper implementation of the decisions of the Senate, the EC, and that of its standing committees.

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

13.4. The Secretariat of the Senate shall be accountable to the President.

Article 14. The University Council

Establishment, composition, duties and responsibilities of the University Council shall be as stipulated under Article 20 of the Proclamation.

Article 15. The University Managing Council

Establishment, composition, duties and responsibilities of the Managing Council shall be as stipulated under Article 21 of the Proclamation.

Article 16. Executive Committee

16.1. The University Executive Committee shall be composed of University President, Vice-president, and Executive Deans of Colleges and Principals of Institutes

16.2. Powers and duties of the Executive Committee will be determined by the Board.

CHAPTER TWO: COMMITTEES OF THE SENATE

Article 17. Committees of the Senate

17.1. General Provisions

17.1.1. The Senate shall have Executive, Standing and ad-hoc committees.

17.1.2. The Committees shall serve as the arm of the Senate and function on its behalf in accordance with the mandates vested in them.

17.1.3. The Committees shall be accountable to the Senate.

17.1.4. Each committee shall adopt its own rules of procedures, having regard to the relevant provisions of this Legislation.

17.1.5. Committee work is expected of all University staff as part of their obligations to the University. Serving on the committees shall be deemed to be part of the duties of an academic staff.

17.1.6. Election of members of the committees of the University

Senate shall be conducted at Senate meetings.

- 17.1.7. Student representatives elected by students through proper democratic election process to serve in the Senate and its committees shall be so notified by the Students' Union of the University in writing. Similarly, two representatives of teachers elected by the same through proper democratic election process to serve in the Senate and its committees shall be notified by the Teachers' Union of the University in writing.
- 17.1.8. The President shall promptly notify in writing members elected to serve on Senate Committees together with their respective duties and responsibilities.
- 17.1.9. The President shall name the member responsible for calling the first meeting of each Senate Committee.
- 17.1.10. Unless provided otherwise in this Legislation, a committee of the Senate shall elect its chairperson.

17.2. Executive and Standing Committees

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

- 17.2.1. Academic Standards and Program Review Committee (ASPRC);
- 17.2.2. Student Admissions and Enrolment Committee (AEC);
- 17.2.3. Research, Technology Transfer and Community Engagement Committee (RTTCEC);
- 17.2.4. Cultural and Social Affairs Committee (CSAC) and
- 17.2.5. Staff Recruitment, Appointment and Promotions Committee (SRAPC).

17.3. Ad-hoc Committees

- 17.3.1. The Senate may establish ad-hoc committees whenever it deems necessary. Unless otherwise provided by the decision of the Senate, these committees shall be disbanded upon completion of the tasks for which they were set up and upon submission of their reports to the Senate.
- 17.3.2. The terms of reference of an ad-hoc committee shall be issued by the EC subject to approval by the Senate.

17.4. Membership of Standing Committees

- 17.4.1. Each standing committee shall have a minimum of five members.
- 17.4.2. As far as the circumstances warrant, members of the various standing committees of the Senate shall include representatives of the pertinent offices of the University and, in constituting the committees, expertise, individual merit, gender and diversity shall be taken into account.
- 17.4.3. Excepting the case of ex- officio membership, the same academic staff or student cannot serve as a member of more than one standing committee at the same time.

17.5. Co-opting Additional Members

- 17.5.1. Standing committees of the Senate are encouraged to co-opt additional members from among the staff and representatives of stakeholders where this deems helpful.
- 17.5.2. The relevant committee shall formulate the rights and duties of such members and notify the Senate of the same.

17.6. Decisions of the Committees

- 17.6.1. In the exercise of the powers vested in it by the Senate, a standing committee may make decisions on matters under its competence and may propose decisions to the Senate.
 - 17.6.2. The Senate may, at its discretion, review any decision of a committee.
 - 17.6.3. A committee may also make interim decisions in between meetings of the Senate.
 - 17.6.4. Interim decisions are decisions of a committee that require final approval by the Senate.
 - 17.6.5. The reasons for passing an interim decision could be the weight of the matter under consideration, or the absence of clearly spelt out provisions in this Legislation, other University rules or relevant laws of the country.
 - 17.6.6. Whenever an interim decision is made, the chairperson of the committee making such decision shall forthwith communicate this fact to the President.
 - 17.6.7. The President shall subsequently forward the interim decision to the next Senate meeting for review and/or approval.
- 17.7. Each elected member of a standing committee shall serve for a period of three years, at the end of which he may be re-elected for one more term.

- 17.8. Unless provided otherwise, each standing committee shall meet at least four times a year and two times a semester.
- 17.9. Where one-third of the members request for a meeting of a standing committee, the chairperson shall call a meeting within one to two weeks from the date the request was forwarded to him.
- 17.10. A simple majority of any committee shall constitute a quorum.
- 17.11. At the end of each semester, the chairperson of each standing committee shall submit a written report to the Senate on the activities of his committee.

Article 18. Informing Deans, Directors and Officers

- 18.1. The chairpersons of the standing committees shall inform deans, directors and officers whenever the agenda of a particular committee includes a matter of direct concern to a particular college, school, department, center, institute or office.
- 18.2. A dean or a director shall have the right to appear personally or through a representative and present his academic unit's or institute's position on the matter under discussion.
- 18.3. The decisions of the standing committee, not awaiting the approval of the Senate on each agenda, shall be communicated to the dean or director by the secretary of the committee within ten days following their rendition.

Article 19. Major Functions of the Committees

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

- 19.1. monitoring the implementation of this Legislation, and policies, directives and decisions of the Senate;
- 19.2. deliberating on matters in their capacity and jurisdiction, and making decisions according to the general policy and principles that are provided in this Legislation, directions of the Senate and their own rules and procedures;
- 19.3. reporting to the Senate the results of their deliberations and the implementation of their mandate;
- 19.4. initiating and proposing new policy guidelines as well as directives to be deliberated upon by the Senate; and
- 19.5. submitting recommendations for Senate deliberations and decisions.
- 19.6. Members of senate standing committees other than the ex-officio members may be remunerated as shall be determined by the Office of

the President.

Article 20. Secretaries of Senate Standing Committees

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

Article 21. The Senate Executive Committee (EC)

21.1. **Duties and Responsibilities**

The EC shall:

21.1. advise the Chairperson of the Senate on the agenda of meetings of the Senate and on ways in which issues and problems brought before the Senate can be clarified to promote orderly and efficient deliberation;

21.2.1. keep the Senate advised on recommendations and interim decisions of its standing committees by receiving and transmitting, as expeditiously as possible, all reports of standing committees and its own comments thereon to each member of the Senate;

21.2.2. recommend the convening of extraordinary sessions of the Senate whenever a matter within the jurisdiction of the Senate assumes such urgent importance as to warrant the action;

21.2.3. establish procedures for nomination of candidates eligible for honorary degrees and the modalities of review thereon and consider nominations for the eventual submission of names of candidates to the Senate;

21.2.4. 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;

21.2.5. review or suspend any decision made by any one of the standing committees of the Senate where appropriate but any such review or suspension and the circumstances thereon shall be communicated to all members of the Senate in a week's time;

21.2.6. 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;

- 21.2.7. submit nominations of academic unit representatives for membership in each Senate Standing Committees; and
- 21.2.8. 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.

21.2. Membership

- 21.2.1. The EC shall have five members elected by the Senate from its members. Its membership shall, in addition, include the President the Vice Presidents, the Secretary of the Senate and the Head of the School of Law.
- 21.2.2. Election of the members of the EC shall be conducted by secret ballot if, following the nominations, there is a contest.
- 21.2.3. The term of office of members of the EC shall be three years with a possibility of re-election for a term.
- 21.2.4. The Chairperson of the Senate shall also be the Chairperson of the EC provided, however, that one of the vice presidents shall preside over the meetings of the EC in the absence of the Chairperson.
- 21.2.5. The Secretary of the Senate shall also serve as the Secretary of the EC.

21.3. Meeting and Reporting

- 21.3.1. The EC shall meet at least once before each Senate meeting.
- 21.3.2. The Chairperson may also convene a meeting of the EC whenever he deems it appropriate, or whenever three of its members make a request for such a meeting.
- 21.3.3. The EC shall submit a bi-annual activity report to the Senate.

Article 22. Academic Standards and Program Review Committee (ASPRC)

22.1. Duties and Responsibilities

The ASPRC shall:

- 22.1.1. formulate and propose revision and amendment of rules and regulations governing undergraduate and graduate programs to the Senate;
- 22.1.2. provide expert advice on curriculum design, review, approval, and revision;

- 22.1.3. where appropriate, ensure the inclusion in the curricula of pedagogical methods with the view to encouraging and rewarding open and active interaction between academic staff and students;
- 22.1.4. ensure that through the inclusion of programs of internships, attachments and other practice-oriented system of education is enhanced;
- 22.1.5. review class size policy and practices at the various academic units and put forward recommendations to the Senate with the view to improving them;
- 22.1.6. examine proposals of graduate and undergraduate programs for improvement, revision or adjustment of existing rules and regulations;
- 22.1.7. promote and coordinate interdisciplinary programs for graduate studies and ensure that research and teaching programs are well integrated;
- 22.1.8. recommend for approval to the Senate proposals for new programs submitted to it by the academic commission concerned;
- 22.1.9. review and regulate semester academic load of students;
- 22.1.10. periodically review policies and practices of the University relating to academic work load;
- 22.1.11. review modes of assessing students' academic performance, the frequency thereof, the manner of distributing scores as well as re-grading procedures;
- 22.1.12. act as an appellate forum for complaints of students that could not be handled by their respective academic units;
- 22.1.13. oversee the conduct of academic advising and ensure the preparation of guidelines on student advising;
- 22.1.14. follow-up that attrition data is regularly reported by the University Registrar;
- 22.1.15. devise and implement all possible retention and enhancement strategies and initiatives;
- 22.1.16. propose suggestions on tuition and other fees and waivers to the Senate;
- 22.1.17. facilitate collaboration with programs in other universities, or with organizations that seek such collaboration;
- 22.1.18. ensure that both existing and new guidelines set , or decisions made the Senate are implemented by the program office concerned;

- 22.1.19. formulate and recommend general policy for the welfare of students and the award of graduate studentship and other awards;
- 22.1.20. recommend to the Senate the award of the appropriate diploma, certificate or degree in accordance with University rules and regulations;
- 22.1.21. participate in the periodic assessment of the programs of the University;
- 22.1.22. advise the Senate on all matters regarding programs; and
- 22.1.23. establish its own rules of procedure and set up ad-hoc committees as it deems necessary.

22.2. Membership

The ASPRC shall compose of the relevant office holders and other university community stakeholders. The Senate shall formulate the list for membership..

22.3. Meeting and Reporting

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

Article 23. Student Admissions and Enrolment Committee (AEC)

23.1. Duties and Responsibilities

The AEC shall:

- 23.1.1. assess intake capacity against available human and material resources;
- 23.1.2. examine retention rate and advise the Senate on mechanisms for improvement;
- 23.1.3. make arrangements to promote diversity in admissions;
- 23.1.4. set criteria for various options of Admission
- 23.1.5. set clear and transparent criteria for admissions;
- 23.1.6. set and review readmission and placement guidelines; and
- 23.1.7. examine and review admission criteria set by academic units and programs.

23.2. Membership

The AEC shall compose of the relevant office holders and other university community stakeholders. The Senate shall formulate the list for membership..

23.3. Meeting and Reporting

23.3.1. The AEC shall meet four times a year.

23.3.2. The Chairperson may also convene a meeting of the AEC whenever he deems it appropriate, or whenever three of its members make a request for such a meeting.

23.3.3. The AEC shall submit a bi-annual activity report to the Senate.

Article 24. Research, Technology Transfer and Community Engagement Committee (RTTCEC)

24.1. Duties and Responsibilities

The RTTCEC, in working towards the integration of research, technology transfer and community engagement teaching, shall:

24.1.1. formulate strategies for promoting research, technology transfer and community engagement and dissemination of results;

24.1.2. guide the Research and Technology Transfer Office and other units of the University in designing and conducting training workshops on research methods and research writing and preparation of teaching materials;

24.1.3. specify priorities for research at the national level;

24.1.4. set guidelines for the approval of staff research proposals;

24.1.5. monitor the activities of the Office in relation to approved research, Technology Transfer and Community Engagement works;

24.1.6. provide procedures for the launching of a new journal;

24.1.7. determine criteria for establishing the reputability of journals;

24.1.8. re-assess the reputability of journals every three years;

24.1.9. determine courses of action in the case of breach of agreement by researchers;

24.1.10. specify the calendar for submission of research, technology transfer and community engagement proposals and reports;

24.1.11. examine and endorse the activity reports of research institutes;

24.1.12. advise and assist the Office in securing funds from

- organizations outside the University;
- 24.1.13. design, facilitate and endorse collaborative activities with national and international institutions;
 - 24.1.14. establish an award system for recognizing outstanding research Technology Transfer and community engagement achievements;
 - 24.1.15. assist the Office in preparing the code of ethics governing or safeguarding research and intellectual property rights;
 - 24.1.16. approve the allocation of funds for research institutes;
 - 24.1.17. issue guidelines pertaining to visiting researchers who wish to be affiliated with the various units of the University;
 - 24.1.18. supervise and monitor research, technology transfer and community Engagement activities of academic units;
 - 24.1.19. set rules and regulations with the view to deterring plagiarism issues across the board;
 - 24.1.20. prepare and submit to the Senate policy and strategy for the development of teaching/learning materials, including textbooks and references; and
 - 24.1.21. advise the Senate on all matters pertaining to research, technology transfer and community engagement.

24.2. Membership

The RTTCEC shall composed of the relevant office holders and other university community stakeholders. The Senate shall formulate the list for membership.

24.3. Meeting and Reporting

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

Article 25. Cultural and Social Affairs Committee (CSAC)

25.1. Duties and Responsibilities

The CSAC shall:

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

25.2. Membership

The CSAC shall be composed of the relevant office holders and other university community stakeholders. The Senate shall formulate the list for membership..

25.3. Meeting and Reporting

- 25.3.1. The CSAC shall meet four times a year.
- 25.3.2. The Chairperson may also convene a meeting of the CSAC whenever he deems it appropriate, or whenever three of its members make a request for such a meeting.

- 25.3.3. The CSAC shall submit a bi-annual activity report to the Senate.

Article 26. Staff Recruitment, Appointment and Promotions Committee (SRAPC)

26.1. Duties and Responsibilities

The SRAPC shall:

- 26.1.1. devise policies on human resource development schemes;
- 26.1.2. formulate guidelines on recruitment and selection, contractual matters, training and development, with equal opportunities for all;
- 26.1.3. formulate policy for appointment and set criteria and procedures for academic promotion, probation and confirmation of promotions, renewal of tenure, resignation and retirement and termination of appointment;
- 26.1.4. examine and recommend promotions in rank, new employments and pass the same to the EC;
- 26.1.5. formulate various mechanisms of rewarding merit and innovation in teaching and research;
- 26.1.6. formulate policies for retention of academic staff;
- 26.1.7. formulate policies and devise strategies to enhance diversity of staff through affirmative recruitment system for applicants from disadvantaged groups, such as women, persons with disability and disadvantaged communities, such persons would be employed only if they fulfill the minimum requirements of the University;
- 26.1.8. receive and consider complaints regarding recruitment and promotion, as well as oversee the implementation of policies in this regard; and
- 26.1.9. handle other policy issues related with recruitment and promotion.

26.2. Membership

The SRAPC shall composed of the relevant office holders and other university community stakeholders. The Senate shall formulate the list for membership..

26.3. Meeting and Reporting

- 26.3.1. The SRAPC shall meet once a month.

- 26.3.2. The Chairperson may also convene a meeting of the SRAPC whenever he deems it appropriate, or whenever one third of its members make a request for such a meeting.
- 26.3.3. The SRAPC shall submit a bi-annual activity report to the Senate.

TITLE III: INTERNAL ACADEMIC ORGANIZATION OF THE UNIVERSITY

CHAPTER THREE: COLLEGES, INSTITUTES, SCHOOLS, DEPARTMENTS AND CENTERS

Article 27. General Provisions on the Organization of Academic Units

- 27.1. The University shall have colleges and institutes which may have as many centers, schools, departments and program units needed to fulfill their objectives:
- 27.2. Colleges consist of degree-awarding departments, schools and centers or institutes, and Research Institutes primarily focus on research and innovation and technology transfer..
- 27.3. Upon the recommendation of the relevant organs of the universityd with

the approval of the Senate, colleges may establish post-graduate degree awarding departments/centers.

Article 28. Academic Positions and Support Services in Colleges and Teaching Institutes

- 28.1. All colleges and research institutes shall have academic administrative positions and support services:
- 28.2. The academic administrative positions and support services for each college and institution shall be provided for in the Guidelines of the Senate.
- 28.3. Schools and departments will be empowered.

CHAPTER FOUR: POWERS AND RESPONSIBILITIES OF COLLEGES

Article 29. Powers and Responsibilities of a College

- 29.1. A college is one of the major organizational layers of the University with strategic leadership, managerial and financial responsibilities for a cluster of other academic units it comprises.
- 29.2. The powers and responsibilities of a college including that of the CHS shall be as provided for in the Guidelines of the Senate.
- 29.3. The duties and responsibilities of the Executive Deans of Colleges including that of the CHS and Blacklion Teaching Hospital under the CHS; Schools under the latter, the accountability of Executive Deans Deans and their terms of office shall be as provided for in the Guidelines of the Senate.

CHAPTER FIVE: COLLEGE LEVEL COUNCIL AND ACADEMIC COMMISSION

Article 30 General provision

- 30.1. Each College and Research Institute shall have a consultative body and an academic commission that would render consultative duties. The college Executive Dean/Principal shall operate with the support and advice of these bodies.
- 30.2. Establishment, composition, duties and responsibilities of the consultative bodies and academic commissions shall be as prescribed by the guideline of the Senate.

CHAPTER SIX: DEPARTMENTS, SCHOOLS AND CENTERS

Article 31. Departments/Centers Chairs and School Heads

- 31.1. Appointment and Term of Office

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

31.2. Duties and Responsibilities

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

31.2.2 Details as to the duties and responsibilities of Department/Center Chairs and School Heads and their accountability, shall be as provided for in the Guidelines of the Senate.

CHAPTER SEVEN: DEPARTMENT/SCHOOL/CENTER LEVEL ACADEMIC AND GRADUATE COMMISSIONS

Article 32. Department/Center/School Level Committees

32.1. In each department/center/school of every college, there shall be established academic council, relevant academic organs and where appropriate Department/Center/School Graduate Committee.

32.2. The composition, terms of office, powers and duties of the organs shall be as provided for by the Guidelines of the Senate.

TITLE IV. ACADEMIC STAFF

CHAPTER EIGHT: GENERAL PROVISIONS ON ACADEMIC STAFF

Article 33. Policy Premises on University Academic Staff

33.1. The academic staff of the University shall endeavor to attain the requisite level of competence and expertise in their respective discipline and to maintain and improve such competence and expertise by keeping abreast with new developments and changes in their respective fields of study.

33.2. On its part, the University shall strive to create a conducive environment that nurtures excellence and assists the staff in the endeavor to develop itself and discharge its responsibility with efficacy.

33.3. The University shall also clearly define what is required of its academic staff in the areas of teaching, research, and services, premises for promotion and contract renewal.

33.4. The University shall develop policies with respect to benefits, academic

ranks and promotion which enable members of the academic staff to enjoy a standard of living compatible with the responsibility, dignity and competence which the University might demand of them.

- 33.5. The University is also duty bound to work out detailed rules and regulations governing the academic rights, freedom and responsibilities of its staff. Such rules and regulations shall have the purpose of regulating opportunities for regular research and sabbatical leaves to enable academic staff members to complete research projects, to pursue courses of study at other universities or to engage in activities related to their University duties and areas of specialization, which will advance their capacities as teachers and scholars.
- 33.6. The University, in implementing the provisions of this Legislation regarding the academic staff, shall adhere to policies and procedures for general academic human resource, academic staff recruitment and appointment, staff development, staff productivity and promotions, mentorship and succession of academic staff, separation and termination of employment for academic staff.

Article 34. Contents of Contract of Employment, Periodic Renewal and Status of this Legislation in the University Contracts

- 34.1. A contract of employment which the University concludes with full-time academic and research staff shall generally be uniform in contents and prepared in a template form. Such contract template shall be prepared by the Office of the President and approved by the EC.
- 34.2. The concerned units of the University shall see to it that the employment contracts of full-time academic and research staff are renewed every two years in a timely manner. The Senate will issue guidelines for contract renewal and termination.
- 34.3. This Legislation shall form an integral part of the employment contracts for full-time qualifying academic and research staff unless it or a part thereof is expressly waived by the parties.

Article 35 Rights of Academic Staff

The academic staff:

- 35.1. shall have the right to exercise academic freedom, which includes the right to fulfill their functions of teaching, doing research, writing, learning, exchanging and disseminating information, and providing services without fear of interference or repression;
- 35.2. are entitled to teach freely without any interference, subject to the generally accepted principles, standards, and methods of teaching; and carry out research without interference, subject to the universal principles and methods of scientific enquiry;

- 35.3. as researchers, may not be denied information or permission to do, or hindered in any way from doing, research on any ground except for reasons of public health, morality, ethics or, in circumstances of clear, present, and imminent danger to the nation and its independence;
- 35.4. shall enjoy freedom of association, including the right to form and to join independent and autonomous trade unions. The right of association includes the right of peaceful assembly and formation of groups, clubs, associations, and such other bodies to further the academic and professional interests of the members of the academic community;
- 35.5. shall have the right to write, print, and publish their own newspapers or any other form of media, including wall literature, posters, and pamphlets. The exercise of this right shall have due regard to secularity of education, the obligation of the members of the academic community not to interfere with the right of others to privacy and in any manner or form to unreasonably arouse religious, ethnic, national, or gender hatred;
- 35.6. are entitled to disseminate their research findings within or outside the University through any media and demand the establishment of media for the dissemination of their findings, where such appropriate media do not exist, subject to availability of resources; dissemination of research findings may not, however, be exercised in the name of the University without the approval of the appropriate University authority;
- 35.7. shall have the right to conduct research and render consultancy services in accordance with internal regulations of the University; and take sabbatical and research leaves to conduct research and studies beneficial to the University and the country in accordance with the pertinent provisions of this Legislation;
- 35.8. shall enjoy transparent, fair, and equitable administration and system of remuneration and benefits that shall be instituted by the Board in line with the University's revenues and in a manner that ensures the competitiveness of the University in the job market;
- 35.9. shall participate, as feasible, in the formulation of the University's plans, rules and regulations, and in curricula development, and make comments on the quality and appropriateness of the teaching-learning process; and be informed on the plan, development, direction, condition and performance of the institution;
- 35.10. are entitled to be informed about their performance results and of any records kept in their personal file without their prior knowledge as well as enjoy confidential maintenance of information in their personal file except when the official business of the University or the provisions of pertinent laws require otherwise;
- 35.11. shall enjoy campus security for themselves and for their personal property while rendering the proper services;
- 35.12. shall receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions;

- 35.13. are entitled to further education and training for professional development in accordance with the relevant provisions of this legislation and policies of the University;
- 35.14. get their salaries annualized in case where they are holding academic administration post; and
- 35.15. shall have the right to be promoted and assume new academic rank on the basis of merit in accordance with the pertinent provisions of this Legislation and in accordance with relevant national norms and standards the Ministry may issue as necessary;

Article 36. Duties of Academic Staff

- 36.1. An academic staff of the University is required to be a scholar with full devotion to the advancement of the frontiers of knowledge in accordance with the best traditions developed by great scholarly circles. It shall be his primary duty to carry out his functions in the best interest of the University and that of the Nation, having due regard to the rules of his profession.
- 36.2. give course lectures and other forms of instruction to students related to the contents of the course in line with the policies and general guidelines set forth by his academic unit;
- 36.3. endeavor to stay abreast of the latest thinking in his area of specialization and shall periodically update his teaching material, within the resources available;
- 36.4. encourage, guide and permit students to freely and rationally question and examine issues and various lines of thoughts in the course of their study;
- 36.5. refrain from any act of discrimination against any individual or group on the basis of race, ethnicity, sex or creed, disabilities or any other unreasonable ground;
- 36.6. refrain from imposing his political views and religious beliefs on his students within the University premises in any form;
- 36.7. avoid acts and situations that are intimidating to students;
- 36.8. develop relationship of mutual respect with the University Community;
- 36.9. observe the code of ethics relevant to his profession;
- 36.10. conduct research work and publish for the advancement of knowledge, having regard to the development and democratization needs of the country;
- 36.11. participate in the affairs of the University;
- 36.12. organize, direct and develop the activities of his academic unit where such is required by the University;
- 36.13. without prejudice to the provisions of the Proclamation and relevant

guidelines concerning joint appointment, devote his energy, working time and attention to teaching and research, and community engagement in connection with the mandates of his academic unit and of other academic units;

- 36.14. render clinical services in the University's teaching hospital and/or affiliated institutions in case of an academic staff who is a health professional.
- 36.15. conduct classes regularly and inform his immediate supervisor and students in advance in the event he is not available for teaching on justifiable grounds and give make-up classes afterwards;
- 36.16. not handover a course he is assigned to teach to any other person without the prior approval of the department head;
- 36.17. make himself available for consultation, student advisement, academic guidance and counseling in particular by posting adequate consultation hours and observing the same regularly and strictly;
- 36.18. submit examinations, marked examination papers and grades on time to his department;
- 36.19. accept teaching assignments in continuing and distance education programs whenever circumstances warrant;
- 36.20. . take good care of all University property under his possession;
- 36.21. accept additional teaching assignments with due compensation when compelling circumstances arise; and
- 36.22. accept instructions of his superiors where such instructions are not contrary to the law and the terms and conditions of his contract of employment.

Article 37. Rights and duties of academic staff whose retirement age has been extended and terms of retention after formal retirement

- 37.1. The rights and duties of academic staff provided for in Articles 35 and 36 of this Legislation shall apply to academic staff whose retirement age has been extended by the University pursuant to other relevant laws
- 37.2. An academic unit may, based on a contract renewable every two years, employ full-time academic staff after his formal retirement from the University considering his academic and research competence and health conditions in accordance with relevant guidelines to be issued by the Senate.

Article 38. Rights and duties of non-full-time academic staff

The rights and duties of academic staff provided for in Articles 30 and 31 of this Legislation shall, *mutatis mutandis*, apply to the rights and duties of non-full-time academic staff of the University. In particular, such provisions shall apply

to academic staff in adjunct, collegiate and visiting professorship rank series. The relevant University body shall formulate policies and enact rules and regulations pertaining specifically to such non-full-time academic staff of the University following international good practice.

Article 39. University Ranks for Academic Staff

39.1. Notwithstanding the provisions of Articles of this Legislation, the University uses the following hierarchy of academic rank (in an ascending order):

39.1.1.Lecturer;

39.1.2.Assistant Professor;

39.1.3.Associate Professor; and

39.1.4.Professor.

39.2. In addition to the academic ranks under sub-article 1 hereof, a college/institute or department may use a rank of assistantship (Graduate Assistant and Assistant Lecturer) as a starting point for academic positions as specified under this Legislation.

39.3. Notwithstanding sub-article 1 of this Article, the University may recognize and provide for special nomenclatures for academic ranks for full-time research staff following international good practice.

39.4. A guideline on rank assignment at the time of employment and promotion for fulltime, adjunct distinguished, collegiate and visiting staff shall be issued by the Senate.

Article 40. Salary Scale

40.1. A general academic staff salary scale providing for salary ranges, to be fixed in accordance with a scheme applicable to all full-time academic staff, shall be studied & developed, revised by the University and presented to the Board for approval. An ad-hoc committee to be established by the President shall review the existing salary scale and suggest a new salary and benefit package to the University.

40.1.1.in order to attract special talent from the market, AAU shall have a preferential scale for exceptional cases. Details of general and differential incentive schemes for special talent and some specific professions shall be provided by guideline to be issued by the Senate.

40.1.2.there shall be a horizontal salary scale once a staff member is tenured, i.e., after being in the Professorial (Assistant, Associate and Full Professor) ranks

Article 41. Salary and Benefits

41.1. The HR policy and directive of the university shall include the provision for salary increments and benefit packages based on performance.

41.2. Academic Staff who have research projects may negotiate their benefit package with AAU, for the duration of the project.

Article 42. Extra-work Load Payment

42.1. 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

42.2. The University Senate may issue a guideline on extra-work load management for special types of courses and class delivery modality as deemed necessary.

Article 43. Housing and other Benefits

The University may, subject to a general scheme which takes into account academic rank, provide housing and other benefits to academic staff as stipulated in HR policy and directives.

CHAPTER NINE: PROMOTION OF ACADEMIC STAFF

Article 44. Procedures for Promotions:

The details of the procedures for promotion and responsible organs shall be determined by a guideline to be issued by the Senate.

Article 45. Effective Dates of Promotion

The effective dates of promotion shall be as follows:

45.1. Promotion to the rank of professor as of the date of approval by the Board;

45.2. Promotion to the rank of associate professor and assistant professor as of the date of approval by the Academic Commission of the College or Research Institute;

45.3. Promotion to the rank of lecturer and below as of the date of approval by academic unit

Article 46. Criteria for Promotions: Principles Governing Promotions

The Length of service within a given rank; Teaching; Research and publications (i.e., scholarship, publications and/or creative work, grant and contract awards,

and journal quality); and Service (i.e., University service and/or public service, including professional activity or service) shall be the criteria on the basis of which promotion is determined. The components of the requirements that have to be met to fulfill each of these criteria and the manner in which these are assessed are set forth in this Article. The SRAPC shall provide detailed guidelines endorsed by the Senate regarding the components of the requirements for promotions.

- 46.1. There shall be a minimum number of years an academic staff has to serve within a given rank for promotion to the next higher rank;
- 46.2. The transferability of years of service from and productivity requirements will be determined by a guideline on procedures for promotion.
- 46.3. Effectiveness in Teaching after employment or last promotion shall constitute part of the evaluations of an academic staff's contributions. The evaluations by students, colleagues and the chair/head of the academic unit shall be considered and the details shall be included in the guideline on procedures for promotion.
- 46.4. Effectiveness in Research after employment or last promotion will be part of the evaluations of an academic staff's contributions. Student supervision, conducting actual research, effort in soliciting or acquisition research grant, and efforts to promote research (communication, dissemination and others) shall be considered and the details will be included in the guideline on procedures for promotion.
- 46.5. Notwithstanding Article 46.4, if a research institute is a non-teaching and does not have any teaching requirement, the teaching effectiveness shall be substituted by additional publication points. The equivalence of the substitution shall be included in the guideline on procedures for promotion.
- 46.6. Requirements on Publication Points, the Number and Quality of Publications shall be detailed in the guideline on procedures for promotion. Each co-author of an article published in a reputable journal or a book or a discreet book chapter or a teaching material shall be given a share as per the following schedule:

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

- 46.7. Participation in the Affairs of the University, Public Service, Professional Activities and Community Engagement shall be part of the evaluation of an academic staff's suitability for promotion. The details

of the requirements shall be included in the guideline on procedures for promotion.

46.8. Weighted Values of the Criteria for Academic Promotion

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

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

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

Item	Activity	Range
a	Effectiveness in teaching/research	37.5 -50.0
b	Publications	35.0 – 45.0
c	Professional or related public services	12.5- 25.0

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

Item	Activity	Range
A	Effectiveness in teaching/research	26.5 – 35.0
B	Publications	35.0- 45.0
C	Participation in University affairs	12.5 -25.0
D	Professional or related public services	7.5 – 15.0

46.6.5. The way participation in University affairs is calculated will be as follows:

Item	Activity	Value
a	Academic administration	60%
b	Work in committees	20%
c	Other special assignments	20%

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

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

publications to qualify for promotion to the next academic rank.

46.9. Extra-ordinary and Accelerated Promotions or Appointments

46.9.1. An academic staff with achievements that have been widely acclaimed or who has won recognition through awards and/or meritorious achievement, citations from recognized professional bodies or institutions, may be recommended for any of the ranks through extra-ordinary promotion and/or appointment notwithstanding that the candidate does not strictly fulfill some of the criteria for promotion.

46.9.2. In particular, an academic staff member who demonstrates extraordinary accomplishments in his area of specialization may be recommended for accelerated promotion. For the purpose of considering an academic staff who demonstrates extraordinary accomplishments in his area of specialization for accelerated promotion, every one hundred percent point achieved over and above the required points for publication in a given academic rank shall be considered equivalent to a year of effective teaching, provided, however, that a staff member should at least serve half of the number of years of the required term of service for his rank and score the minimum on students' evaluation and 90% weighted average on students', department and colleagues' evaluation.

46.10. Posthumous promotion

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

Article 47. Promotion Requirements for Academic Staff

47.1.Lecturer

47.1.1. A candidate with the qualification of a Master's Degree or its equivalent;
or

47.1.2. A candidate with the qualification of an MD or DVM degree or its equivalent; or

47.1.3. In academic units where graduate programs are not offered:

47.1.3.1. a candidate with a qualification of a Bachelor's degree, or its equivalent and

47.1.3.2. a minimum of two years of effective teaching and research as an assistant lecturer and a clearly identifiable evidence of academic progress. The following are indicators of academic progress for the purpose of this sub-article:

- a. positively evaluated and compiled lecture notes which accommodate new developments in his field of study; or
- b. authorship or co-authorship of an article in a journal or a realized artistic or professional project.

47.2. Assistant Professor

- 47.2.1. A candidate with the qualification of the degree of Doctor of Philosophy (Ph.D.) or equivalent; or an MD or DVM with specialty certificate/Master's degree; or
- 47.2.2. a candidate with the qualification of a Master's Degree or MD or DVM degree or equivalent and a minimum of four years of effective teaching and research as a lecturer, or in the case of Visual and Performing arts, a candidate with a qualification of a BA or BFA degree or its equivalent and a minimum of four years of effective teaching and research/professional performance as a lecturer; and
- 47.2.1. at least, two publication points since last promotion, and
- 47.2.2. active participation in the affairs of the University.

47.3. Associate Professor

- 47.3.1. Four years of effective teaching and research as an assistant professor; and
- 47.3.2. at least three publication points; and where by two of them are corresponding authorship
- 47.3.3. active participation in the affairs of the University; and
- 47.3.4. public service.

47.4. Professor

- 47.4.1. Four years of effective teaching and research as an associate professor; and
- 47.4.2. the degree of doctor of philosophy (Ph.D.), or its equivalent whose nature shall be determined in guidelines; and
- 47.4.3. at least, five publication points; and
- 47.4.4. active participation in the affairs of the University; and
- 47.4.5. . public service.
- 47.4.6. A candidate for promotion to the rank of professorship shall submit a solo publication that constitutes at least one full publication point or, at least, three research articles in which he is a corresponding author.

- 47.4.7. Notwithstanding the preceding provisions of this Article, publications or works not employed for the last promotion may be considered for subsequent promotion provided they do not exceed one-fourth of the required number of publication points for the promotion sought.
- 47.4.8. Combinations on evaluation of published works as a book shall be considered for promotion. Details on what type of manuscripts should be considered and the publication point they get shall be included on the guideline for promotion.

Article 48. Promotion Requirements for Academic Staff in Research Institutes

- 48.1. The promotion requirements for academic staff in research institutes shall be similar to those in teaching units in terms of participation in University affairs and public service, but the publication points shall be one - and a - half times as much as those in teaching units.
- 48.2. A research project staff may not be accorded with rights and obligations of an academic staff within the meaning of this Legislation. The rights and obligations of the research project staff shall be as specified in agreements such staff may conclude with the University in connection with a specific research project.

Article 49. Clinical Services as a Separate Requirement for Promotion

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

Article 50. Promotion Requirements of Academic staff in the Performing and Visual Arts

- 50.1. Art practitioners who may publish and apply scholarly publications shall be evaluated by the regular promotion rules stated in this Legislation.

- 50.2. Specific issues related to the performing and visual arts:
- 50.2.1. For artistic production, one realized artistic demonstration (solo exhibition, solo concert, full length stage play etc..) or equivalent number of body of works or various number of group performances, based on assessed original concept and innovative skill shall carry 0.9 production point.
 - 50.2.2. In artistic areas, for commercial or commissioned art work, unless otherwise justified for its creative or innovative quality should be evaluated on the status of a community service.
 - 50.2.3. Recognized by Institutions of higher education, education organizations in the art disciplines as well as specialized institutional accrediting agencies, the Master of Fine Arts (MFA) is recognized as the terminal degree in the creative practice of art and design, music, dance, theatre and cinema. MFA - classic, is equivalent to terminal degrees in other fields, such as the Doctor of philosophy or the Doctor of Education.
 - 50.2.4. The above Article 45.2.3 does not apply for all non-studio (theoretical) disciplines in the performing and visual arts, such as curatorial practice, criticism, art history, museology, musicology, etc.
- 50.3 The Senate shall issue a promotion guideline for academic staff in the performing and visual arts.

Article 51. Criteria for Appointment and Promotion of Professional Librarians, Technical Assistants Artistic Experts and Museum Staff

- 51.1. The provisions of this Legislation providing for the appointment and promotion of an academic staff shall apply to the appointment and promotion of professional librarians, technical assistants, artistic experts at the College of Performing and Visual Arts and museum staff provided they engage in teaching and/or research. Such professional librarians, technical assistants, artistic experts and museum staff who are considered as academic staff shall assume all the duties and responsibilities and enjoy the rights of an academic staff that include teaching and/or research in their areas of specialization.
- 51.2. Criteria for appointment, promotion as well as other employment matters governing librarians, technical assistants, artistic experts and museum staff who are not considered as academic staff shall be governed by policies and directives to be issued by the Senate.

Article 52. Academic rank assignment at the time of employment

- 52.1. Nominations by academic units for employment of an academic staff with the rank of professor shall be processed as per the legislation and be approved by the Senate. The Executive Committee of the University

may decide that the applicant be employed with professorship rank pending a final approval by the Senate.

- 52.2. Nominations by academic units for employment of an academic staff with the rank of assistant or associate professor shall be approved by the College with the oversight of the appropriate University Office.
- 52.3. The Senate shall issue guidelines pertaining to academic rank assignment at the time of employment.

Article 53. Employment, Rights and Obligations, and Promotion of Graduate Assistants

On the basis of the directives issued by the Senate, a graduate assistant with the qualification of a Bachelor's degree and with at least the level of a Cumulative Grade Point Average (CGPA) of 3.25 may be employed as academic staff for teaching and/or research. The minimum criteria, procedures for employment and rights and duties of a graduate assistant shall be determined by a guideline to be issued by the Senate.

CHAPTER TEN: LEAVES AND OTHER ADMINISTRATIVE MATTERS

Article 54. Study Leave

Any academic staff who is awarded fellowship through the University or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a recognized university leading to a higher degree in his field of specialization and who is not more than forty-five years old may be granted a study leave provided that it is in line with the staff development scheme worked out by his academic unit. The procedures for application, service year requirements, use of publications made during the leave period and related eligibility criteria shall be determined by the Senate.

Article 55. Research Leave

A full-time academic staff (a Lecturer and above) who has served in the University for a minimum of three consecutive years may be entitled to a research leave for a maximum period of six months provided he has not taken any other academic leave during the three years preceding the anticipated starting date of the leave sought and provided he intends, in good faith, to continue his association with the University for an indefinite period after his semester research leave. The procedures for application, service year requirements, use of publications made during the leave period and related eligibility criteria shall be determined by the Senate.

Article 56. Sabbatical Leave

A full-time academic staff holding faculty rank of Assistant Professor and above within the meaning of Article 39 of this Legislation who has served the University continuously for a period of six years and intends in good faith to

continue his association with the University for prolonged period of time is entitled to a sabbatical leave, as of right and with full payment of salary and other allowances, for a period of one year. Payments provided to staff for work related risks and annualizations or elevenizations shall be withheld from the staff on Sabbatical Leave. The staff must serve the University, upon return, for a period of time at least equal to the length of his most recent sabbatical leave. If this obligation is not fulfilled, the staff or his new employer must reimburse the University for the salary paid while on sabbatical leave. This requirement is to be strictly enforced with no exceptions. The procedures for application, service year requirements, use of publications made during the leave period and related eligibility criteria shall be determined by the Senate.

Article 57. Other Leaves

The Senate shall issue a guideline on the criteria and procedures for sick leave; leave of absence without pay; occasional leaves such as leave to attend seminars, workshops, symposia, short courses, etc.

Article 58. Accumulating Leaves

Sabbatical and research leaves may not be accumulated.

Article 59. Tenure

Principle:

Tenure is a privilege granted in recognition of a continuous meritorious service and outstanding scholarly teaching and/or research or institutional leadership achievements with the view to encouraging the academic staff of the University to continue to excel in their respective disciplines. Tenure provides guarantees of security in employment to academic staff, irrespective of changes in remuneration, but does not constrain the University in its rights to either dismiss or discipline an academic staff as set out in the provisions of Articles 68-70 of this Legislation. As such, tenure constitutes expression of the University's confidence that the staff will justify the award in his continued professional career. The University shall work actively to put in place an active tenure system and the details shall be determined by a guideline to be issued by the Senate.

Article 60. Designation of Emeritus/Emerita

60.1. A natural corollary of the lifetime commitment of an academic staff to the University is the expectation that he will be a welcome and contributing member of the University community, even after formal retirement has occurred. The University's treatment of retired academic staff should be consistent with this expectation. It is appropriate to assume that a person who was a creative scholar or scientist will continue his creativity afterwards. The University should, therefore, devise regulations which are sensitive to these facts and which maximize the opportunities for continuous contributions that can be made by retired faculty.

- 60.2. The mode of appointment and previlages of the Emeritus/Emerita professor shall be determined by a guideline to be issued by the Senate.

Article 61. Adjunct Professorship

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

- 61.1.1. Adjunct Assistant Professor;

- 61.1.2. Adjunct Associate Professor; and

- 61.1.3. Adjunct Professor.

- 61.1.4. University-Industry Professor

- 61.2. Conferring of these titles shall be based on the professional competence and experience of the candidate with regard to teaching, research and creative works. The criteria and procedure governing adjunct appointments, service requirements, promotions terms of service shall be detailed in a guideline to be issued by the Senate.

Article 62 Other Non-full Time Academic Ranks

The University may appoint distinguished, research and collegiate professors in the adjunct academic rank series. The provisions of Articles 56 of this Legislation concerning adjunct academic staff shall, *mutatis mutandis*, apply to the employment, promotion and termination of distinguished, research and collegiate professors in the adjunct academic rank series. Guidelines regarding these ranks shall be put in place.

Article 63. Property Clearance, Article 64. Duty to Inform upon Arrest or Conviction and Article 65. Use of University Property for Personal Purposes; Details shall be included in the in the HR policy and guidelines.

Article 66. Working for other Institutions or for Private Interest

- 66.1. During the official working hours, an academic staff shall give full energy and attention, to the best of his ability, to the job to which he is assigned unless agreed upon by other contractual obligations, or the relevant University body, in consultation with the head of the responsible academic unit, to assign him to perform duties for other institutions.
- 66.2. No academic staff shall undertake any outside activity which may impair his usefulness to the University or conflict with his duties.

- 66.3. The provisions of this Article shall, however, not be deemed to constitute a bar on an academic staff from participating in social organizations, civil societies, professional associations or consultancy services.
- 66.4. Consultancy service shall be governed by the University consultancy policy as provided in this Legislation.

CHAPTER ELEVEN: ACADEMIC STAFF DISCIPLINE

Article 67. 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:

- 67.1. 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;
- 67.2. 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;
- 67.3. continuation of a willful course of conduct, despite warning from the dean or the director and/or the department chair specifying the conduct disapproved of, that demonstrate open disloyalty to and disrespect of the University or causes unjustified embarrassment to the University and harm to its programs;
- 67.4. conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty or failure to inform such conviction by court of law;
- 67.5. continuation of a willful course of conduct, despite warning from the dean or the director and/or the department chair specifying the conduct disapproved of, that demonstrate neglect of duties, breach of professional code of conduct, habitual drunkenness or similar breaches of social decorum which produce serious embarrassment to the University;
- 67.6. abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned, and/or improperly discharging or negligently or willfully failing to discharge administrative responsibilities;
- 67.7. discrimination and harassment on unjustifiable grounds such as membership of a social and political group, political opinion, race, ethnicity, religion, gender, disability, HIV/AIDS or other unreasonable status;
- 67.8. nepotism or vengeance in administration of examinations, correction of examinations and assignments and in determination of grades;
- 67.9. use of resources or facilities of the University for personal, political, commercial or religious gain or benefit;
- 67.10. conducts that harass, physically or verbally abuse or maliciously defame or arbitrary detention of any member of the University; and

- 67.11. engaging in academic dishonesty which means any of the following or a combination thereof:
- 67.11.1. cheating which means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercises; or
 - 67.11.2. fabrication which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise; or
 - 67.11.3. plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; or
 - 67.11.4. academic negligence that means willfully, with or without malice, abrogating one's academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the University; or
 - 67.11.5. facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the above acts of academic dishonesty.
- 67.12. Breaches of duty and/or violations of disciplinary regulations not specified in this Article shall, for the purpose of this Legislation, be deemed non-serious breaches or violations.

Article 68. Disciplinary Action by Various Heads of Academic Units

- 68.1. A chair of a department/center or a school head, upon the recommendation by an ad hoc discipline committee referred to in Article 70 of this Legislation where an academic staff is found out to be responsible for non-serious breaches or violations as specified under Sub-Article 67.12 hereof for the first time, shall subject such staff to:
- 68.1.1. verbal warning;
 - 68.1.2. written warning;
 - 68.1.3. fine not exceeding one month's salary, whose enforcement shall be consistent with applicable laws of the country;
 - 68.1.4. suspension not exceeding one month;
 - 68.1.5. recommendation of suspension from duty for two months to the VP.
- 68.2. A college executive dean, upon the recommendation by the ad hoc discipline committee referred to in Article 70 of this Legislation, may take anyone of the following sanctions or, when the circumstances justify, a combination of them against a staff member found to be

responsible for breaches of duty and/or violation of disciplinary regulations referred to under Article 67.1 of this Legislation:

- a. verbal warning;
- b. written warning;
- c. a fine up to salary of three months whose enforcement shall be in accordance with pertinent laws of the country;
- d. suspension from work for a period not exceeding three months;
- e. demotion as per the rules and regulations of the civil service and recommending to the Office of the VP for the dismissal of an academic staff with the exception of a full professor whose case shall be decided by the President.

68.3. The academic staff against whom measures indicated under the provisions of Article 68.1 and 68.2 of this article may lodge appeal.

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

Article 69. Disciplinary Actions by the VP

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

- 69.1 a fine not exceeding three months' salary, whose enforcement shall be in harmony with relevant laws of the country; or
- 69.1 postponement of promotion for an academic rank for a period not exceeding two years; or
- 69.1 dismissal.

Article 70. The Ad Hoc Discipline Committee

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

70.2. The principles, procedure and appeal mechanisms to be followed by the ad hoc discipline committee shall be determined in a guideline to be issued by the Senate.

Article 71 Inter-college Disciplinary Proceedings

- 71.1. Breaches of duty or violations of disciplinary regulations that are inter-college in nature shall be heard or investigated by an ad-hoc committee of at least three academic staff to be established for this purpose by the AVP.
- 71.2. The provisions of Article 70 of this Legislation that pertain to the modalities of initiation of disciplinary proceedings, hearings, examinations and the recommendations to be made thereon shall apply, *mutatis mutandis*, on a case being considered by such an ad-hoc committee.
- 71.3. On the basis of the recommendation to be made by the inter-college ad-hoc committee, the AVP may take any one of the sanctions specified under the provisions of Article 69 on a staff responsible for breaches of duty or violations of disciplinary regulations.
- 71.4. Where the exigency of the case as well as the magnitude and gravity of the breach so justify, the AVP may take any one of the sanctions specified under the provisions of Article 69 of this Legislation against a staff whose case is submitted to such a committee.
- 71.5. An appeal against the decision of the AVP under Article 69 hereof may be lodged by the aggrieved staff within two weeks after he has received a written notification of the same to the President. Where he is dissatisfied with the decision of the President, he may appeal to the Board within the same period of time. In both cases, an additional period of one month shall apply in case where the academic staff concerned can establish good cause for not filing his appeal within the period of two weeks. The Board's decision shall be final.

CHAPTER TWELVE: TEACHING, RESEARCH AND COMMUNITY ENGAGEMENT LOAD

Article 72. Teaching Load and Student-Teacher Ratio

72.1. Measurement Unit for Teaching Load

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

- 72.1.1. One undergraduate course credit = 1.0 LEH
- 72.1.2. One graduate course credit = 1.5 LEHs
- 72.1.3. One hour lab/practical/ or tutorial session... = 0.67 LEH
- 72.1.4. One undergraduate student senior
project/essay advising..... = 0.40 LEH
- 72.1.5. One graduate seminar/project advising..... = 1.00 LEH
- 72.1.6. One Ph.D. student Dissertation advising ... = 2.00 LEHs
- 72.1.7. One Ph.D. student Dissertation Co-advising.. = 1.50 LEHs
- 72.1.8. One Master’s Thesis advising = 1.50 LEHs
- 72.1.9. Co-advising for one Master’s Thesis.....= 1.00 LEH
- 72.1.10. Advising one medicine or veterinary student.. = 0.50 LEH

72.2. Notwithstanding the provisions of sub-Article 72.1 hereof, academic units shall present proposals on course load and special load method of class type or delivery method to the AC of the relevant academic unit and forward the same for approval by the ASCRC.

72.3. Class Size per Section

The minimum and/or maximum class size for courses shall be as follows:
Lecture type (undergraduate) 40-50 students

Class type	Number of students
Lecture type (Undergraduate)	40 -50
Tutorial and seminar classes (Undergraduate)	30-40
Laboratory/Field session (Undergraduate)	15
clinical attachment (Undergraduate)	20-25
Lecture for graduate program (Doctoral)	5-15

- 72.4. Where a given class size significantly exceeds the maximum class size indicated in sub-Article 72.3 of this Article, the concerned academic unit may, having proper regard to quality of instruction, decide to divide up the class into two sections.
- 72.5. Notwithstanding the provisions of sub-Article 72.4 hereof, academic units shall present proposals on course list and special class size to the AC of the relevant academic unit and forward the same for approval by the ASCRC. Such determination of class size shall take the following into account:
- a. courses that can be given as lecture;
 - b. courses for skill development;
 - c. facilities and capacity of the academic unit; and
 - d. cost effectiveness.
- 72.6. Workload - An academic staff shall be expected to work for 39 hours per week and the per semester academic load of a full time Academic Staff is 12 LEHs. In accordance with sub-articles 67.1 and 67.4 of this Article, 12 LEHs shall be equivalent to 36 hours of work per week. Every academic staff is required to advise students for up to 3 hours per week. The Senate shall issue guidelines that articulate and specify the manner in which community engagement may be budgeted, mainstreamed, cascaded to college level and be made part of academic load. Such guidelines shall in particular make community engagement the responsibility of each academic unit which shall identify its own niche, develop a concrete annual plan, and assign relevant academic staff to execute the plan. Accordingly, every academic staff is required to engage in an approved and registered community engagement that counts to at least 3 credit hours per year or 12.5% of the workload.
- 72.7. The full workload in the regular program for the different categories of full-time academic staff, the maximum teaching load, overload in teaching assignments and procedures for reporting teaching load shall be detailed by a guideline to be issued by the Senate.
- 72.8. Clinical services - The manner in which clinical services rendered may be considered as part of the workload of an academic staff as well as extra-load payment associated with it shall be governed by guidelines to be issued by the concerned University body.

Article 73. Research Load

- 73.1. The following are the components of research activities in the University:
- 73.1.1. project formulation and preparation;
 - 73.1.2. conducting full time research, research administration or coordination of research activities of the institute;
 - 73.1.3. research management by each project leader;

- 73.1.4. data management by each project participant;
 - 73.1.5. reporting by each project participant;
 - 73.1.6. preparation of publications by each researcher or research group;
 - 73.1.7. seminars/workshops or training programs organized or conducted by specified staff; and
 - 73.1.8. others to be determined by the appropriate University authority.
- 73.2. Without prejudice to relevant article of this Legislation and unless otherwise stipulated in a contract of employment, the workload of such staff shall, respectively, be 62.5 percent, 25 percent and 12.5 percent teaching, research and community engagement. A research staff is entitled to have a teaching home-base where he discharges 25% his workload in the form of teaching. The University shall ensure that the research staff gets a relevant teaching home-base in a timely fashion.
- 73.3. The amount of time available to research staff in the institutes to carry out any combination of the above components of research is about 39 hours per week. The tasks in which a research staff will be engaged in any given semester may vary from semester to semester. The breakdown or distribution of the total weekly hours for undertaking any of the tasks enumerated above may therefore vary for a particular staff. The director of the relevant institute shall prepare the research load of staff in terms of the number of hours per week spent on the various components of research activity by the staff.
- 73.4. Without prejudice to the generality of the foregoing provision, it is a requirement that an academic staff undertakes research activities either individually or in collaboration with others in the academic unit concerned or with organizations outside the University.
- 73.5. Subject to approval by the Senate the CHS may have its own set of rules on matters that are governed under this Article.

TITLE V: ACADEMIC RULES & REGULATIONS

CHAPTER THIRTEEN: ACADEMIC CALENDAR

Article 74. Academic Calendar

- 74.1. Without prejudice to the School of Medicine and other relevant academic units using a system of annual rather than semester course offerings, modular course offerings, as well as continuing and distance education programs, a normal semester at the University shall be 16 weeks of classes plus one week break before exams, and a summer/*kiremt* semester of 8-12 weeks.
- 74.2. At the University, with the exception of College of Health Science, a regular academic year commences in September and ends in June.
- 74.3. Summer semesters shall begin in the first week of July and end in the second week of September.
- 74.4. In summer semesters, students shall only be carrying $\frac{2}{3}$ of the normal semester load.
- 74.5. The Calendar, among other things, shall provide for the following:
 - 74.5.1. The meetings of the Senate which will normally be once each semester;
 - 74.5.2. The dates for the approval by the Senate of graduation ceremonies;
 - 74.5.3. Two to four week inter-semester break.
 - 74.5.4. Important dates of University academic work, such as orientation, placement, registration, readmission, add and drop, final examination periods, entrance and exit examinations and annual reviews; research week, staff evaluation, student and staff satisfaction survey, staff load and research engagement/output reporting;.
- 74.6. The calendar may only be amended by the Senate as and when the need arises. Minor amendments may be done by the approval of the Senate Executive Committee.

CHAPTER FOURTEEN: ADMISSION AND RELATED MATTERS

Article 75. Admission requirements

- 75.1. Admissions to the University undergraduate and graduate programs are permissible upon the fulfillment of all the criteria set by the admission policy of the University. Admission policy for local and international students shall be developed.
- 75.2. Admissions and enrolments into all graduate and undergraduate continuing and distance education programs/online is permissible upon the fulfillment of all the criteria set by the admission policy of the University Admissions and enrolments to all programs are processed by the University Registrar in consultation with the academic units concerned.
- 75.3. The minimum intake of a regular graduate program shall be as described in the

admission policy, subject to modifications by the registrar in consultation with the academic units.

Article 76. Special admission modalities

- 76.1. Special admission to some programs may be granted to potentially resourceful candidates on the basis of the special admissions guideline which is to be issued by recommendation set by the AEC.
- 76.2. Admission to graduate programs may be given to exceptionally talented undergraduate students in honors program in their senior years in order for them to pursue undergraduate and graduate programs concurrently.
- 76.3. Special admissions leading to double major, dual major or dual degree, double degree and joint degree should be worked out on the special admissions guideline.

Article 77. Readmission after Dismissal

- 77.1. Without prejudice to article 77.3, a student who has been dismissed for good due to academic deficiencies may not seek readmission into the program from which he has been dismissed
- 77.2. Notwithstanding the provisions of sub-Article 77.1 hereof, a dismissed student may apply for admission to a different program.
- 77.3. A student whose academic status is dismissed but allowed to repeat deficient modules/courses may be readmitted at least after one semester following withdrawal from the University. Such student shall be readmitted in a semester when there are more modules/courses the student is eligible to register for.
- 77.4. A student may be allowed to raise his grade point to the required level provided he can remove such academic deficiencies in not more than one year and the maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining modules/courses of study.
- 77.5. A first year student dismissed at the end of the first semester with a SGPA of not less than 1.00 shall be readmitted.
- 77.6. A first year student dismissed at the end of the second semester with a CGPA of not less than 1.50 shall be readmitted.
- 77.7. A second year and above student dismissed at any semester with a CGPA of not less than 1.75 shall be readmitted.
- 77.8. Any readmitted student may be allowed to repeat courses in which the student scored "< 1.75 (C- or belowD)" or "0 (F)" in both ECTS and conventional system grades with the approval of the student's academic advisor/Head of academic unit.

Article 78. Choice of Program of Study

- 78.1. Student placement in each academic unit within a college shall be decided based on the students preference and intake capacity of academic units provided by such Colleges as per the general guidelines provided by the Admission and Enrollment Committee (AEC).
- 78.2. Students will be enrolled into the programs of their choice on competitive bases that take into account their grade as a measure.
- 78.3. As required, Special provisions shall be made for female students, students with disability and other socially disadvantaged groups that require affirmative action.

Article 79. Transfer of Students

- 79.1. For Inter-/intra academic unit transfer in the regular program, The applicant shall have attended at least one semester or shall have accumulated less than 50% of the credit hours/ECTS required for program accomplishment in his previous institution at the time of request for transfer and must be in good academic standing with a minimum CGPA of 2.00, and/or successfully accomplished the modules taken, with a minimum grade of C.
- 79.2. A student wishing to be transferred shall be required to fill a standard Transfer Application Form which shall be made available at the Registrar Office.
- 79.3. The Transfer Application Form must be completed and returned to the Registrar's Office in the registration week for the semester during which enrolment is sought.
- 79.4. Upon receipt of the application, the Registrar shall present the same to the respective college academic commission which shall make its decision in line with the provisions of this Article.
- 79.5. Criteria and procedure for inter-university transfer applications in the regular and extension programs shall be worked out in transfer guideline
- 79.6. In extraordinary circumstances, transfer of students from other universities shall be decided by the President or the VP.

CHAPTER FIFTEEN: COURSES/ MODULES OFFERED BY THE UNIVERSITY

Article 80. General Provision on Courses and Modules

- 80.1. The University education system must meet the needs of national development and provide well planned teaching and learning programs and contribute to the advancement of all forms of knowledge. The University encourages new learning and teaching strategies including modularization, e-learning etc. and modifies traditional models of discipline-based and sequential courses. The learning programs shall be outcomes-based education and training. The model of modularization shall fit into the objectives and requirements of 'Qualification Framework'.
- 80.2. Unless otherwise provided for in this Legislation or by a directive to be issued by the Senate, all courses/modules shall be offered on semester bases.
- 80.3. Module duration (width) is the time duration over which a module of a specific size or weight is offered. A set of modules or more than one module can be offered in a semester. A single module may not however be stretched to the next semester provided a module may run for two consecutive semesters within the same academic year if the nature of a given discipline or of module requires so and if it is recommended by the AC concerned and approved by the ASPRC.
- 80.4. Modules/courses shall be offered in person, online or blended; employing parallel or block teaching modalities. .
- 80.5. Modules/ courses shall be valued in terms of the European Credit Transfer System (ECTS). One ECTS shall be equivalent to 27 hours of learning effort or notional learning time, used as a measure of volume.
- 80.6. A module/ course can comprise any credit value in the range of 5 to 30 ECTS. For a graduate program, one thesis/PhD module may comprise up to 30 ECTS per semester. A total of 60 ECTS is Expected for a Master thesis and 120 ECTS for PhD Dissertation.
- 80.7. All modules/courses offered by the University shall be designated with a specific coding system numbered and the system of numbering shall be as per the guideline provided by the Office of the Registrar.

Article 81. Core Area Modules and Courses

Each student enrolled for a particular program shall complete the core area modules/ courses in such program as a precondition to earn a degree.

Article 82. General Education Modules/Courses

- 82.1. The decision to offer General Education courses/modules may be made at programs level for undergraduate programs
- 82.2. General Education module/courses shall be designed to enable students acquire the necessary communication and analytical skills, culture of inquisitiveness, critical thinking, innovation and creativity, democratic values and knowledge, skills of new technologies and awareness.

Article 83. Elective Modules/Courses

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

Article 84. Phased-out Modular Courses/ Modules

Students who have scored 'F's in phased-out modular courses/ modules deemed essential for a program of study shall be required to remove their 'F's by taking equivalent modular courses/ modules as determined by the academic commission of the college in which they are enrolled.

Article 85. Semester Load for Non-Clinical Students

- 85.1. The minimum load required for a full-time student, shall be 30 ECTS (18 credit hours), per semester and the maximum shall not exceed 40 ECTS/25 credit hours. The AVP office shall provide a guideline to accommodate the pace of special need students
- 85.2. A student with CGPA of 2.50 or above and wishing to deviate from this requirement shall obtain a special permission from the head of the department in which he is doing his major work, or from the dean of his college, and approved by the AC. The maximum load with special permission may not, however, exceed 40 ECTS/25 credit hours.
- 85.3. Notwithstanding the provisions of sub-Article 80.1 hereof, a graduating student with CGPA of 2.00 and above may be granted special permission to take up to 40 ECTS/25 credit hours.
- 85.4. The normal load in the evening programs shall be 14-18 ECTS/8-12 credit hours per semester. A student may be allowed to take a load of up to 25 ECTS/15 credit hours, provided that the student has completed a course work of at least one academic year/40 ECTS/24 credit hours and has a CGPA of 2.50 and/or above and the student is at graduation year after passing all modular courses/ modules taken up to date.
- 85.5. The normal semester load of students placed in summer in-service programs shall be 20-22 ECTS/12-15 credit hours.
- 85.6. Evening program students may take up to 12-14 ECTS/6-8 credit hours during the summer term.
- 85.7. The normal semester load for regular Masters program students shall be 30-35 ECTS, for those placed in summer in-service, extension, and distance programs shall be 20-22 ECTS.
- 85.8. For the purpose of determining academic status of evening and summer in-service/kiremt students, one academic year shall be regarded as equivalent to two semesters and one summer in-service/ kiremt term for evening program students and three summer in-service/kiremt terms for summer in-service/kiremt program students.

Article 86. Duration of Study and Validity of Courses/ Modules

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

Article 87. Credit Requirements for Graduation

- 87.1. The minimum and the maximum total credit required for undergraduate degree programs are:
 - 87.1.1. The minimum total credits for a four years non- clinical bachelor program shall be 240 ECTS/145 credit hours, while the maximum is 260 ECTS/158 credit hours.
 - 87.1.2. The minimum total credits for a four year clinical bachelor program shall be 250 ECTS/ 150 credit hours, while the maximum is 300 ECTS/ 195 credit hours.
 - 87.1.3. The minimum and maximum total credits for a four and half clinical bachelor program shall be 320 ECTS/192 credit hours and 340 ECTS/200 credit hours, respectively.
 - 87.1.4. The minimum total credits for a five years non-clinical bachelor program shall be 300 ECTS/182 credit hours while the maximum is 340 ECTS/ 200 credit hours.
 - 87.1.5. The minimum total credits for a five year clinical bachelor program shall be 350 ECTS/ credit hours while the maximum is 360 ECTS/ credit hours.
 - 87.1.6. The minimum total credits for a six and half years bachelor program shall be 400 ECTS/ credit hours while the maximum is 420 ECTS/ credit hours.
- 87.2. Any academic unit college or institute or department/center wishing to deviate from the above stated maximum and minimum total credits shall seek the approval of the ASPRC.
- 87.3. Academic units, departments/centers and institutes shall determine courses/ modules and the proportion of time that require additional tutorials, which shall be put into effect after approval by the AC.

Article 88. Class Attendance

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

CHAPTER SIXTEEN: ACADEMIC AND RESEARCH ADVISING

Article 89. Academic support and research advising

- 89.1. As the University is a research University which aims at enhancing excellence of graduate, the role of advisors is of paramount importance for the successful completion of students both in the undergraduate and graduate programs.
- 89.2. Guideline for academic and research advising shall be prepared

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

Article 90 Grading Rules for Undergraduate Programs

- 90..1. A student shall be said to have done a module upon completion of such module

and when he is graded according to the grading scale and letter grade system indicated in the following table.

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

- 90..2. A student may not graduate with a CGPA of less than 2.0. He shall thus score at least a “C” grade in each of the modules/course he is required to take under the program.
- 90..3. Details in regard to sub-articles 90.2 of this Article shall be worked by the Senate.
- 90..4. Notwithstanding the grading system indicated in the table under sub-Article 90.1 of this Article, the School of Medicine may follow its own grading system that shall be approved by the AC of CHS.
- 90..5. Academic achievement in all the undergraduate and graduate programs of the University, with the exception of modules/courses and programs for which the Senate provides special dispensation, shall be graded on the letter system based on the scale that is in the manner provided in sub-article 86.1 of this Article.
- 90..6. Unless otherwise provided for by this Legislation or other directives issued by the Senate, grade point averages are determined by dividing grade points earned in a semester or a term by the number of credit hours/ECTS attempted in that semester.
- 90..7. In case where a student does not have full examination records, the instructor shall record “NG” for No Grade. All “NG” s shall be changed to one or another of the following before grades are submitted to the Registrar:
- 90.7.1. To an “I” (incomplete) by the AC in consultation with the instructor concerned for a student who, because of illness or of other reasons beyond his control, fails to complete the course; or
- 90.7.2. to a “W” (withdrawn) by the department/center chair/school head for a student who has formally withdrawn from the program within eight weeks after the beginning of the semester; or
- 90.7.3. to a “DO” (dropout) by the dean for a student who has not

withdrawn from a program in accordance with the withdrawal procedures set forth by the University and the time limit specified in the this legislation, or has not produced evidence justifying his failure to sit for the examination(s);

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

Article 91. Semester Academic Achievements

- 91.1. A student who earned a “2.00 (C)” grade or above in all modules/courses of a semester shall be in good standing.
- 91.2. A student shall be warned or placed in probation by the academic unit under the following conditions:
- 91.3. a student who fails to achieve a semester GPA of 1.75 or a CGPA of 2.00.
- 91.4. a student who scores up to three “Fs” at the end of each semester with less than or equal to 15 ECTS;
- 91.5. any newly admitted student who, at the end of the first semester, earns a semester GPA of 1.50 to 1.74;
- 91.6. any newly admitted student, who at the end of the first year, earns a CGPA of 1.75 to 1.99.
- 91.7. Academic dismissal:
 - 91.7.1. Any consecutive probation/warning leads to academic dismissal.
 - 91.7.2. Any student who scored three “F’s” on courses with more than 12 total CP or a student who scored more than three “F’s” per semester, or
 - 91.7.3. Any student whose semester GPA falls below 1.75 and fails to maintain a CGPA of 2.00.
 - 91.7.4. A student placed on probation shall be dismissed after one semester on probation

if he fails to emerge from the state of probation by raising his CGPA up to 2.00 or by obtaining a semester GPA which, if maintained at that level, would permit him to reach the CGPA of 2.00 by graduation.

91.7.5. A newly admitted student or a student joining the University at advanced level who earns a GPA of less than 1.50 at the end of his first semester shall be dismissed.

91.7.6. A newly admitted student or a student joining the University at advanced level who, at the end of the first year, fails to achieve a CGPA of at least 1.75 shall be dismissed.

Article 92. Academic Achievements for Graduation

92.1. All the required modules/courses and the minimum credit hours set by the respective academic unit shall be attained, except for phase in and phase out programs.

92.2. A degree candidate is required to have a minimum CGPA of 2.00 in his major or Cumulative Average Number Grade (CANG) of 2.00 and a minimum CGPA of 2.00 in his minor, where there are minor offerings.

92.3. No “F” grade in any module/course taken.

92.4. Students who fail to graduate due to achieving a CGPA less than the required, or due to an “F” grade and have no more chance to upgrade their CGPA or to remove their “F” may be given a certificate of attendance with their transcript stated as “graduation requirements incomplete”.

Article 93. Graduation with Distinction, Great Distinction and Very Great Distinction

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

93.1. A student with a CGPA of 3.75 or above shall graduate with “Very Great Distinction”; a student with a CGPA of 3.5 to 3.74 shall graduate with “Great Distinction”;

93.2. A student with a CGPA of 3.25 to 3.49 shall graduate with “Distinction”.

Article 94. The Addis Ababa University Medal

94.1. The University Medal is a prize awarded at Commencement to an outstanding student from each college/institute in regular and CDE of undergraduate programs. The University Medal may be granted to several students from the same college or institute at the same time provided such students equally meet the criteria for the prize set in this Article and the guideline issued thereunder.

94.2. The award is made on the basis of academic excellence, character, contribution to the public, and participation in extra-curricular activities. The AC of each college/institute shall, each year, recommend to the Senate its outstanding student for the latter’s approval.

94.3. The college/institute AC in consultation with the AVP Offices shall determine detailed guidelines and criteria for awards, medals and prizes to be given to

students.

CHAPTER EIGHTEEN: ASSESSMENTS AND EXAMINATIONS

Article 95. General Provisions on Examinations

- 95.1. Student learning shall be assessed in a variety of ways/continuous assessment in the form of tests, assignments, presentations, etc. to determine the final grade earned as continuous assessment and one final Exam with a weight of not greater than 50%. Instructors shall monitor the student's academic performance by keeping track of records.
- 95.2. Examinations may be oral, written or practical, depending on the nature of the module/course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be kept by the instructor.

Article 96. Administration of Periodic, Exit and Final Examinations

96.1. Periodic and Exit examinations

- 96.1.1. Without prejudice to the requirement of continuous assessment, students shall sit for periodic/holistic and/or exit exams to be administered by the respective relevant academic units of the University.
- 96.1.2. Students shall sit for a final exam to be administered for each module/course.
- 96.1.3. Students shall be registered for exit exams upon successful completion of all the modules/courses that may be required by the program.
- 96.1.4. Exit exams, if any, shall be identified with module/course title and code.
- 96.1.5. The grade point of an exit exam should not be included in the computation of either semester or cumulative status of student.
- 96.1.6. The exit exam result shall be rated as percentage as Pass (P) or Fail (F) status. The pass mark at the exit exam shall be determined by the respective program/ authorities to qualify for graduation.
- 96.1.7. An exit exam, if any, shall be given once in a year for graduating students, and the period shall be communicated early and shall be indicated in the academic calendar.
- 96.1.8. A student who failed in the exit exam can repeat it twice but no special reexamination schedule shall be arranged for failing students. The student shall be academically dismissed for good if he fails for the third time.
- 96.1.9. Detailed guidelines regarding exit exams shall be set by ASPRC.

96.2. Administration of Final Examination

- 96.2.1. A list of candidates sitting in an examination shall be prepared in advance of the examination by departments/centers/schools to which the students belong and such a list shall be handed over to the invigilators

for purposes of checking attendance during the examination.

- 96.2.2. No student may be admitted into an examination hall 30 minutes after the beginning of the examination.
- 96.2.3. No student may be allowed to leave an examination hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.
- 96.2.4. In the event that a student is forced to leave an examination hall for health reasons, and in so far as the student is in a conscious and sound state of mind, the invigilator in attendance shall inform him of the fact that certification from a medical doctor has to be obtained expeditiously to substantiate the claim of sickness or illness.
- 96.2.5. Upon conclusion of an examination the invigilator shall submit a report on the conduct of the examination by completing a form prepared for that purpose. The report shall be submitted to the office of the chair/head of the department/center/school that offers the module/course.

Article 97. Violation of Examination Regulations

- 97.1. Any one of the following shall be interpreted as an act of violation of examination regulations in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and on the determination of the academic status of students:
 - 97.1.1. copying from pieces of paper or any other source of information brought into an examination hall where such material is not specifically permitted;
 - 97.1.2. working on or being found in possession of examination papers other than one's own;
 - 97.1.3. exchanging information in the examination hall in oral, symbolic, written or any other means, such as mobile phones where these are not specifically permitted;
 - 97.1.4. 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;
 - 97.1.5. sitting for an examination in a module/course for which one has not been registered;
 - 97.1.6. taking an examination by proxy, i.e. through another party,
 - 97.1.7. submitting a work or works for which it can clearly be established that the work or part thereof is not produced by the student claiming authorship or production;
 - 97.1.8. disorderly conduct in an examination hall, including refusal to accept and abide by instructions given by the invigilator;
 - 97.1.9. being caught in the act of avoiding to sign attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall; and

- 97.1.10. engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.

Article 98. Re-marking of Examinations

98.1. Petition for Re-marking

A student who is aggrieved by the marks he had obtained in a course shall have the right to petition for remarking of his exam paper. Details will be addressed in the Assesment and Examination guideline

Article 99. Make-up Examinations

A student unable to sit for a final examination for reasons beyond his control, such as hospitalization, psychological problems or accidents, and who can produce proof of evidence and therefore has an "I" (incomplete) grade in a module/course may be allowed to sit for a make-up examination in the module/course details will be addressed in the Assesment and Examination Guideline.

CHAPTER NINETEEN: GRADUATE STUDIES

Article 100. General Provisions

- 100.1. The University offers programs of study and research leading to Master of Arts (M.A.), Master of Education (M.Ed.), Master of Science (M.Sc.), Master of Laws (LL.M), Master of Business Administration (MBA), Doctor of Philosophy (Ph.D.), Post Doc and similar other graduate degrees as well as programs leading to specialty and sub-specialty certificates in medicine or other similar programs.
- 100.2. The University may also, as conditions permit, offer such programs of study and research leading to post-graduate and post-doctoral diplomas.
- 100.3. Graduate programs in the regular, continuing and distance shall have equal value as such programs are the same as regular graduate programs in all respects except in the form of delivery, duration of study and scheduling. Accordingly, graduate continuing and distance education students shall receive quality instruction, advising and administrative services comparable to regular graduate students.
- 100.4. The University may introduce differential payment structure relating to tuition and other fees to be made by graduate continuing and distance education students. The threshold of such payments shall be that paid by regular graduate students per ECTS.
- 100.5. All university-wide policies, rules and regulations shall, mutatis mutandis, apply to graduate programs run under the auspices of the the relevant office.
- 100.6. Without prejudice to the provisions of this Legislation regarding graduate programs, the standards entitled “PhD Programs Standard and

Management in Addis Ababa University,” shall apply, *inter alia*, to regulations governing PhD programs, progress monitoring standards, role and responsibility of academic units, college/institute level PhD advisory committee and quality assurance, PhD teaching at the University, PhD dissertation assessment and examination, ethical standards, physical facilities, utilities/material and equipment and cross-cutting norms.

Article 101. Multidisciplinary Graduate Programs involving several Academic Units

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

Article 102. Graduate Programs Coordination (GPC)

The coordination of the Graduate Programs shall be provided by the Guidelines of the Senate.

Article 103 Admission, Scholarship Award and Transfer in Graduate Studies

103.1. The relevant provisions of this Legislation shall govern matters pertaining to admission to graduate studies including special admission, advance standing and transfer of students.

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

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

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

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

Article 104. Enrolment and Registration in Graduate Studies

Issues related to enrolment, registration and readmission in graduate studies shall be prescribed by the guidelines of the Senate.

Article 105. Program of Study

- 105.1. All graduate students including continuing and e-learning graduate students shall, prior to starting their courses of study, be given admission tests to determine their levels of preparation in the areas of Academic English or Quantitative Methods and/or Computational Skills.
- 105.2. A Ph.D. candidate shall have a supervisor assigned by the relevant organ in consultation with the candidate concerned. Details shall be worked out through Guidelines of the Senate.
- 105.3. Programs shall be modular with a minimum of eight hours student daily workload but may or may not be delivered in block teaching. One ECTS shall approximately be equivalent to 25 hours of student workload for theoretically inclined module and 30 hours of student workload for practically inclined module.
- 105.4. In programs where credit points system is retained, one credit hour shall be one lecture hour or three laboratory hours per week per semester. Book reviews, laboratory reports, term papers, etc. shall normally be required for each graduate course.
- 105.5. Student assessment in every module shall consist of continuous assessment and a final comprehensive exam.

Article 106. Credit Requirements and Course Load

- 106.1. The total number of ECTS for course/module work in Masters Programs shall be from 59.5 to 70 ECTS for programs requiring thesis work and from 89.5 to 100 ECTS for non-thesis programs.
- 106.2. The minimum number of ECTS in Ph.D. programs which require coursework shall be 32.
- 106.3. Upon the recommendation of their advisors, Master`s and Ph.D. students may audit courses.

Article 107. Duration of Study

- 107.1. The duration for the completion of graduate studies and honours program, PhD and specialty program shall be fixed by the appropriate organ.
- 107.2. Extension of the duration of study, be in the regular program or in the evening/weekend and *kiremt*/summer in-service program, may be allowed as provided herein where a candidate shows that he was unable to complete his studies within the specified period due to *force majeure* and where the extension is recommended by the relevant organ and approved by ASPRC.

107.3. Residency requirements for special graduate programs shall be set by guidelines of the Senate.

CHAPTER TWENTY: ACADEMIC ACHIEVEMENTS AND STATUS IN GRADUATE PROGRAMS

Article 108. General Provisions on Graduate Programs

- 108.1. Each academic unit may offer programs of study and research leading to post-graduate certificates, diplomas and degrees.
- 108.2. The academic units shall function through Department/school Graduate Committees (DGC).
- 108.3. All University-wide policies, rules and regulations shall *mutatis mutandis* apply to graduate programs.
- 108.4. An academic unit may run joint graduate programs in collaboration with other universities to complement each other for better competency of the graduates. In such cases, special procedures may be set to administer such programs in agreement with the collaborating institution.
- 108.5. A minimum academic rank of staff offering modules/courses in the graduate program shall be assistant and associate professor for masters and doctorate degrees, respectively. However, in case of staff shortage the DGC may propose that a lecturer and an assistant professor with merit offer modules/courses, for Masters program and for Ph.D. program, respectively. Such proposal shall be approved by the respective College/ institute AC.
- 108.6. Masters programs may offer students two options, namely, module work and thesis/project or module work with comprehensive examination.
- 108.7. A Ph.D. program may be course based dissertation (an arrangement in which course work is not necessarily directly related to the research topic) or non-course based dissertation (where each course is a setting in which the student accomplishes an aspect of his research that leads to his dissertation).

Article 109. Grading System

- 109.1. Excluding the school of medicine examinations are graded on the following letter grading system with corresponding points.

Raw Mark	Letter Grade	Grade Points
[95, 100)	A+	4.00
[85, 95)	A	4.00
[80, 85)	A-	3.75
[75, 80)	B+	3.50
[70, 75)	B	3.00
[65, 70)	B-	2.75
[60, 65)	C+	2.50
[50, 60)	C	2.00
[40, 50)	D	1.00

< 40	F	0.00
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109.2. Thesis or Dissertation evaluation shall be graded on the following ranking system, with corresponding grading scales and letter grades;

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

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

Article 110. Academic Probation and Dismissal

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

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

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

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

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

Article 111. Repeating Modules/Courses

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

- 111.2. A student with a grade of “C+” or lower may be allowed to take a re-exam, instead of repeating the course, with the recommendation of the course instructor and the DGC by assessing the overall performance or special conditions of the student on an individual basis.
- 111.3. No course may be repeated or re-examined more than once.
- 111.4. Where a graduate student sits for a reexamination, a maximum of “B” grade may be taken into consideration in determining his academic status.

Article 112. Withdrawal and Readmission

- 112.1. Unless there are compelling reasons, official withdrawal forms must be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement will only be eligible for readmission if he has a good cause for failing to meet the deadline.
- 112.2. A candidate may be readmitted only when the withdrawal is effected because of one of the following:
 - 112.2.1. if the candidate cannot pursue his study because of medical reasons ascertained by a valid certificate; or
 - 112.2.2. if the University is unable to carry out the relevant graduate program and advises the candidate accordingly; or if the candidate is unable to continue due to other reasons that may constitute *force majeure*.
- 112.3. A candidate who has been dismissed for academic reasons may apply for readmission only once during the whole study period of a given program.
- 112.4. The College Graduate Program Coordination shall permit readmission, taking into account the availability of facilities/places in the program concerned even where withdrawal was made as per the procedures laid down in this Article.
- 112.5. Withdrawal made with the approval of the College Graduate Program Coordination concerned does not imply automatic readmission whenever it is sought. The length of absence and the number of places available shall be taken into consideration. The length of absence between withdrawal and readmission may not exceed 2 and 4 years after the date of withdrawal for regular and evening/kiremt, respectively. The College Graduate Program Office may, however, consider the readmission of a student who has discontinued his study for four to five years provided it is convinced that the student was prevented from applying for readmission by circumstances beyond his control. If not, he shall be dismissed from the program.
- 112.6. No graduate student who has discontinued his study for a period longer than five years may be granted readmission.

Article 113 Transfer from One Program to Another

- 113.1. Without prejudice to other rules and regulations of the University applying to cases of transfer, a graduate student registered in one graduate program may be allowed to transfer to another program provided the candidate:
 - 113.1.1. presents an application stating convincing reason(s) for requesting the transfer and a letter in support of the desired transfer from a sponsor

where applicable; and

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

113.1.3. is not a dismissed student; and

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

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

Article 114. The Graduate Thesis/Dissertation

114.1. General Requirements

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

114.1.2. A thesis shall constitute a partial fulfillment of the requirement for a master's degree except in a program where it is not required. In addition to his thesis, a master's degree program candidate shall, except in a program where thesis is not required, produce at least one publishable manuscript which he shall present during his thesis defense.

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

114.1.4. The general requirements and guidelines on thesis/dissertation shall be developed for all departments/schools/centers by ASCRSC.

114.1.5. The provisions of Article 129 of this Legislation shall apply regarding matters not provided for under sub-articles 103.1-103.3 of this Article.

- i. A Ph.D. dissertation is a requirement for a Ph.D. degree.
- ii. dissertation is not complete unless it constitutes an independent scholarly work inclusive of all scholarly apparatus used in the discipline. It shall be presented in a form regarded as suitable for examination in the discipline concerned and it shall conform to all other formal requirements of the University for presentation of a dissertation including but not limited to word limits.

114.2. Selection and Approval of Thesis/Dissertation Topic

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

114.2.2. Thesis/dissertation topic of each candidate shall be recommended and approved by the the relevant organs as early as possible.

114.3. Format of Thesis/Dissertation

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

114.3.1. Procedures for Examination and Submission of Thesis/Dissertation

114.3.1.1A thesis shall be submitted to the department/school/center at least one month before the date of defense.

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

114. 4. Accepted Thesis/Dissertation

Accepted with no change or some minor changes

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

114.5. Rejected Thesis/Dissertation

A Thesis/Dissertation shall be rejected if:

114.5.1. 1.the work is found by the examining board not to have met the required standards; or

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

114.5.3. the work has been already used to confer a degree from this or another University. However, this shall not preclude the candidate from submitting such

work, provided enough extra work has been done to expand the scope and depth of the subject.

114.6. Effect of Rejection

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

Article 115 The External Examiner

115.1. Purpose and Functions

- 115.1.1. The purpose of having external examiners is to ensure that students qualifying for the degrees offered measure up to academic expectations of other academic institutions.
- 115.1.2. As a member of the examination board, the external examiner may participate in assessment processes for the award of degrees; and comment and give advice on course content, balance and structure. Selection, appointment and reporting mechanisms of external examiners shall be regulated by Guidelines of the Senate.

Article 116 Graduation

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

CHAPTER TWENTY ONE: CONTINUING AND e-LEARNING EDUCATION

Article 117. General Provisions

- 117.1. The *raison d'être* for continuing and online 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).
- 117.2. The University shall:

- i. devise benefit packages to attract its academic staff to the CDE;
- ii. formulate principled strategies to share revenues emanating from the CDE with academic units that run such programs; and
- iii. work proactively towards tapping into the potentials of the CDE within the bounds of Addis Ababa and beyond.

Article 118. Implementation of the continuing and e-learning education programs

The University shall develop a guideline for the implementation of the continuing and e-learning education programs .

CHAPTER TWENTY TWO: BESTOWAL OF HONORARY DOCTORATE DEGREE

Article 119 Honorary Doctorate/*Doctor Honoris Causa*

119.1. Principles

119.1.1. The rank of honorary doctorate or *doctor honoris causa* is an honorific title granted by a special procedure to persons of exceptional achievement as a token of respect.

119.1.2. The University may award honorary doctorate degrees to honor persons of outstanding contributions, and this may include a person deserving of honor by virtue of scholarly distinction, noteworthy public service resulting in significant contributions either to the University or to education in Ethiopia, to other spheres of development in Ethiopia, Africa or the world at large.

119.1.3. The University may honor individuals with the highest caliber, distinguished as learned persons whose knowledge and wisdom are considered exemplary.

119.2. Details shall be provided for in the Guidelines of the Senate.

TITLE VI: RESEARCH, UNIVERSITY-INDUSTRY LINKAGE, CONSULTANCY SERVICES AND COMMUNITY ENGAGEMENT

CHAPTER TWENTY THREE: RESEARCH

Article 120 Policy Premises on Research

120.1. The primary objective of research conducted at Addis Ababa University will be to enhance the significance and excellence of knowledge creation, education, and developmental issues. In order to achieve this, the University shall collaborate with relevant stakeholders to identify its main priority research agenda and subjects, taking into account its unique strength and the pressing needs of the country.

120.2. The University shall deploy its academic staff in research based on its research

agenda, plan, demonstrable merit, practicality and stipulations, which clarify debated areas.

120.3. An academic staff has the right to choose his research agenda

120.4. The University shall formulate policies and guidelines related to research, technology transfer, and community engagement.

Article 121. General Provisions on Research

121.1. The University shall appoint an official to execute leadership in research and scholarly output. The duties and responsibilities of the office holder are detailed in a separate policy and guideline to be issued by the Senate.

121.2. The University shall ensure that research receives appropriate level of attention by:

121.3. establishing a system which ensures that research funds are managed and utilized within a system that adheres to transparency, accountability, efficiency and efficacy;

121.4. establishing relevant office to administer and facilitate research from project inception to project completion including grant and sponsored projects, dissemination and scientific communication, monitoring and evaluation, and graduate program research administration;

121.5. empower the PI to conduct findings in efficient and effective ways;

121.6. establishing Research and Innovation Fund, Research and Development units in fields deemed pertinent, and Science and Technology Park and create the environment for research, knowledge creation, innovation, dissemination and the transfer of technology from laboratory to the market place;

121.7. ensuring that graduate students receive training on proposal writing, research ethics, academic writing;

121.8. Initiating competitive initial funding schemes to support senior research, thematic research, early career and female researchers, in order to promote equitable distribution of research funds and enhance quality of research output; and

121.9. adopting and implement comprehensive research and scholarly output incentive mechanisms;

121.10. Adopting and implement fast procurement procedures for vital equipment and supplies without which the research project will in jeopardy.

121.11. The University shall provide book allowance to academic staff with the rank of assistant professor, associate professor and full professor in each academic year with the purpose of enhancing teaching, research and technology transfer.

121.12. Any academic unit may enter into joint research partnerships and receive research funds from national and international sources provided that such

undertakings are consistent with the existing laws and policies of the University.

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

121.14. Academic units of the University shall assess the quality and relevance of their research outcomes every three years. The results of these assessments will be periodically gathered and consolidated by the relevant vice president with the aim of communicating and enhancing the research capabilities of the University in the future.

Article 122. Procedures for Initiating and Conducting Research

122.1. Where funds are sought from sources internal to the University, the research proposal shall be presented to the Research Office for approval by the relevant standing committee of the Senate.. The research office will ensure the quality of the proposal by independent professional assessors.

122.2. The procedures for initiating, reviewing, endorsing, and approving internally funded research proposals at different levels are detailed in a separate policy and guideline to be issued by the Senate.

122.3. Where research funds are obtained from sources external to the University, the concerning vice president shall verify that the proposal adheres to the ethical guidelines, missions and vision of the University before its commencement

122.4. Academic staff conducting research shall submit full account of the research and regular reports to the relevant offices of the university.

Article 123. Administration of Research

123.1. The overall administration of research in the University is vested in the concerning vice president as specified in a guideline to be issued by the Senate.

123.2. Researchers whose proposals have been approved and funded shall submit regular reports to their respective departments, colleges, institutes and the designated vice president following a Guideline to be issued by the Senate;

123.3. The management of collaborative research funds will be guided by the approved proposal, the current financial policy, rules, and procedures of the University.

123.4. All research project funds are subject to overhead charges based on the agreement between the funding agency and the University.

123.5. An external researcher who is leading an ongoing or a new research research may affiliate with an appropriate academic unit or a research institute at AAU.

123.6. An external researcher who is leading an ongoing or a new research may affiliate with an appropriate academic unit or a research

institute at AAU.

123.7. An external research affiliated with an academic unit for purpose of research will carry all the entitlements and duties of the principal investigator throughout the duration of the research grant.

123.8. The duties and responsibilities of the Principal Investigator (PI) of a research project are detailed in a separate guideline

Article 124. General Provisions on Research Institutes

124.1. A research Institute shall mean an interdisciplinary academic entity dedicated to advancing knowledge, fostering innovation, and addressing complex challenges through research, typically focused on a specific field or area of study.

124.2. play a leading role in technology transfer, commercialization of research outcomes, and policy development;

124.3. All academic rules and regulations governing teaching academic units, including their organizational structure, shall, mutatis mutandis, apply to research institutes.

124.4. Teaching and research institutes shall have academic commission, in order to handle day-to-day matters, like any other academic unit of the University.

124.5. With the view to attaining the objectives set forth in sub-article 1 of this Article, each research institute shall have a Director, a deputy Director and a Research Institute Commission (RIC), core academic staff who are affiliated with the relevant academic units to fulfill teaching responsibilities, support staff, a working place and adequate facilities as appropriate, a statute to govern the overall activities of the unit.

Article 125. Functions of Research Institutes

The functions of Research Institutes are detailed in the Policy and Policy and Guideline and focused on Research, Technology Transfer, University-Industry Linkage, and Community Engagement

Article 126. Principal of a Research Institute

Research Institutes shall be managed by a principal and a deputy principal

Article 127. Research Institute Commission (RIC)

127.1. Each research institute shall have an RIC which is tasked with specific responsibilities, such as overseeing and managing research projects, allocating resources, setting research priorities, and making decisions related to the institute's research activities.

127.2. Composition of the RIC are detailed in in a separate policy and guideline.

Article 128. Property Rights on Research Findings and Research Property

- 128.1. Without prejudice to the relevant provisions of Federal law and unless otherwise expressly provided for under individual research agreements, the University shall have property rights on research findings and/or products developed as per the relevant provisions of this Legislation.
- 128.2. The University shall provide a guideline on property rights and benefits of the PI in the the Policy and Guideline for Research, Technology Transfer, University-Industry Linkage, and Community Engagement

Article 129 Research Priorities

The University shall provide guidelines for setting research priorities

Article 130. Reputability of Journals

- 130.1. The purpose of setting forth these rules for reputability of journals published and/or sponsored by the University such as societies and associations or any of its constituent units is to ensure that the journals maintain high level of professional credibility and meet a minimum set of international scholarly standards.
- 130.2. The reputability of journals under the auspices of the University shall be determined by the Guideline for Research, Technology Transfer, University-Industry Linkage, and Community Engagement.
- 130.3. The reputability of journals published outside the University shall be established by a separate guideline.

Article 131. Commissioning and Approval of Teaching Materials, Textbooks and Books

The Office of the VPRTT shall develop guidelines and procedures on the commissioning and approval of teaching materials, textbooks and books and submit the same to the Senate for approval.

CHAPTER TWENTY FOUR: UNIVERSITY-INDUSTRY LINKAGE AND TECHNOLOGY TRANSFER

Article 132 Policy Premises on University-Industry Linkage and Technology Transfer

- 132.1. The objectives of University-Industry Linkage and Technology Transfer are to facilitate collaborative knowledge exchange between academia and industries, to effectively transfer research outcomes into practical applications for economic and societal impact, and to drive the creation and implementation of innovation or novel ideas,

products, and processes that bring positive change and value.

- 132.2. **University-Industry Linkage:** University-industry linkage refers to the collaboration and interaction between AAU and industries or businesses. It may involve establishing partnerships, relationships, and channels of communication between AAU and these two sectors to facilitate the exchange of knowledge, expertise, resources, and research findings. The goal of university-industry linkage is to bridge the gap between academic research and practical applications in the business world. This collaboration can take various forms, such as joint research projects, technology development, knowledge sharing, internships, and collaborative training programs.
- 132.3. **Technology Transfer:** Technology transfer is the process of transferring knowledge, inventions, and technologies developed within AAU to external entities, including industries, businesses, and other organizations. This transfer can occur through various mechanisms, such as licensing intellectual property (e.g., patents), forming research partnerships, creating spin-off companies, and providing consultancy services. The aim of technology transfer is to ensure that the innovations and discoveries made in academia are translated into real-world applications, products, and services that benefit society and the economy.
- 132.4. **Innovation:** Innovation refers to the process of creating, developing, and implementing new ideas, products, services, processes, or approaches that bring about positive change and value. It involves transforming creative concepts into practical solutions that address challenges or meet needs in various domains. Innovation can occur in different sectors, including technology, business, healthcare, education, and more. It can result from new scientific discoveries, the application of existing knowledge in novel ways, or the combination of different disciplines to create something new and valuable. Innovation drives progress and growth, contributing to economic development and societal improvement.
- 132.5. The University shall deploy its academic staff in University-Industry Linkage, technology transfer and innovation based on its technology agenda and plan, demonstrable merit, and practicality.
- 132.6. The University shall provide detailed guidelines related to university-industry linkage, technology transfer, and innovation in the Policy and Guideline for Research, Technology Transfer, University-Industry Linkage, and Community Engagement.

Article 133. General Provisions on University-Industry Linkage and Technology Transfer

- 133.1. The University shall appoint an official to execute leadership in Technology transfer and University-Industry Linkage.
- 133.2. The appointed official is responsible for managing partnerships between the university and industry, ensuring the smooth transition of research findings and technologies into real-world applications,

spearheading innovation efforts, promoting a creative atmosphere, overseeing research collaborations, negotiating licensing deals, spotting opportunities for commercialization, upholding intellectual property rules, promoting the adoption of cutting-edge ideas and practices to boost the economy and societal progress and handling the coordination and facilitation of university and staff consulting services.

- 133.3. The duties of the official are detailed in a separate policy and guideline.

CHAPTER TWENTY FIVE: COMMUNITY ENGAGEMENT

Article 134. Principle

Community engagement is one of the fundamental mandates of Addis Ababa University, encompassing dynamic and mutually beneficial scholarly partnerships with local, regional, and international communities, organized groups, agencies, and institutions generally referred to as communities. This engagement involves addressing the specific needs of the communities through initiatives focusing on social, economic, cultural progress and environmental challenges. By actively engaging with communities, Addis Ababa University could showcase its dedication to social responsibility, active citizenship, and the sustainable development of communities, generating positive outcomes that benefit both the university and the communities involved.

Article 135. General Provisions on Community Engagement

- 135.1. The University shall appoint an official responsible to lead the university's community engagement activities.
- 135.2. Community Engagement can be initiated at various levels of the AAU or the community.
- 135.3. **University initiated Community Engagement** - The university initiated community engagement initiative involves the concerned office holder, in collaboration with the research director and the original progenitor of the research output in identifying research outcomes that are applicable to community engagement and the specific target communities and centrally managing the activities associated with the project.
- 135.4. Community engagement initiated by staff members involves an individual or a group of academic staff within a teaching unit or research institute in implementing their own research outcomes that are relevant to community engagement and specific target communities and managing the project within the respective academic unit.
- 135.5. **Demand Driven or community initiated Community Engagement** - Demand-driven or community-initiated community engagement involves AAU to actively respond to community needs expressed by the respective community and working collaboratively to co-create and address the problem by fostering mutually beneficial relationships and managing the project through equity and mutual

agreement.

CHAPTER TWENTY SIX: CONSULTANCY

Article 136. Principles

Consultancy services provided by the University shall be in line with its mission and ethical standards, without compromising the University's core activities. These services are meant to build mutually beneficial relationships with industries, based on principled and transparent negotiations and agreements. The results of these services should contribute to improving academic offerings, teaching, and research. While individual intellectual rights and confidentiality agreements are respected, the knowledge gained from consultancy services should also have broader university community benefits.

Article 137. General Provisions on Consultancy Services

- 137.1. In the context of this Legislation, consultancy service refers to any professional or technological service provided by the University or its academic staff to a client. Such consultancy services may include research, training, program/project evaluation, production of materials, advisory, or any other professional and technical services.
- 137.2. University Consultancy shall mean a consultancy service provided by an academic staff to a client in his capacity as an employee and utilizing the affiliation and support of the university.
- 137.3. Private Consultancy shall mean a consultancy service rendered by an academic staff operating in his personal and private capacity and in his own time independent of the University and without utilizing the support of the University.
- 137.4. In undertaking a consultancy service, an academic staff shall follow ethical standards and may not compromise the image and reputation of the University nor shall he make unauthorized use of the resources of the University such as time, property and facilities.
- 137.5. The University shall provide Policy and Guideline for University Consultancy and Private consultancy with details on duties and responsibilities of the university, academic units and the academic staff engaged in consultancy services.
- 137.6. Failure of any academic staff to adhere to the for University Consultancy and Private consultancy shall constitute sufficient ground for disciplinary action if the staff member continues to violate these rules after receiving an initial written warning by an appropriate person of the University.

Article 138. Sub-contracting Consultancy Service Agreements

Where the academic unit cannot implement all the components of the consultancy service agreements, it may involve individuals or organizations

outside the University in consultation with the Office of the concerning vice president on such terms and conditions as may be agreed upon.

Article 139. Property Ownership

Unless otherwise explicitly stated in individual consultancy service contracts, any material, equipment, supplies, or vehicles obtained from sources associated with consultancy agreements must be used solely for the purpose of executing the agreement and shall be considered as property of the University thereafter.

Article 140 Data, Publication and Intellectual Property Rights

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

TITLE VII: UNIVERSITY OFFICES

CHAPTER TWENTY SEVEN: THE UNIVERSITY LIBRARY

Article 141. General Provisions on the University Library

The University Library shall be organized as one administrative unit including all branch and divisional libraries consisting of the central library, the digital libraries, and other constituent libraries. The Library shall comprise all books, pamphlets, periodicals, newspaper files, manuscripts, maps, charts, music scores, prints, micro-reproductions, slides, recordings, and other library materials

Article 142. Organizational Structure of the University Library System

- 142.1. The Library is managed by a Chief of the University Library
- 142.2. The Chief will be advised by a Library Council which will consist of two deputy chief librarians, college/institute library directors, nominated deans and directors. Appointed Library Council members will serve for terms of three years each, so adjusted that three will expire each year. They will not be eligible for reappointment until after the lapse of one year.
- 142.3. The deputy chiefs will hold the Technical Processing Division and the Readers' Services Division on the University Library system
- 142.4. The responsible officer shall be responsible for a centralized service

involved in collection, management, coordination,

- 142.5. The responsible officer for the Readers' Services Division shall be responsible for providing direct services to users of the library. All constituent libraries come under this Division.

Article 143. Property Interest in Books and other Media

All materials purchased by, or donated to, any library within the University become automatically the property of the University and no library of the University may obtain property interest in library materials separate and distinct from the University, for the University alone has the capacity to enjoy property interests in such materials. Where an item is loaned to any particular library within the University, the use of such loaned material may still be made subject to regulations which shall be set by the University Library but without prejudice to the property interests retained by the lender and the observance of any restrictions imposed as a condition of loan. Excess copies of books acquired by way of gift may, however, be donated to other libraries as a resource sharing exercise.

Article 144. Creation and Dissolution of Constituent Libraries

- 144.1. The planning and development of institutional collections shall proceed in a systematic manner within the framework of this Legislation, with due consideration to the individual needs and requirements of departments.
- 144.2. Any constituent library may be merged or dissolved by agreement between the library council, the Chief University Library and the deans or directors of the involved academic units and subject to the rules set forth by the Library administration. The decision will be presented to the president and the designated VP for merging or dissolution approval.

Article 145. Creation of Smaller Collections

- 145.1. Upon request, a librarian may make provisions for the deposit of a small working collection of books from the relevant library to be housed within an academic unit of the University in order to facilitate academic instructions. Small collections of this nature are not constituent libraries and are governed by such arrangements as the Head of the University Library may stipulate.
- 145.2. Any acquisition of books or other reference materials by such units shall be duly registered and cataloged by the University Library System.

Article 146. Budget Appropriations for the Library

- 146.1. The Chief of the University Library shall ensure that academic units, in submitting their respective budget request to the University, include budgetary request for equipping, staffing, maintenance and development of the library.
- 146.2. The Chief of the University Library, in consultation with the relevant University body responsible for planning and budget, shall prevent duplication of expenses. He shall submit annual proposal on budgetary matters pertaining to the University Library System to the VP, to all relevant heads of academic units in order to guide the academic units in obtaining improved planning and clarification of budgetary allocation policies and maintaining a balanced

Library System.

Article 147. Library Staff

- 147.1. The Libraries shall have professional librarians and other support staff.
- 147.2. The terms of employment, promotion and termination of employment of professional librarians deemed to be academic staff shall be governed by the rules and regulations applicable to academic staff, via the council.
- 147.3. Such professional librarians shall assume all the duties and responsibilities of an academic staff that include teaching courses and/or undertaking research in their areas of specialization.

CHAPTER TWENTY EIGHT: THE OFFICE OF THE UNIVERSITY REGISTRAR

Article 148. The Office of the University Registrar

- 148.1. General Provisions on the Office of the University Registrar
 - 148.1.1. The Office of the University Registrar is responsible for all operational matters pertaining to student intake, admission, placement, readmission, enrollment, class and exam schedules, and academic records, allocation of classrooms as well as lecture halls, and graduation.
 - 148.1.2. The Office of the University Registrar carries on the duties and responsibilities given to it in this Chapter in close cooperation with relevant academic units and other offices of the University.
 - 148.1.3. The Office of the Registrar shall have the University Registrar, the Deputy Registrar and an Academic Record Management Head, an Admission Officer, and College/Institute Associate Registrars.
 - 148.1.4. All matters of employment of the Deputy Registrar and Academic Record Heads, and College/Institute Associate Registrars shall be in accordance with policies, principles and rules governing other support staff of the University.

Article 149. The University Registrar

Powers and Responsibilities

Without prejudice to the powers and responsibilities given to the Office of the University Registrar as stipulated in this Legislation, the University Registrar shall:

- 149.1.1. administer all operational matters of the Office of the University Registrar and its various units;

- 149.1.2. submit the annual budget of the Office of the Registrar to the VPASS and administer such funds as may be placed at his disposal;
- 149.1.3. be responsible for the implementation of the policies and directives laid down by the Senate pertaining to student enrollment management, including registration, academic performance, attrition, graduation and certification;
- 149.1.4. submit to the Senate, after approval by ACs or the ASCRC, the names of candidates eligible for the award of certificates, diplomas and degrees including special awards in conformity with University rules and regulations;
- 149.1.5. submit to the VP timely progress reports on the management of student enrollment and student academic records including registration, academic performance and attrition, and make any recommendations thereon;
- 149.1.6. create, maintain and issue student records and bear responsibility for the safe keeping of such records;
- 149.1.7. submit to the AVP regular reports on the activities of the Office of the Registrar and its various units, and make recommendations on how to improve the overall operations of the Office of the Registrar and its various units;
- 149.1.8. perform such other duties consistent with his responsibility as may be assigned to him by the VP; and
- 149.1.9. delegate some of his powers to College Registrars.

Article 150. The College Registrars

- 150.1. The Office of the University Registrar shall have College Registrars.
- 150.2. The College Registrar is accountable to the University Registrar in respect of University-wide policies, rules, standards and guidelines while he shall be accountable to the College Executive Dean in respect of matters within the domain of the college concerned.
- 150.3. Duties and Powers of the College Registrar shall be described in the ToR for registrars

Article 151. Other Units of the Office of the University Registrar

The Office of the University Registrar shall propose the manpowe and revision thereof, of all units under it and seek its approval by the pertinent body of the University.

CHAPTER TWENTY NINE: THE UNIVERSITY PRESS

Article 152. General Provisions on the University Press

- 152.1. The University Press is entrusted, *inter alia*, with the tasks and responsibilities of reviewing, printing and distributing publications.
- 152.2. Subject to mandatory provisions of relevant laws, the University Press shall retain copyright of all its publications, and to this end may enter into agreements with authors on matters pertaining to the payment of royalties having regard to existing rules and procedures of the University.

Article 153. Organization and Management of the University Press

- 153.1. The University Press shall be governed by a Board of Editors.
- 153.2. The duties and responsibilities of the Office shall be stipulated by guidelines.

CHAPTER THIRTY: THE OFFICE OF GENDER AND EDUCATIONAL EQUITY

Article 154. The Office of gender and educational equity

- 154.1. The University shall have office the caters for gender mainstreaming in all its function and create an environment that is safe from violence, all students and employees fairly represented in the opportunities and functions of the University. thatan that shall cater for issues pertaining to the creation of a University community sensitive to gender equality within and outside the University by working to create an environment where no gender stereotype exists and where all females are fairly represented in all areas of the University's activities.
- 154.2. The office of Gender and educational equity
 - a. appointee will be assigned following the dual process of appointment of the university
 - b. ensures academic curricula, policies, guidelines in the university are gender mainstreamed across the university
 - c. works with other offices to assure resources are equitably distributed without gender and other social stereotyping
 - d. builds the capacity of the university community to create safe and free from violence environment

- e. recognizes milestones within and outside the university that promote ,sustained gender equity and educational equality.
- f. informs the university community the measures taken, achievements made towards creating a conducive environment within the university.
- g. fosters collaboration with organizations working to promote gender equity and educational equality to mobilize resources, create opportunity to capacity building and increase visibility

TITLE VIII:STUDENT AFFAIRS, STUDENT RIGHTS AND DUTIES AND STUDENT ORGANIZATIONS

CHAPTER THIRTY ONE: STUDENT AFFAIRS

Article 155. The Office of Student Affairs

- 155.1. The Office of Student Affairs deals with matters concerning student affairs to all students that include those in the regular, continuing and distance education, summer, undergraduate and graduate programs as well as international students in the University.
- 155.2. The Office of Student Affairs will have dynamic structure where trained experts will be working at such as departments for undergraduate programs and graduate programs; desks for psychosocial services, student organizations, event organizations and disciplinary cases
- 155.3. The Office of Student Affairs shall be headed by a Dean.
- 155.4. The Dean of Student Affairs shall be appointed by the President on competitive basis and shall be accountable to the VP.

Article 156. Powers and Duties of the Office of Student Affairs

- 156.1. The Office of Student Affairs shall advise and make follow-up on students on non-academic matters and provide guidance and counseling services as required;
- 156.2. It ensure the physical, social and psychological well-being of students; to this end, work in cooperation with work units in the University concerned on the welfare of students;

156.3. The details of its powers and duties shall be determined by a policy framework and guideline

CHAPTER THIRTY TWO: STUDENT RIGHTS AND DUTIES, AND DISCIPLINE

Article 157. Rights and Duties of Students

- 157.1. Students have the right to learn, enquire, understand, know and interact
- 157.2. Students have the right to be entitled to fair treatment in all respects of the teacher-student relationship and to an environment conducive to stimulate learning;
- 157.3. Students have the right to receive institutional legal protection from any form of discrimination or harassment;
- 157.4. Students are duty bound to observe and respect the country's laws and the rules and regulations of the University. They shall, in particular, have the duty to attend classes properly and respect the individual authority of any academic staff in the leadership and management of the teaching-learning process;
- 157.5. 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.
- 157.6. Students shall participate at all stages of the decision-making process in disciplinary matters.
- 157.7. The rights and duties of students will further be elaborated by a Policy framework and guideline to be prepared by the University

Article 158. Code of Conduct of Students

158.1. Policy Premises on Code of Conduct

- 158.1.1 Students of the University are expected to work with their fellow students and staff in a cordial manner, and demonstrate tolerance for diversities of all dimensions, and make proper use of university facilities. They shall in particular respect the laws of the land, university rules and regulations and such other standards of behavior as may be set up by

appropriate organs of the University. When students fail to live up to these expectations, it may be necessary to take appropriate actions commensurate with the breach committed.

158.1.2 No act shall be deemed a violation of this Code of Conduct which is included within the rights of academic freedom. "Academic freedom" shall mean the right to discuss and openly express views on ideas, immediate national and global problems and issues as well as other controversial matters in class, in connection with academic work on campus, in discussion groups or in print, provided the expression of views is generally relevant to the subject under discussion and is consistent with rational and intellectual inquiry. Where, however, a student abuses his academic freedom he may be subject to disciplinary actions in accordance with the Code of Conduct.

158.2. Prohibited Acts

158.2.1. Subject to the provisions of relevant articles, hereof, the following acts are prohibited and constitute grounds for disciplinary action: academic dishonesty means any of the following or a combination thereof:

158.2.2. Cheating which means intentionally using or attempting to use unauthorized materials, information, or study aids in academic exercise such as exams and assignments or

158.2.3. fabrication which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise or

158.2.4. plagiarism that means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise or

158.2.5. academic negligence that means willfully, with or without malice, abrogating one's academic duty and responsibility through indifference, apathy and disregard of the prevailing rules and practices of the University or

158.2.6. facilitating academic dishonesty which means intentionally or knowingly helping or attempting to help another to commit any of the above acts of academic dishonesty.

158.2.7. Hate speech of any form;

158.2.8. assault verbal or physical, violence, the threat of violence, or incitement thereof;

158.2.9. acts such as sexual harassment, intimidation, bullying;

158.2.10. possession of arms and other harmful weapons;

158.2.11. trafficking of pornographic materials;

158.2.12. possession or use of drugs;

158.2.13. alcohol or drug abuse;

- 158.2.14. conviction of a student by a competent court which clearly demonstrates to the relevant unit of the University that he is unfit to be a member of an academic community;
- 158.2.15. dissemination, whether by oral or written means, of defamatory material concerning any other member of the University Community;
- 158.2.16. consistent, continued and calculated offensive behavior towards any other member of the University Community;
- 158.2.17. theft, misappropriation or deliberate recklessness in handling University property or the property of another member of the University Community;
- 158.2.18. breach of any regulations issued by a competent University authority such as the Office of the Dean of Students Affairs, the Library System, laboratory, cafeteria and housing regulations;
- 158.2.19. without the permission of the competent University authority, the initiation, organization, or promotion of any student meetings or demonstrations within the premises of the University that may bring about disruption of the University programs. For purposes of this sub-Article "competent University authority" means the academic dean where the classes or programs of an academic unit are endangered and the Dean of Student Affairs in all other cases;
- 158.2.20. use of mass force to interfere with any regular or legitimate activity of the University or any group of members therein; and

158.3. Sanctions on Violations of the rules

158.3.1. The sanctions for violations of any one of the offences provided for in this Article shall be prescribed by the Dean of Student Affairs.

158.3.2. A student who commits an act of academic dishonesty 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.

158.3.3. Disciplinary cases with an inter-college element shall be subject to due process of law in which the concerned student shall get the opportunity to present his case and such hearings shall be conducted by a discipline committee established for this purpose by the Office of the Dean of Students Affairs. The membership of such committee shall include the Dean of Student Affairs or his representative as a chairperson, an officer in charge of student services or his representative, one academic staff member, two student union representatives of whom one is a female student, a representative of Campus Security as well as a representative of the relevant college administration. Where the

disciplinary case is of intra-college in nature, it shall be considered by an ad hoc committee composed of two academic staff members to be assigned by the Dean of the College , two student representatives of whom one is a female student and a representative of the college administration.

158.3.4. 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.

158.3.5 Authority to Supplement the Provisions of this Article with the approval of the Senate, the SACs of the various academic units may issue additional rules consistent with this Legislation to add to or elaborate on the provisions of this Legislation. Unless specified otherwise, a violation of such additional rules shall be treated as a violation of this Code of Conduct.

CHAPTER THIRTY THREE: STUDENT ORGANIZATIONS

Article 159 Policy Premises on Student Organizations

- 159.1. As students constitute a vital component of the university community, they shall be provided with the means and forums for enhancing self-governance and democratic participation in the affairs of the university, particularly by forming student organizations promoting academic pursuits and their personal development.
- 159.2. By virtue of the powers vested in it by the relevant laws of the country as well as by virtue of its title of ownership on premises and facilities, the University has the responsibility of overseeing all the activities including that of student organizations that are being undertaken on its campuses.
- 159.3. Students have the right to form student organizations following the University's procedures and the appropriate rules and regulations stipulated by the University (Office of Student Affairs)
- 159.4. Student organizations may be formed by students of the University on University-wide, college-wide or departmental level representing students within their respective constituency. \
- 159.5. Student organizations, in addition to academic based formation, may also be formed by special interest groups focusing on cross-cutting issues 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 and other public health concerns (such as reproductive health services), the promotion of the interests of specially challenged groups, and students with disabilities, or students from emerging cultural communities.

Article 160. Common Provisions on students organizations

- 160.1. No student organization may admit as its member or represent any person who is not a registered student of the University.
- 160.2. No student organization may elect to any of its top three offices any student who has not completed at least one full year of study at the University. Students placed on probation are precluded from holding office. A duly qualified disciplinary body may disqualify a student from holding office on established disciplinary grounds.
- 160.3. No student organization may deny membership to any student on ethnic, religious, regional, linguistic or other similar discriminatory grounds. However, a student organization set up to promote issues pertaining to gender and persons with disabilities as an integral part of its proposed objectives may be allowed to limit membership.
- 160.4. No student organization shall be allowed to get license to operate in the university.
- 160.5. No student organization shall be registered when its stated objectives, or activities thereof are contrary to the stated vision and mission of the University or in contravention to the country`s laws.
- 160.6. No student organization shall be registered where the organization is motivated by commercial interests or financial or material benefit to its members, spread of hatred and intolerance or promotion of a religious or political agenda.
- 160.7. A student organization, in addition to securing recognition from the University, shall be registered with the concerned university concerned office as required by the country`s laws.
- 160.8. A student organization shall enter an agreement (MOU) with the third part through concerned university office.
- 160.9. No student organization shall use the name, seal, logo or any other identifying symbol of the University without prior approval from a duly authorized office.
- 160.10. The University shall encourage and assist students and their organizations to exercise freedom of expression and the press.
- 160.11. The University shall establish advisory organs to assist students and their organizations to exercise the rights prescribed under sub-Article 158.1 hereof. The advisory organs shall have the following general objectives to: advise students on the quality and form of student publications; and advise students on the legality of their publications under national laws and University regulations.

TITLE IX: HEALTH CARE

CHAPTER THIRTY FOUR: TIKUR ANBESSA SPECIALIZED HOSPITAL

Article 161 Tikur Anbessa Specialized Hospital (TASH)

Tikur Anbessa Specialized Hospital is a tertiary level teaching hospital of the Addis Ababa University organized under the college of health sciences. It offers integrated health services, health sciences education, and health sciences research organized under college of health sciences. The aforementioned functions are run by the academic staffs of the college of health sciences and non-academic staffs of the hospital in TASH and other affiliated facilities.

161.1. Provisions of Tikur Anbessa Specialized Hospital /TASH/

To achieve its objectives a high quality health services, health sciences education and health sciences research in a fully integrated approach, TASH shall have the following provisions.

161.1.1. The functions of Tikur Anbessa Specialized Hospital must be centered on its clients and students as major customers.

161.1.2. While maintaining the AAU autonomy, TASH complies to national health policies, strategies and initiatives.

161.1.3. “Clinical Departments” are the basic functional units of the Hospital for the patient services, clinical education and research, and cross cutting teams form the core groups running activities at all levels

161.1.4. All members of the clinical departments are jointly and individually responsible and accountable for all the core functions of clinical care, teaching and research.

161.1.5. TASH shall establish Clinical Centers and Center of Excellences under it based on guidelines.

161.1.6. The clinical services available to the employees and students of the university will be according to the guideline approved by the TASH Board

161.2. The Offices of TASH

161.2.1. The Tikur Anbessa Specialized Hospital shall have a liaison

board approved by the university board, and the chairperson shall be the member of AAU Board.

161.2.2. Duties and responsibilities of the hospital board will be approved by the university board,

161.2.3. TASH is headed by CEO, and shall have deputy CEO determined by the TASH Board.

161.2.4. Appointment of all TASH positions will be participatory and merit based described by guideline approved by the university Board.

161.2.5. The Hospital's organizational structure shall all be streamlined, promoting smooth communication, efficient delegation of duties, effective resource management, delivery of quality clinical service and adherence to the standards established by the country's relevant regulatory authorizes.

161.2.6. Clinical Departments

162.6.1. The clinical department heads are accountable to both the respective School Deans and the CEO.

162.6.2. The clinical Departments constitute the basic functional units where clinical service, teaching and research are undertaken, and as such are responsible for all the core functions of the Hospital.

162.6.3. The Clinical Departments roles and responsibilities shall be described by the guidelines.

163. Miscellaneous articles

163.1. Patient rights, responsibilities and duties will be entertained in the according to Guidelines for the Management of Federal Hospitals in Ethiopia

163.2. Clinical students, residents, fellows and clinical staffs recognizant of all levels of duties, responsibilities and rights shall be entertained in accordance with the adopted Guideline for the Management of Federal Hospitals to AAU.

TITLE X: TRANSITORY AND MISCELLANEOUS PROVISIONS

CHAPTER THIRTY FIVE: TRANSITORY PROVISIONS

164. Pending Academic Matters

164.1. Academic matters initiated prior to the effective date of this Legislation shall be handled in accordance with the March 2019 Senate Legislation of the University and the amendments thereto.

164.2. 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 March 2019 Senate Legislation of the University and the amendments thereto.

Article 165. Consistency with the Proclamation and Regulations Issued Thereunder

Notwithstanding the provisions of Article 164 of this Legislation, pending academic matters shall be processed as per the March 2019 Senate Legislation of the University and the amendments thereto to the extent the latter is compatible with the Proclamation and regulations issued thereunder.

CHAPTER THIRTY SIX: MISCELLANEOUS PROVISIONS

Article 165. Forgery and False Statements

Without prejudice to the laws governing such conduct, any member of the University who has presented forged credential, document or who has willfully misrepresented himself in written or verbal forms, shall be liable to disciplinary measures.

Article 166. Repealed Regulations

The 2019 Senate Legislation of the Addis Ababa University and all amendments there to are hereby repealed and replaced by this Legislation.

Article 167. University Rules and Regulations Inconsistent with this Legislation

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

Article 168. Power to Issue Guidelines

The Senate may issue guidelines for the proper implementation of the provisions of this Legislation.

Article 169. Obligation to Comply

169.1. All members of the University's Academic Community shall have the obligation to comply with the provisions of this Legislation.

169.2. All academic units of the University shall have the obligation to implement this Legislation.

Article 170. Effective Date

This Legislation shall come into force as of its approval by the University Governing Board.

W/t. Firehiwot Tamiru

Chairperson of the Governing Board of Addis Ababa University